

## HYWEL DDA UNIVERSITY HEALTH BOARD – AUDIT & RISK ASSURANCE COMMITTEE DRAFT ANNUAL WORK PLAN 2025/26

The proposed work programme is aligned to the requirements of the 2012 Revised NHS Wales Audit Committee Handbook, Draft Terms of Reference and example agenda and timetable.

| AGENDA ITEM/ISSUE   | LEAD            | 15<br>April<br>2025 | 8<br>May<br>2025 | 24<br>June<br>2025 | 12<br>Aug<br>2025 | 14<br>Oct<br>2025 | 9<br>Dec<br>2025 | 10<br>Feb<br>2026 | April<br>2026 |
|---|-----------------|---------------------|------------------|--------------------|-------------------|-------------------|------------------|-------------------|---------------|
| <b>INTRODUCTIONS</b>  |                 |                     |                  |                    |                   |                   |                  |                   |               |
| Apologies   | <b>Chair</b>    | ✓                   | ✓                | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| Declaration of Interests  | <b>All</b>      | ✓                   | ✓                | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| <b>GOVERNANCE</b>   |                 |                     |                  |                    |                   |                   |                  |                   |               |
| Minutes from previous meeting   | <b>Chair</b>    | ✓                   |                  | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| Matters Arising & Table of Actions  | <b>Chair</b>    | ✓                   |                  | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| Matters Arising not on agenda   | <b>Chair</b>    | ✓                   |                  | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| Self-Assessment of Committee's effectiveness  | <b>Chair</b>    |                     |                  | D                  | ✓                 |                   | ✓                |                   |               |
| Escalation Status Update  | <b>PK/LD/SA</b> | ✓                   |                  | ✓                  | ✓                 | ✓                 | ✓                | ✓                 | ✓             |
| Review and report upon the adequacy of arrangements for declaring, registering and handling interests | <b>JW</b>       |                     | ✓                |                    |                   |                   |                  |                   | ✓             |
| Receive full report of all offers of gifts and hospitality  | <b>JW</b>       |                     | ✓                |                    |                   |                   |                  |                   | ✓             |
| Compliance with Ministerial Directions  | <b>JW</b>       |                     | ✓                |                    |                   |                   |                  |                   |               |
| Compliance with Welsh Health Circulars (WHCs)   | <b>JW</b>       |                     | ✓                |                    |                   |                   |                  |                   |               |
| Review ARAC Annual Report   | <b>Chair</b>    |                     | ✓                |                    |                   |                   |                  |                   |               |
| Review Board Effectiveness Report   | <b>JW</b>       |                     | ✓                |                    |                   |                   |                  |                   |               |
| Review Accountability Report, incl Annual Governance Statement  | <b>JW</b>       |                     | ✓<br>(Draft)     | ✓<br>(Final)       |                   |                   |                  |                   |               |
| Review Annual Head of Internal Audit Report and Opinion (incl Capital/PFI)                            | <b>JJ</b>       |                     | ✓<br>(Draft)     | ✓<br>(Final)       |                   |                   |                  |                   |               |
| Internal Audit: Annual Governance Statement Review  | <b>JJ</b>       |                     | ✓                | ✓                  |                   |                   |                  |                   |               |
| Review, agree and recommend to the Board the audited accounts & financial statements                  | <b>HT</b>       |                     | ✓<br>(Draft)     | ✓<br>(Final)       |                   |                   |                  |                   |               |

| <b>AGENDA ITEM/ISSUE</b>  | <b>LEAD</b>        | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|---|--------------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| Audit Enquiries to those charged with Governance and Management   | <b>HT</b>          |                      | ✓                 |                     |                    |                    |                   |                    |                   |
| Audit Wales ISA 260 incl Letter of Representation   | <b>Audit Wales</b> |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Review the Health Board's Annual Report (Overview & Perf Section)   | <b>HT</b>          |                      | ✓<br>(Draft)      | ✓<br>(Final)        |                    |                    |                   |                    |                   |
| Review changes to Standing Orders & Standing Financial Instructions*  | <b>JW</b>          | ✓<br>(SOs)           |                   | ✓<br>(SFIs)         |                    |                    |                   |                    |                   |
| Annual Review of Standing Orders and Standing Financial Instructions  | <b>JW</b>          | ✓<br>(SOs)           |                   | ✓<br>(SFIs)         |                    |                    |                   |                    | ✓                 |
| Scheme of Delegation  | <b>JW</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Annual Review of Terms of Reference   | <b>Chair/JW</b>    |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| All Wales NHS Audit Committee Chairs' Meeting Update  | <b>Chair</b>       |                      |                   |                     | D                  | ✓                  | ✓                 | ✓                  | ✓                 |
| NWSSP's Construction Frameworks for Swansea Bay & Hywel Dda UHBs  | <b>LD</b>          |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Review of any other sources of external assurance to ensure approp planning & coordination and that the Board is informed accordingly of any issues relating to compliance, risks of non-compliance & recommendations | <b>All</b>         | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Provide assurances where a significant activity is shared with another organisation (eg NWSSP/JCC)  | <b>HT/SM</b>       | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Receive assurances from internal audit performed at these organisations that risks in the services provided to them are adequately managed and mitigated with appropriate controls                                    | <b>JJ</b>          | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Review of Capital & PFI Audit Reports including results & the adequacy of executive & management responses to any issues identified and ensuring that they are acted upon   | <b>EJ</b>          | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |

