

 GIG CYMRU NHS WALES	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Board
		Date of Meeting 30 April 2020
		Agenda item 4.8.300420

Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy CEO and Executive Director Operations and Finance	19 March 2020

Summary of key matters considered by the Committee and any related decisions made.

Audit and Corporate Governance Committee:

The Committee considered the following key matters:

- **Noted** a progress update from External Audit, confirming that that all on site audit work had stopped (as a result of COVID-19) and where possible was being done remotely. Wales Audit Office were liaising with the Deputy Chief Executive and Executive Director of Finance and Board Secretary to ensure appropriate work was ongoing.
- **Noted** the Wales Audit Office Annual Report 2019, summarising the audit work undertaken during 2019.
- **Noted** the Wales Audit Office 'Implementing the Well-Being of Future Generations Act Report', noting that it was a broadly positive report, with suggested improvements in how the organisation measures outcomes against the framework.
- **Noted** the Wales Audit Office Work Plan for 2020-21, noting that it had been produced prior to the COVID-19 outbreak, and would be subject to significant changes as the situation developed.
- **Monitored** the internal audit action log, noting that many actions had been put on hold due to the redeployment of resources to respond to the COVID-19 pandemic.
- **Received** the 'Management of Alerts' Internal Audit Final Report, which had received a **Limited Assurance** rating with 2 high and 5 medium recommendations, due to issues identified with SharePoint, no medical register and issues in signing off of alerts.
- **Received** the 'Management of Vacancies' Internal Audit Final Report, which had received a **Reasonable Assurance** rating with two medium and two low recommendations. The Committee were informed that this is an area where the Board have had a more detailed overview, due to the particular concern of recruitment and retention.
- **Received** a verbal update on the Finance Performance Report, and were informed that there had been a small variance in month 11. This was due to the £156,000 of expenditure to assist with work related to

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COVID-19, which was included in the figures. The extension to the deadlines for submitting accounts by the Welsh Government was also noted.

- **Approved** the Internal Audit Work Plan for 2020/21, noting that it had been produced prior the COVID-19 Pandemic, and as such would be subject to change in order to adapt to the evolving situation.
- Received **assurance** that the organisation was compliant with the Declarations of Interest and Gifts and Hospitality Policies.
- **Noted** the Draft Audit and Corporate Governance Committee Work Programme 2020/21, noting that it had been produced prior to the COVID-19 Pandemic, and would be subject to changes.
- Took **assurance** of the organisation’s compliance with the Corporate Governance Code of Practice 2017.
- **Discussed** the Board Assurance Framework and the Corporate Risk Register and were informed that this work was progressing dynamically, a new strategic risk has been created and the corporate register is being updated to reflect this.
- **Noted** the NHS Wales Health Collaborative: Annual Assurance Statement, noting that that a request for approval of an additional one year extension was to be considered by the Board next week.

Key risks and issues/matters of concern of which the board needs to be made aware:

The Committee **received** the Finance Delivery Unit: Annual Assurance Statement for information and assurance. The Committee noted that report from the Finance Delivery Unit had not provided some of the information the Committee would seek assurance from a hosted organisation i.e. information on the budget. The use of a proforma was suggested which had worked well for other organisations to ensure hosted bodies are fully aware of what is required of them in terms of assurance reporting.

The Committee requested that the report was cross referenced against the hosting agreement to check what information should be reported. Additional financial information was to be sought and reported back to the Committee.

Delegated action taken by committees:

None.

Unconfirmed Minutes for Audit and Corporate Governance Committee are available on request.

Previously confirmed minutes can be found on the website at <https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/>

Date of next Committee meetings

Following the decision to cancel all non-essential meetings, Audit and Corporate Governance Committee; Quality, Safety and Improvement Committee and Remuneration and Terms of Service Committee will continue to operate within their scheduled meeting.

However the agenda will be reduced to cover statutory and core requirements to ensure appropriate governance arrangements are in place to provide appropriate assurance to the Board, whilst balancing the need to reduce pressure on staff during this time. These meetings will take place via electronic means, such as Skype.

The next scheduled Committee meetings are as follows (please note these are subject to change):

<i>Audit and Corporate Governance Committee</i>	18 May 2020
<i>Quality, Safety and Improvement Committee</i>	19 May 2020
<i>Knowledge, Research and Information Committee</i>	1 September 2020
<i>People and Organisational Development</i>	To be confirmed.