

Agenda – National Assembly for Wales Commission Audit and Risk Assurance Committee

Meeting Venue:

Conference Room 4B – Tŷ Hywel

Meeting date: Monday, 25 April 2016

Meeting time: 10.30

For further information contact:

Clerk: Kathryn Hughes

Committee Clerk

0300 200 6565

kathryn.hughes@assembly.wales

1 Introductions, apologies and declaration of interests

(Pages 1 – 2)

Attached Documents:

ACARAC (32) – agenda

2 Minutes of 8 February, actions and matters arising

(Pages 3 – 16)

Attached Documents:

ACARAC (32) Paper 1 – Minutes 8 Feb 2016

ACARAC (32) Paper 2 – Summary of actions from 8 Feb 2016 meeting

3 Internal Audit Activity Report

(Pages 17 – 20)

Attached Documents:

ACARAC (32) Paper 3 – IA Progress Report – April 2016

4 Latest Internal Audit Report & Previously circulated IA reports

(Pages 21 – 88)

Attached Documents:

ACARAC (32) Paper 4 – Making the Most of the Estate

ACARAC (32) Paper 5 – Bilingual Services



ACARAC (32) Paper 6 – Data Analytics Review

ACARAC (32) Paper 7 – Budgetary Control Audit Report

5 Consider Internal Audit's outline audit plan for 2016–17

(Pages 89 – 99)

Attached Documents:

ACARAC (32) Paper 8 – IA outline plan 2016–17

6 Update on full position of all outstanding issues identified in last years accounts and any other emerging issues

(Page 100)

Attached Documents:

ACARAC (32) Paper 9 – WAO update

7 Update Joint Working Protocol with Internal Audit

8 Review progress of action plan following ACARAC effectiveness survey

(Pages 101 – 102)

Attached Documents:

ACARAC (32) Paper 10 – survey results 2016 action plan

9 Draft Annual Report

(Pages 103 – 118)

Attached Documents:

ACARAC (32) Paper 11 – Draft Annual Report 2016

10 Budget update

(Pages 119 – 121)

Attached Documents:

ACARAC (32) Paper 12 – Budget Update

11 Accounting Policies

(Pages 122 – 131)

Attached Documents:

ACARAC (32) Paper 13 – Accounting policies 2016

12 Update on fraud and whistleblowing policies

(Pages 132 – 134)

Attached Documents:

ACARAC (32) Paper 14 – Whistleblowing Policy and Fraud Policy Updates

13 ACARAC (32) Paper 14 – Whistleblowing Policy and Fraud Policy Updates

(Pages 135 – 137)

Attached Documents:

ACARAC (32) Paper 14 – Whistleblowing Policy and Fraud Policy Updates

14 Update on Assurance Framework

(Pages 138 – 146)

Attached Documents:

ACARAC (32) Paper 15 – Assurance Framework

ACARAC (32) Paper 15 – Annex A – Assurance Framework diagram

ACARAC (32) Paper 15 – Annex B – Assurance Framework – progress on actions

15 Draft Governance Statement for 2015–16

(Pages 147 – 158)

Attached Documents:

ACARAC (32) Paper 16 – Governance Statement 2015–16

16 Update on Fifth Assembly Transition

17 Corporate Risks Report

(Pages 159 – 173)

Attached Documents:

ACARAC (32) Paper 17 – Corporate Risks

ACARAC (32) Paper 17 – Annex A – Corporate Risk Summary Report

ACARAC (32) Paper 17 – Annex B – Corporate Risks plotted

18 Critical examination of one identified risk – financial management

(Pages 174 – 178)

Attached Documents:

ACARAC (32) Paper 18 – Financial Management Risk

ACARAC (32) Paper 18 – Annex A – ROAP for Financial Management Risk

19 Papers to note and any other business

(Pages 179 – 191)

Attached Documents:

ACARAC (32) Paper 19 – ToR

ACARAC (32) Paper 20 – Departure summary

ACARAC (32) Paper 21 – FWP 2016–17