

Summary of HEIW's Audit and Assurance Committee held on 6 May 2021

Due to restrictions imposed during the current public health emergency we were unable to hold our May meeting of the Audit and Assurance Committee in public. As a result, we have produced this summary of the meeting and will publish the unconfirmed minutes of the meeting within 14 days of the meeting. The papers discussed can be found in the corporate section of the Health Education and Improvement Wales (HEIW) website <https://heiw.nhs.wales/>.

Although held via Videoconferencing, the meeting was carried out as normal in line with due process, with the necessary number of committee members in attendance for decisions to be made and formally agreed.

Welcome and Minutes.

The Chair, Gill Lewis, welcomed everybody to the meeting. The Committee approved the minutes from the previous meeting of HEIW's Audit and Assurance Committee, held on 7 April 2020.

1. Internal Audit

The Internal Audit Progress Report, which detailed the current position regarding the work undertaken by Internal Audit against its 2020/21 plan was noted by the Committee.

The draft Head of Internal Audit Opinion and Internal Audit Annual Report for 2020/21 was also considered and noted by the Committee.

Three Internal Audit reports were presented at the meeting which considered the following areas:

1. Communications and engagement
2. Risk Management
3. Performance Management

All three have been assessed as providing 'substantial' assurance. This is the highest level of assurance that can be reported by Internal Audit and means the Committee was confident that, as an organisation, HEIW has the right levels of controls in place to manage any risks identified in each document.

The Committee welcomed the 'substantial' assurances and noted the three Internal Audit Reports.

2. Senior Information Risk Owner (SIRO) Report 2020/21

The SIRO report, providing an annual update on information governance and cyber security, outlining compliance with regulatory requirements and plans for the forthcoming year was considered by the Committee.

The SIRO report was noted by the Committee.

3. Information Governance Toolkit

A verbal update on the Toolkit was received by the Committee. It was confirmed that HEIW will comply with the Toolkit on a voluntary basis this year (2021/22). A Tool Kit action plan will be considered at the July Committee meeting.

The update on the Toolkit was noted by the Committee.

4. Procurement Compliance Annual Report 2020/2021

The Procurement Compliance Annual Report, providing an update on the procurement activity for 2020/21, was considered by the Committee.

The Annual Report was noted for assurance.

5. Review of the Draft Accounts 2020/21

The HEIW draft accounts for 2020/21 were reviewed by the Committee.

It was reported that, subject to final audit, HEIW met all its financial duties in 2020-21 to break even on both its day-to-day and capital spending. HEIW has also met the target for settling 95% of non-NHS invoices within thirty days of receipt.

The draft accounts were discussed and noted by the Committee.

6. Review of HEIW Procurement Systems and Processes

A verbal update was received and it was confirmed that an action plan in response to the review's recommendations would be presented at the meeting of the Committee in July.

The update was noted by the Committee.

7. Remuneration and Staff Pay Report

The draft Remuneration and Staff Pay Report, which forms part of the Annual Report was received and considered by the Committee.

The draft Remuneration and Staff Pay Report was noted by the Committee.

8. Any other business

There was none.