Audit and Assurance Committee – PRIVATE Abridged

MINUTES, DECISIONS & ACTIONS TO BE TAKEN

12:30 – 13:30 | 08/04/2025 | MS Teams

Chair	Marian Wyn Jones

Present (Members)		Title	Organisation
Marian Wyn Jones (Chair)	MW-J	Independent Member, Chair	DHCW
Ruth Glazzard	RG	Independent Member, Vice Chair of the Board	DHCW
Alistair Klaas Neill	AKN	Independent Member, Vice Chair of Audit and Assurance Committee	DHCW
Marilyn Bryan Jones	MB-J	Independent Member	DHCW
Attendees			
Stephen Chaney	StC	Head of Internal Audit	NWSSP Internal Audit
Nathan Couch	NC	Performance Audit Lead	Audit Wales
Chris Darling	CD	Director of Corporate Affairs / Board Secretary	DHCW
Mark Edwards (for item 5.2)	ME	Chief Security Information Officer	DHCW
Claire Osmundsen-Little	CO-L	Executive Director of Finance	DHCW
Samantha Morgan (for items 5.1 & 5.3)	SM	Director of People and OD	DHCW
Julie Robinson	JR	Corporate Governance Co-Ordinator	DHCW
Laura Tolley	LT	Head of Corporate	DHCW

		Governance / Deputy Board Secretary	

Apologies			
Chris Moreton	CM	Deputy Director of Finance & Business Assurance	DHCW

Acronyms			
DHCW	Digital Health and Care Wales	A&A	Audit and Assurance
SHA	Special Health Authority	DPIF	Digital Priorities Investment Fund
BAF	Board Assurance Framework	NWSS P	NHS Wales Shared Services Partnership
WICIS	Welsh Intensive Care Information Services	RISP	Radiology Information Systems Procurement
INPS	In Practice Systems		

Item No	Item	Outcome	Action
1	PRELIMINARY MATTERS		
1.1	**Welcome and Introductions** The Chair, Marian Wyn Jones, welcomed everyone to the private Audit and Assurance Committee. A special welcome was given to those attending for specific agenda items.	Noted	None to note
1.2	**Apologies for Absence** Apologies were received from:- Chris Moreton, Deputy Director of Finance & Business Assurance	Noted	None to note
1.3	**Declarations of Interest** There were no Declarations of Interest to note.	Noted	None to note
PART 2 – CONSENT AGENDA			
2.1	**Audit Actions (Private)** It was confirmed there were no overdue private actions and all remaining actions were on track for completion by their target date. The Committee **resolved** to: **NOTE** the status of the Audit Actions (Private)	Noted	None to note
PART 3 – MEETING BUSINESS			
3.1	**Unconfirmed Private minutes from previous meeting on 21 January 2025** The Committee **resolved** to: **APPROVE** the minutes as a true record of discussion.	Approved	None to Note
3.2	**Action Log** The Committee noted there were no actions captured from the last meeting. The Committee **resolved** to: **NOTE** the status of the Action Log.	Noted	None to note
PART 4	GOVERNANCE AUDIT AND RISK		
4.1	**DDaT Governance Review Update Report**	Assurance	None to note

	Chris Darling, Director of Corporate Affairs/Board Secretary presented the report to the Committee and provided the following highlights:- • A review of Digital, Data and Technology (DDaT) governance arrangements across NHS Wales was instigated in June of last year by the Director General for Health and Social Care / Chief Executive of NHS Wales The review was taken forward by a Director within the Welsh Government Health and Social care department working with a Task and Finish Group. • The Task group worked through the recommendations over a six-month period. • The papers related to the output of the review and each recommendation related to a specific element of the review. The recommendations were being taken forward by the Chief Digital Officer (CDO) within Welsh Government. Since the publication of the papers, a number of the recommendations were in the process of being taken forward. The Committee **resolved** to: **NOTE** the DDaT Governance Review Update for **ASSURANCE**.		
4.2	**Accounting Update** Claire Osmundsen Little, Executive Director of Finance (CO-L) presented the accounting update on the following: • **Welsh Intensive Care Information System (WICIS)** • **Radiology Information Systems Procurement (RISP)** • **In Practice Systems (INPS)** The Committee resolved to: **NOTE** the Accounting update.	Noted	None to note
PART 5	AUDIT & RISK		
5.1	**Internal Audit** **Recruitment Processes**	Noted	

	Stephen Chaney, Head of Internal Audit (StC), presented the review into the DHCW Recruitment Processes which had received a *Limited Assurance*. The Committee confirmed that this review had been requested following a Whistle Blowing concern and welcomed the findings which provided a good learning opportunity. Samantha Morgan, Director of People and OD responded to points raised and provided assurance that the organisation was committed to ensuring improvements were made. The Committee requested a report on progress on actions resulting from the audit, in addition members requested that the audit be shared with the Executive team for an immediate response to the requirements and to review and agree further support and an action plan for improvement. The Committee **resolved** to **RECEIVE** the update on the Recruitment Process review for **ASSURANCE.**		
5.2	**Cyber Resilience Unit Annual Plan** Mark Edwards, Chief Information Security Officer presented the Cyber Resilience Unit Annual Plan. Welsh Government requested the Cyber Resilience Unit Annual Plan for 2025/26 along with an updated Charter, which was submitted in February 2025 and was now awaiting feedback. The Annual Plan had been reviewed by the DHCW Management Board. The responsibilities of the CRU unit were outlined and the objectives for the next year. The Committee **resolved** to: **APPROVE** the Cyber Resilience Unit Annual Plan	Approved	None to note
5.3	**Culture Review – verbal update on Action Plan** Samantha Morgan, Director of People and OD (SM) attended the meeting to provide a detailed verbal update on the action plan that had been produced as a result of a recent Culture Review. The Committee commended SM on the plan and the progress made to date and will receive	For Assurance	

	periodic updates on this in due course. The Committee **resolved** to: NOTE the update on the Action Plan for ASSURANCE.		
PART 6	CLOSING MATTERS		
6.1	Committee Highlight Report to Board The items to be highlighted to Board would be discussed outside of the meeting due to constraints on time.	Discussed	None to note
6.2	Any other Urgent Business There was no other urgent business to note.	Noted	None to note
6.3	Date and Time of Next Meeting: • 08 July 2025.	Noted	None to note