

Audit & Risk Committee

Cycle of Business (1st April 2021 – 31st March 2022)

The Audit & Risk Committee should, on annual basis, receive a cycle of business which identifies the reports which will be regularly presented for consideration. The annual cycle is one of the key components in ensuring that the Audit & Risk Committee is effectively carrying out its role.

The Cycle of Business covers the period 1st April 2021 to 31st March 2022.

The Cycle of Business has been developed to help plan the management of Committee matters and facilitate the management of agendas and committee business.

The principal role of the Committee is set out in the Standing Orders 1.0.1.

The Committee is an independent member committee of the Board and has no executive powers, other than those specifically delegated in the Terms of Reference. The Committee will function in accordance with the NHS Audit Committee Handbook.

The Committee will also consider issues in respect of the roles and responsibilities of organisations hosted by the CTMUHB on behalf of NHS Wales as appropriate. These are the Welsh Health Specialised Services Committee, the Emergency Ambulance Services Committee and the National Imaging Academy. The meeting will be split into two parts with Cwm Taf Morgannwg University Health Board business and hosted organisations business discussed and recorded separately.

The purpose of the Committee is to advise and assure the Board on whether effective arrangements are in place – through the design and operation of the Health Board system of risk and assurance – to support it in its decision taking and in discharging the accountabilities for securing the achievement of the Health Board objectives in accordance with the standards of good governance determined for the NHS in Wales.

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Strategic Objectives	Provide high quality, evidence based and accessible care	Work with Communities and partners to reduce inequality, promote well-being and prevent ill health	Ensure sustainability in all that we do, economically, environmentally and socially	Co-create with staff and partners a learning and growing culture
Threats to the Strategic Objectives	<ul style="list-style-type: none"> Failure to deliver a high quality, safe and effective service that improves population health Failure to provide timely health and wellbeing care & services Failure to deliver a service user and carer focussed service. 	<ul style="list-style-type: none"> Failure to engage effectively with our communities to inform, develop and deliver an effective, safe and responsive service that meets the health needs of our communities Failure to engage, listen and act on issues / feedback that would help to reduce inequalities, promote wellbeing and prevent ill health within our communities. 	<ul style="list-style-type: none"> Failure to make robust, informed decisions for our communities and execute them within a sound system of Governance Failure to deliver and maintain financial sustainability Failure to continually adapt and respond to a changing environment. Failure to adopt new technology and innovations to enable change and sustainability 	<ul style="list-style-type: none"> Failure to listen, learn and respond appropriately to the views of our staff and partners to enable continual improvement in our services and culture. Failure to engage, listen and act on feedback to shape services and culture. Failure to engage constructively with partners and have a mutual understanding of each other's issues. Failure to sustain an engaged and effective workforce.
Principal Risks	<p>1. If: there is a significant deterioration in standards of patient safety and care provided by the Health Board. Then: there could be an increase in incidents across the Health Board Resulting In: Potentially avoidable harm and poor clinical outcomes, reduction in trust and confidence in the service, and regulatory action and intervention.</p> <p>2. If: demand exceeds capacity Then: service quality, safety and performance could deteriorate. Resulting in: Potentially avoidable harm and poor clinical outcomes, reduction in public trust and confidence in the service. Regulatory action and intervention.</p>	<p>1. If: engagement and collaboration with the Health Board's communities does not fully deliver the required outcomes Then: it may have failed to effectively understand the health needs of its communities and reflect them in its services. Resulting In: the inability to reduce inequalities, promote wellbeing and prevent ill health in its communities.</p>	<p>1. If: the Health Board's financial strategy / objectives are not met Then: it will have failed to achieve its agreed financial plans Resulting In: Qualification of the accounts, potential regulatory action, adverse impact on longer term financial sustainability and reduced ability to invest in improvement and take associated financial risks.</p> <p>2. If: the Health Board fails to recognise and adopt advances in digital technology and innovations in the design of its business and clinical services. Then: it its ability to remain competitive and sustainable will be affected. Resulting In: the inability to deliver high quality, safe, effective and robust sustainable services for the future (WBFGA).</p>	<p>1. If: the Health Board does not embed its values and behaviours and develop an engaged and motivated workforce / collaboration with its partners Then: there is likely to be a deterioration in patient, staff and partner experience, wellbeing and morale.</p> <p>3. Resulting In: an adverse impact on patient care and the recruitment and retention of an engaged and effective workforce.</p>

