Audit and Assurance Committee Work Plan 2023 - 24								
App. -Approval Ass.- Assurance Inf. - Information	**Exec Lead**	**04-Apr**	**11-May**	**13-Jun**	**04-Jul**	**05-Sep**	**07-Nov**	**06-Feb**
Agenda Item								
Governance								
Review the system of assurance	JQ	Ass.					Ass.	
Review the risk management system	JQ							Ass.
Note the business of other Committees and review inter-relationships	JQ							Ass.
Review Draft Quality Statement (not required for 22.23)	RW	Ass.	Ass.	App.				
Review the UHB Draft Annual Report and Accounts	JQ	Ass.	Ass.	App.				
Review of Standing Orders	JQ							Ass.
Report on Declarations of Interest and Gifts and Hospitality	JQ	Ass.			Ass.	Ass.	Ass.	Ass.
Receive relevant reports from Regulatory Bodies	JQ	Ass.			Ass.	Ass.	Ass.	Ass.
Receive tracking report from Regulatory Bodies	JQ	Ass.			Ass.		Ass.	
Receive tracking report from internal audit recommendations	JQ	Ass.			Ass.		Ass.	
Receive tracking report from Audit Wales recommendations	JQ	Ass.			Ass.		Ass.	
Financial Focus								
Agree final accounts timetable and plans	CP							App.
Review of audited annual accounts and financial statements	CP		Ass.	App.				
Review changes to SFIs and changes to accounting policies	CP/JQ	Ass.						
Review losses and special payments	CP	Ass.	Ass.	App.			App.	
Single Tender Actions	CP	Ass.			Ass.	Ass.	Ass.	Ass.
Review of Draft Charitable Funds Annual Report and Accounts	CP						Ass.	
Internal Audit								
Review and approve annual internal audit plan	IA	App.						
Review the effectiveness of internal audit	IA						Ass.	
Review of internal audit progress reports	IA	Ass.			Ass.	Ass.	Ass.	Ass.
Receive internal audit reports undertaken during the period	IA	Ass.			Ass.	Ass.	Ass.	Ass.
Receive annual internal audit report and associated opinions (HoIA)	IA		Ass.	App.				
Audit Wales								
Agree Auditor General's Audit Plan	AW							App.
Review the effectiveness of external audit	AW						Ass.	
Review External Audit Progress Reports	AW	Ass.			Ass.	Ass.	Ass.	Ass.
Receive the Auditors report to those charged with governance	AW		Ass.	App.				
Receive the Auditors Annual Audit Report	AW							App.
Receive Annual Structured Assessment Report	AW						Ass.	
Clinical Audit								
Review annual Clinical Audit Plan	JR/MJ						Ass.	
Counter Fraud								
Review and approve annual counter fraud plan	CF	App.						
Review counter fraud progress reports	CF	Ass.			Ass.	Ass.	Ass.	Ass.
Review the effectiveness of Counter Fraud Specialist	CF						Ass.	
Receive counter fraud annual report	CF	Ass.		App.				
Audit Committee								
Annual Work Plan	JQ							App.
Self assessment of effectiveness	JQ	Ass.						
Induction Support for Committee Members	JQ	Ass.						
Review Terms of Reference	JQ							App.
Produce Audit Committee Annual Report	JQ							App.
Minutes of Audit Committee Meeting	JQ	App.	App.	App.	App.	App.	App.	App.
Action log of Audit Committee Meeting	JQ	Ass.	Ass.	Ass.	Ass.	Ass.	Ass.	Ass.