| <b>AGENDA ITEM/ISSUE</b>  | <b>LEAD</b>           | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|---|-----------------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| <b>AUDIT WALES</b>  |                       |                      |                   |                     |                    |                    |                   |                    |                   |
| Review External Audit Plan via update reports   | <b>Audit Wales</b>    | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Approve External Audit Strategy & Annual Audit Plan (designed to implement the strategy) & assoc fees   | <b>Audit Wales</b>    | ✓                    |                   |                     |                    |                    |                   | ✓                  | ✓                 |
| Review of External Audit Reports including results & the adequacy of executive & mgmt responses to any issues identified and ensure that the other Cttees monitor & report back | <b>Audit Wales</b>    | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Consider any Audit Wales National Value for Money Examinations & Performance Reports  | <b>Audit Wales</b>    | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Receive the Auditor's General report to those charged with governance (Year-end)  | <b>Audit Wales</b>    |                      | ✓                 |                     |                    |                    |                   |                    |                   |
| Structured Assessment 2024 Management Response Update   | <b>Audit Wales/JW</b> |                      |                   |                     | ✓                  |                    |                   | ✓                  |                   |
| Structured Assessment 2025  | <b>Audit Wales</b>    |                      |                   |                     |                    |                    | ✓                 | ✓                  |                   |
| Review of Urgent and Emergency Care (Part 1 and Part 2)   | <b>Audit Wales/AC</b> | D                    |                   | ✓                   | D                  | ✓                  |                   |                    |                   |
| Planned Care Review   | <b>Audit Wales/AC</b> | D                    |                   | ✓                   |                    |                    |                   |                    |                   |
| Review of Capital Investment Prioritisation   | <b>Audit Wales/LD</b> |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Cancer Services in Wales: A review of the strategic approach to improving the timeliness of diagnosis and treatment   | <b>Audit Wales/AC</b> | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Deep Dive - Review of Investment in Digital Systems   | <b>Audit Wales/HT</b> |                      |                   |                     | D                  |                    | ✓                 |                    |                   |
| Review of the Management of Outpatients   | <b>Audit Wales/AC</b> |                      |                   |                     | D                  | ✓                  |                   |                    |                   |

| <b>AGENDA ITEM/ISSUE</b>   | <b>LEAD</b>           | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|--|-----------------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| Review of Radiology Services   | <b>Audit Wales/AC</b> |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Deep Dive - Review of the Arrangements to Manage Estates   | <b>Audit Wales/JS</b> |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Review of Cancer Services  | <b>Audit Wales/AC</b> |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| <b>INTERNAL AUDIT</b>  |                       |                      |                   |                     |                    |                    |                   |                    |                   |
| Internal Audit: Audit Plan Progress Report   | <b>JJ</b>             | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Review and approve Annual Internal Audit Plan  | <b>JJ</b>             | ✓                    |                   |                     |                    |                    |                   |                    | ✓                 |
| Review of Internal Audit Reports including results & the adequacy of executive & management responses to any issues identified and ensuring that they are acted upon | <b>JJ</b>             | ✓                    | ✓                 | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Review and approve Internal Audit terms of reference (charter) and the effectiveness of internal audit   | <b>JJ</b>             | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Standards of Cleanliness IA Update and Action Plan   | <b>JS</b>             |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Learning Lessons (Reasonable Assurance)  | <b>JJ/SD</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Elective Waiting List Management (Substantial Assurance)   | <b>JJ/AC</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Consultant Job Planning Follow-up (Reasonable Assurance)   | <b>JJ/MH</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Financial Management (Reasonable Assurance)  | <b>JJ/HT</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Performance Management (Substantial Assurance)   | <b>JJ/HT</b>          | ✓                    |                   |                     |                    |                    |                   |                    |                   |
| Executive Team Governance (Substantial Assurance)  | <b>JJ/PK/JW</b>       | D                    | ✓                 |                     |                    |                    |                   |                    |                   |
| Annual Planning (Reasonable Assurance)   | <b>JJ/LD</b>          | D                    | ✓                 |                     |                    |                    |                   |                    |                   |