Item of Business	Executive Lead	Reporting period	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Preliminary Matters																	
Minutes of the previous Board Meeting	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Action Log	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Internal Control & Risk Management																	
Audit & Risk Committee Annual Report	Director of Corporate Governance	Annually						✓									
Audit & Risk Committee Annual Self-Assessment	Director of Corporate Governance	Annually						✓									
Audit & Risk Committee Terms of Reference	Director of Corporate Governance	Annually						✓									

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Losses & Special Payments Report	Director of Finance	All Regular meetings		✓		✓		✓		✓		✓		✓		✓	
Procurements & Scheme of Delegation Report	Director of Finance	All Regular meetings		✓		✓		✓		✓		✓		✓		✓	
Annual Financial Accounts	Director of Finance	Annually					✓										
Accountability Report	Director of Corporate Governance	Annually					✓										
Organisational Risk Register	Director of Corporate Governance	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	
Audit Recommendations Tracker	Director of Corporate Governance	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Local Counter Fraud Update	Head of Local Counter Fraud	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Counter Fraud Annual Report	Head of Local Counter Fraud	Annually				✓											
Counter Fraud Annual Self Review	Head of Local Counter Fraud	Annually				✓											
Counter Fraud Draft Work plan	Head of Local Counter Fraud	Annually				✓											
Declarations of Interest and Gifts & Hospitality Report	Director of Corporate Governance	Quarterly				✓				✓				✓			
Committee Forward Work Programme	Director of Corporate Governance	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Post Payment Verification Mid-Year Update	Post Payment Verification Manager	Annually										✓					
Post Payment Verification Annual Report	Post Payment Verification Manager	Annually				✓											
Consultant Job Planning	Medical Director	Bi-Annually		✓						✓						✓	
Committee Cycle of Business	Director of Corporate Governance	Annually		✓													
Clinical Audit Annual Plan	Executive Medical Director	Annually						✓									
Clinical Audit Quarterly Update Reports	Executive Medical Director	Quarterly		✓								✓				✓	
Internal Audit																	
Internal Audit Progress Report	Head of Internal Audit	All Regular Meetings		✓		✓		✓		✓		✓		✓		✓	

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Internal Audit Annual Audit Plan	Head of Internal Audit	Annually				✓											
Internal Audit Reviews	Head of Internal Audit	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Head of Internal Audit Opinion and Annual Report	Head of Internal Audit	Annually						✓									
Audit Wales																	
Audit & Risk Committee Update	Audit Wales	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Audit Wales Review Reports (as relevant)	Audit Wales	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
Audit Wales Annual Audit Report	Audit Wales	Annually												✓			
Audit Wales Audit Plan 2021	Audit Wales	Annually		✓													
Audit Wales Audit of the Financial Statements (ISA 260) Report (Including the letter of representation and Audit Opinion)	Audit Wales	Annually						✓									
Structured Assessment	Audit Wales	Annually												✓			
Audit of Financial Statements Addendum Report (if required)	Audit Wales	Annually								✓							
Hosted Bodies																	
WHSSC Internal Audit Recommendations Tracker	WHSSC Director of Finance	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
WHSSC Corporate Risk Assurance Framework including the risk register.	WHSSC Committee Secretary/Head of Corporate Services	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
WHSSC Annual Governance Statement	WHSSC Committee Secretary/Head of Corporate Services	Annually					✓										
EASC Risk Register	Chief Ambulance Services Commissioner	All regular meetings		✓		✓		✓		✓		✓		✓		✓	
EASC Annual Governance Statement	Chief Ambulance Services Commissioner	Annually					✓										
WHSSC & EASC Annual Accounts	WHSSC/EASC	Annually					✓										
National Imaging Academy Hosted Compliance Statement.	Director of the National Imaging Academy	Annually				✓											