**Summary of HEIW’s Audit and Assurance Committee held on 16 July 2020**

Due to restrictions imposed during the current public health emergency we were unable to hold our July 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 Skype, 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 during this challenging period.

The Committee approved the minutes from the previous meeting of HEIW’s Audit and Assurance Committee, held on 23 June 2020.

1. **Medical Directorate Compliance with Mandatory Training and Personal Appraisal and Development Review (PADR)**

The Committee received a verbal update in respect of the positive steps taken by the Medical Directorate to increase the percentage of staff completing mandatory training and PADRs.

The report was noted by the Committee.

1. **Counter Fraud Progress Report**

The Committee received an update from Counter fraud in respect of the work undertaken by the team against the work-plan it had agreed to undertake on behalf of HEIW.

The report was noted by the Committee.

1. **Internal Audit – progress report**

The internal audit progress report was considered and noted by the Committee.

1. **Audit Wales**

The Committee received an update report on current and planned work for Audit Wales to undertake. This included: the Wales Audit work programme on NHS performance, the project brief for the Structured Assessment for 2020 and the Audit Wales National Study on Reviewing Counter Fraud Arrangements.

The update report was noted by the Committee.

1. **Evaluation of Committee Effectiveness**

The report on the Committee’s effectiveness was received. It was confirmed the paper was based on the Committee’s self-assessment exercise, (which included feedback from attendees who are not members of the Committee) for the work undertaken in 2019/20. The overall assessment was positive.

The report was noted by the Committee.

1. **Temporary amendments to HEIW’s Standing Orders**

It was confirmed that HEIW was required to amend its Standing Order’s on a temporary basis in response to a Welsh Government circular. The proposed amendments related to extending the deadline for holding a HEIW Annual General Meeting and the term of office for Independent Members. These amendments would expire on 31 March 2021.

The Committee recommended that the proposed amendments be approved by the July Board.

1. **Information Governance and Information Management Report**

The Information Governance and Information Management update report was noted by the Committee.

1. **Procurement Compliance Report**

It was confirmed that the report be considered at the next meeting of the Committee in October.

1. **Review of risk management policy**

The Risk Management Policy was received and considered by the Committee.

It was agreed that subject to minor amendment that the policy be recommended for approval by July Board.

1. **Audit Recommendation tracker**

The Audit Tracker, providing an update of HEIW’s progress on implementing recommendations from the reports of both Internal Audit and Audit Wales was received by the Committee.

The Audit Recommendation Tracker was noted by the Committee.

1. **Education, Commissioning and Quality Committee Annual Report**

The Annual Report of the work undertaken by the Education, Commissioning and Quality Committee was received and noted by the Committee.

1. **NHSCFA 2020 Strategic Intelligence Assessment Covering 2018-2019**

The NHS Counter Fraud Authority strategic intelligence assessment covering 2018/2019 was noted by the Committee.

It was agreed that a further report be brought to the Committee at its October meeting to identify any areas of interest for HEIW arising from the assessment.

1. **HEIW and Health Inspectorate Wales Memorandum of Understanding**

It was confirmed that the Memorandum of Understanding (MoU) would be clarified to confirm the basis for an element of the data sharing and to confirm that HEIW is not a regulator.

The MoU was noted by the Committee.