| <b>AGENDA ITEM/ISSUE</b>   | <b>LEAD</b>     | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|--|-----------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| Digital Strategic Partner (Substantial Assurance)  | <b>JJ/HT</b>    |                      | ✓                 |                     |                    |                    |                   |                    |                   |
| Discharge Management Follow-up (Advisory Report)   | <b>JJ/AC</b>    |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Standards of Cleanliness Follow-up (Limited Assurance)                                     | <b>JJ/AC/JS</b> | D                    | D                 | ✓                   |                    |                    |                   |                    |                   |
| Withybush Hospital (WGH) RAAC (Reasonable Assurance)                                       | <b>JJ/AC/JS</b> | D                    | D                 | ✓                   |                    |                    |                   |                    |                   |
| Continuing Healthcare – Database Maintenance and Finance Processes (Substantial Assurance) | <b>JJ/HT</b>    | D                    | D                 | ✓                   |                    |                    |                   |                    |                   |
| Contract Management (Advisory Report)  | <b>JJ/HT</b>    |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Follow Up Review (Reasonable Assurance)  | <b>JJ/JW</b>    |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Corporate Risk: Ophthalmology (Reasonable Assurance)                                       | <b>JJ/AC</b>    |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Sickness Management (Limited Assurance)  | <b>JJ/LG</b>    |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Nursing Management (Limited Assurance)   | <b>JJ/SD</b>    |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Validation of Emergency Departments performance and waiting time data                      | <b>JJ/AC</b>    |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Control of Contractors   | <b>JJ/AC</b>    |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Risk of increasing fragility in primary care contractor services due to external factors   | <b>JJ/AC/JP</b> |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Human Tissue Authority   | <b>JJ/JS</b>    |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Commissioning– Long Term Agreement   | <b>JJ/LD</b>    |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Vaccination & Immunisation   | <b>JJ/AG</b>    |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| Operational Governance Arrangements  | <b>JJ/AC</b>    |                      |                   |                     |                    |                    | ✓                 |                    |                   |
| Level Three / Four Directorates  | <b>JJ/AC</b>    |                      |                   |                     |                    |                    | ✓                 |                    |                   |
| Medical Devices Regulations  | <b>JJ/AC</b>    |                      |                   |                     |                    |                    | ✓                 |                    |                   |

| <b>AGENDA ITEM/ISSUE</b>   | <b>LEAD</b> | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|--|-------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| Theatre Stock System Implementation  | JJ/AC       |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Managed Practices  | JJ/AC/JP    |                      |                   |                     |                    |                    | ✓                 |                    |                   |
| Cyber Security   | JJ/HT       |                      |                   |                     |                    |                    | ✓                 |                    |                   |
| Health & Safety  | JJ/JS       |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Escalation Governance  | JJ/PK/JW    |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Decision making for high cost drugs  | JJ/HT       |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Departmental / Local IT systems management   | JJ/HT       |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Estates Assurance - Space Utilisation  | JJ/LD       |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Joint Committee with SBUHB   | JJ/JW       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Medical Workforce Stabilisation  | JJ/MH       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| GP Out of Hours  | JJ/AC/JP    |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Major Infrastructure Investment Plan (MIIP)  | JJ/LD       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Complaints   | JJ/SD       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Patient Experience   | JJ/SD       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Infection Prevention & Control   | JJ/SD       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| IRMER  | JJ/JS       |                      |                   |                     |                    |                    |                   |                    | ✓                 |
| Estates/Facilities Directorate - Cleaning Standards  | JJ/JS       |                      |                   |                     |                    |                    |                   |                    |                   |
| Commissioning – Third Sector   | JJ/AC       |                      |                   |                     |                    |                    |                   |                    |                   |
| Follow up and agreed Action Implementation Tracking -  | JJ/JW       |                      |                   |                     |                    |                    |                   |                    |                   |
| Integrated Audit & Assurance Plans (SSU) – Withybush General Hospital Fire – Phase 2   | EJ/LD       |                      |                   |                     |                    |                    |                   |                    |                   |
| Glangwili General Hospital Fire – Phase 2  | EJ/LD       |                      |                   |                     |                    |                    |                   |                    |                   |
| <b>CLINICAL AUDIT</b>  |             |                      |                   |                     |                    |                    |                   |                    |                   |
| Review annual forward clinical audit plan and terms of reference   | SD          | ✓                    |                   |                     |                    |                    | ✓                 |                    | ✓                 |
| Review the effectiveness of clinical audit – consider recs from the ECPG on suggested areas of activity for review by internal audit | SD          | ✓                    |                   |                     |                    |                    | ✓                 |                    | ✓                 |

