

Pwyllgor Archwilio a Sicrwydd Risg Comisiwn y Cynulliad Assembly Commission Audit & Risk Assurance Committee

Date: 03 February 2014
Time: 11.00 – 13.00
Venue: Conference Room 4B, Tŷ Hywel

Cynulliad
Cenedlaethol
Cymru
National
Assembly for
Wales



AGENDA

Item 1 - Introductions and apologies and declaration of interests

Item 2 - Minutes of 7 November meeting, actions and matters arising

ACARAC (21) Paper 1a - Minutes of 7 November 2013

ACARAC (21) Paper 1b - Update on actions

Internal Audit

Item 3 – Head of Internal Audit’s Report

ACARAC (21) Paper 2a - Head of Internal Audit Progress Report

Item 4 – Internal Audit Recommendation Monitoring

ACARAC (21) Paper 2b - Internal Audit Recommendation Monitoring

Item 5 – Proposed Internal Audit Strategy and Periodic Work Plan

ACARAC (21) Paper 2c – updated Internal Audit Strategy 2013-16

Item 6 – Latest Internal Audit Reports

ACARAC (21) Paper 2d - NAW Business Continuity Planning (TIAA)

ACARAC (21) Paper 2e - NAW Estates Management - Facilities Management Contract (TIAA)

Item 7 – Internal Audit Follow-up Report

ACARAC (21) Paper 2f - Internal Audit Follow up Report

External Audit

Item 8 – Audit Outline for 2013-14 Financial Statements

ACARAC (21) Paper 3 - Annual Audit Outline Final (WAO)

Item 9 - Update from WAO on any other matters

Oral item

Assembly Commission Governance

Item 10 - Corporate Risk Summary Report

ACARAC (21) Paper 4a - Corporate Risk Report

ACARAC (21) Paper 4a Annex A - Corporate Risk Summary Report

ACARAC (21) Paper 4a Annex B - Corporate Risks plotted

Item 11 - critical examination of one identified risk

ACARAC (21) Paper 4b - Examination of Official Languages Scheme risk (TRS6)

ACARAC (21) Paper 4b Annex A - Official Languages Scheme

Item 12 – Promoting cooperation between auditors and other review bodies

Oral item

Item 13 – External audit opinion of committee effectiveness

Oral item

Item 14 – Consider committees own effectiveness

ACARAC (21) Paper 4c - Effectiveness of the Committee

ACARAC (21) Paper 4c Annex A - NAFWC Audit Committee self-evaluation report of survey 2012

Item 15 – Discuss issues in preparation of the Committee’s annual report

Oral item

Item 16 – Review of committee’s terms of reference

ACARAC (21) Paper 4d - Committee's Revised Terms of Reference

ACARAC (21) Paper 4d Annex A - ACARAC Terms of Reference (Feb 2014)

Item 17 – Review of the Assembly’s Commission’s assurance framework

ACARAC (21) Paper 4e - Assembly Commission Assurance Framework

ACARAC (21) Paper 4e Annex A - Assembly Commission Assurance Framework

Other items

Item 18 - Departures summary

ACARAC (21) Paper 5a - Departures Summary

Item 19 - ACAC Forward work programme

ACARAC (21) Paper 5b - Forward Work Programme

Item 20 – Asset Accounting Policy

ACARAC (21) Paper 5c - Asset Management within the Commission

ACARAC (21) Paper 5c Annex A - Asset Management within the Commission

ACARAC (21) Paper 5c Annex B - Asset Management within the Commission

Private session

Consider the effectiveness of the Committee’s relationship with external audit