

Audit & Risk Committee

Cycle of Business (1st January 2022 – 31st December 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 January 2022 to 31st December 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 – Schedule 3.1.

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.

Audit & Risk Committee Cycle of Business (1st January 2022 – 31st December 2022)

| Item of Business | Executive Lead | Reporting period | Jan 2022 | Feb 2022 | Mar 2022 | April 2022 | May 2022 | June 2022 | July 2022 | Aug 2022 | Sep 2022 | Oct 2022 | Nov 2022 | Dec 2022 |
|---|----------------------------------|----------------------|----------|----------|----------|------------|----------|-----------|-----------|----------|----------|----------|----------|----------|
| Consent Agenda | | | | | | | | | | | | | | |
| Minutes of the previous Board Meeting | Director of Corporate Governance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Action Log | Director of Corporate Governance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Audit & Risk Committee Annual Cycle of Business | Director of Corporate Governance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Committee Forward Work Programme | Director of Corporate Governance | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| 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 | | | | | | | | ✓ | | | | |
| Declarations of Interest and Gifts & Hospitality Report | Director of Corporate Governance | Quarterly | | | | ✓ | | | | ✓ | | | | ✓ |
| Clinical Audit Annual Plan | Medical Director | Annually | | | | ✓ | | | | | | | | |
| Clinical Audit Annual Report | Medical Director | Annually | | | | | | | | | | ✓ | | |
| Governance | | | | | | | | | | | | | | |
| Annual Financial Accounts | Director of Finance | Annually | | | | | | ✓ | | | | | | |
| Accountability Report (Including the Governance Statement) | Director of Corporate Governance | Annually | | | | | | ✓ | | | | | | |
| Annual Review of the Risk Management Strategy / Board Assurance Framework | Director of Corporate Governance | Annually | | | | ✓ | | | | | | | | |
| Sustaining our Future | | | | | | | | | | | | | | |
| Losses & Special Payments Report | Director of Finance | Quarterly | | ✓ | | | | ✓ | | ✓ | | | | ✓ |
| Procurements & Scheme of Delegation Report | Director of Finance | All Regular meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |

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|--|-----------------------------------|----------------------|----------|----------|----------|------------|----------|-----------|-----------|----------|----------|----------|----------|----------|
| Local Counter Fraud Report | Director of Finance | 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 | | | | ✓ | | | | | | | | |
| Post Payment Verification Annual Report | Post Payment Verification Manager | Annually | | | | ✓ | | | | | | | | |
| Post Payment Verification Mid-Year Update | Post Payment Verification Manager | Annually | | | | | | | | | | ✓ | | |
| Improving Care | | | | | | | | | | | | | | |
| Audit Recommendations Tracker | Director of Corporate Governance | All regular meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Organisational Risk Register | Director of Corporate Governance | All regular meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| Consultant Job Planning | Medical Director | Bi-Annually | | | | ✓ | | | | | | ✓ | | |
| Medical Rostering | Medical Director | Bi-Annually | | | | ✓ | | | | | | ✓ | | |
| Internal Audit Progress Report | Head of Internal Audit | All Regular Meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| 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 & 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 2022 | Audit Wales | Annually | | | | ✓ | | | | | | | | |



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|---|--|----------------------|----------|----------|----------|------------|----------|-----------|-----------|----------|----------|----------|----------|----------|
| 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 Governance Statement | WHSSC Committee Secretary/Head of Corporate Services | Annually | | | | | | ✓ | | | | | | |
| EASC Risk Register | Chief Ambulance Services Commissioner | All regular meetings | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ | | ✓ |
| EASC Governance Statement | Chief Ambulance Services Commissioner | Annually | | | | | | ✓ | | | | | | |
| WHSSC & EASC Annual Accounts | WHSSC/EASC | Annually | | | | | | ✓ | | | | | | |
| National Imaging Academy for Wales Hosted Compliance Statement. | Director of the National Imaging Academy | Annually | | | | | | ✓ | | | | | | |