| <b>AGENDA ITEM/ISSUE</b>  | <b>LEAD</b> | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|---|-------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| <b>FINANCIAL FOCUS</b>  |             |                      |                   |                     |                    |                    |                   |                    |                   |
| Review risks and controls around financial management (via Financial Assurance Report)  | HT          | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Review Annual Summary of Single Tender Actions (STAs)   | HT          |                      |                   | ✓                   |                    |                    |                   |                    |                   |
| Receive Post Payment Verification (PPV) report  | HT          |                      |                   | D                   | ✓                  |                    | ✓                 |                    |                   |
| Receive PPV annual report   | HT          |                      |                   | D                   | ✓                  |                    |                   |                    |                   |
| Receive Primary Care PPV report   | JP          |                      |                   | D                   | ✓                  |                    | ✓                 |                    |                   |
| Annual statement of financial procedures  | HT          |                      |                   |                     |                    |                    |                   | ✓                  |                   |
| Review of Schedule of Losses & Compensation*  | HT          |                      |                   |                     |                    |                    |                   |                    |                   |
| Receive reports which record the basis of decisions where the HB awards additional funding to contractors outside the terms of the contract * | HT          |                      |                   |                     |                    |                    |                   |                    |                   |
| <b>COUNTER FRAUD</b>  |             |                      |                   |                     |                    |                    |                   |                    |                   |
| Review work plan & results from Counter Fraud activities, including anti fraud policies, etc.   | CFO         | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| To provide an update on the cases highlighted as part of the counter fraud update report (In-Committee)                                       | CFO         | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Review and approve Counter Fraud Annual Report  | CFO         | ✓                    |                   |                     |                    |                    |                   |                    | ✓                 |
| Review and approve annual forward work plan for Counter Fraud activities  | CFO         | ✓                    |                   |                     |                    |                    |                   |                    | ✓                 |
| NHS CF Authority SRT Return   | CFO         | ✓                    |                   |                     |                    |                    |                   |                    | ✓                 |
| Right To Work Governance and Checks (In-Committee)  | AC/RE       | ✓                    |                   | ✓                   |                    |                    |                   |                    |                   |
| Annual Review of Requisitions   | CFO         |                      |                   |                     |                    |                    | ✓                 |                    |                   |

| <b>AGENDA ITEM/ISSUE</b>   | <b>LEAD</b>     | <b>15 April 2025</b> | <b>8 May 2025</b> | <b>24 June 2025</b> | <b>12 Aug 2025</b> | <b>14 Oct 2025</b> | <b>9 Dec 2025</b> | <b>10 Feb 2026</b> | <b>April 2026</b> |
|--|-----------------|----------------------|-------------------|---------------------|--------------------|--------------------|-------------------|--------------------|-------------------|
| Counter Fraud, Bribery and Corruption Policy Review (3 yearly)                           | <b>CFO</b>      |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Review the Health Board's assessment against NHS Protect Qualitative Assessment Reviews* | <b>CFO</b>      |                      |                   |                     |                    |                    |                   |                    |                   |
| <b>ASSURANCE AND RISK</b>  |                 |                      |                   |                     |                    |                    |                   |                    |                   |
| Audit Tracker  | <b>JW/CW</b>    |                      |                   | ✓                   |                    | ✓                  |                   | ✓                  |                   |
| Risk Assurance Report  | <b>JW/CW</b>    | ✓                    |                   |                     | ✓                  |                    | ✓                 |                    | ✓                 |
| Risk Management Framework and Strategy   | <b>JW/CW</b>    |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| Scrutiny of Outstanding Impr Plans *   | <b>JW/CW</b>    |                      |                   |                     |                    |                    |                   |                    |                   |
| <b>DEEP DIVE</b>   |                 |                      |                   |                     |                    |                    |                   |                    |                   |
| Planned Care   |                 |                      |                   |                     |                    | ✓                  |                   |                    |                   |
| <b>FOR INFORMATION</b>   |                 |                      |                   |                     |                    |                    |                   |                    |                   |
| ARAC Work Programme 2025/26  | <b>Chair</b>    | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |
| Audit Wales Letter regarding Future Report Writing Style                                 |                 |                      |                   |                     | ✓                  |                    |                   |                    |                   |
| National Internal Audit Reports *  |                 |                      |                   |                     |                    |                    |                   |                    |                   |
| <b>REVIEW OF THE MEETING</b>   |                 |                      |                   |                     |                    |                    |                   |                    |                   |
| Matters & Risks for Escalation to the Board  | <b>Chair/JW</b> | ✓                    |                   | ✓                   | ✓                  | ✓                  | ✓                 | ✓                  | ✓                 |

\* To be included on agenda as applicable

**Initials**

|   |  |   |
|---|--|---|
| <b>AC – Andrew Carruthers</b><br><b>AG – Ardiana Gjini</b><br><b>CH – Carly Hill</b><br><b>CW – Charlotte Wilmshurst</b><br><b>CFO – Counter Fraud Officer</b><br><b>CSO – Committee Services Officer</b><br><b>EDs – Executive Directors</b><br><b>EJ – Eifion Jones</b><br><b>HIW – Healthcare Inspectorate Wales</b><br><b>HT – Huw Thomas</b> | <b>IMs – Independent Board Members</b><br><b>JJ – James Johns</b><br><b>JP – Jill Paterson</b><br><b>JS – James Severs</b><br><b>JW – Joanne Wilson</b><br><b>KJ – Keith Jones</b><br><b>LC – Liz Carroll</b><br><b>LD – Lee Davies</b><br><b>LO’C – Louise O’Connor</b> | <b>LG – Lisa Gostling</b><br><b>MH – Mark Henwood</b><br><b>NLI – Nicola Llewellyn</b><br><b>PK – Philip Kloer</b><br><b>RE – Rob Elliott</b><br><b>SA – Shaun Ayres</b><br><b>SD – Sharon Daniel</b><br><b>SMJ – Sian-Marie James</b><br><b>TP – Tracy Price</b> |
|---|--|---|

| <b>Audit Committee Tasks</b>   |                          | <b>15<br/>April<br/>2025</b> | <b>8<br/>May<br/>2025</b> | <b>24<br/>June<br/>2025</b> | <b>12<br/>Aug<br/>2025</b> | <b>14<br/>Oct<br/>2025</b> | <b>9<br/>Dec<br/>2025</b> | <b>10<br/>Feb<br/>2026</b> | <b>April<br/>2026</b> |
|--|--------------------------|------------------------------|---------------------------|-----------------------------|----------------------------|----------------------------|---------------------------|----------------------------|-----------------------|
| Prepare Schedule of meeting dates  | <b>JW/CSO</b>            |                              |                           |                             |                            |                            | ✓                         |                            |                       |
| Agenda Setting Meeting with Chair & Exec Lead (at least 1m prior to mtg)   | <b>Chair/JW</b>          | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Disseminate agenda & papers 7 days prior to meeting  | <b>CSO</b>               | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Minutes and action log to be circulated within 7 days of the meeting   | <b>CSO</b>               | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Produce ARAC Update Report for Board   | <b>Chair/JW/<br/>CSO</b> | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Monitor agreed actions from previous meetings  | <b>CSO</b>               | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Develop & monitor annual work plan linked to corporate objectives, assurance framework and Local and national priorities for Audit | <b>Chair/JW</b>          | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Ongoing Development of IMs (Briefings/Training/Development sessions)   | <b>Chair/JW</b>          | ✓                            | ✓                         | ✓                           | ✓                          | ✓                          | ✓                         | ✓                          | ✓                     |
| Annual Report on Committee's activity for onward submission to the Board – timed to support AGS                                    | <b>Chair/JW</b>          |                              | ✓                         |                             |                            |                            |                           |                            |                       |
| Process for regular and rigorous self assessment of Committee's effectiveness  | <b>Chair/JW<br/>+IMs</b> |                              |                           |                             | ✓                          |                            | ✓                         |                            |                       |
| Annual bi-lateral meeting between Chair & LCFS *   | <b>CFO</b>               |                              |                           |                             |                            |                            |                           | ✓                          |                       |
| Independent Members private discussions with Internal & External Audit, HIW and LCFS *   | <b>All IMs</b>           |                              |                           |                             |                            |                            |                           | ✓                          |                       |
| Assess performance of Internal Audit *   | <b>Chair/IMs</b>         |                              |                           |                             |                            |                            |                           | ✓                          |                       |
| Assess performance of External Audit *   | <b>Chair/IMs</b>         |                              |                           |                             |                            |                            |                           | ✓                          |                       |

\* Separate meeting