

<b>DATE OF MEETING</b>	Thursday 12 <sup>th</sup> February 2026
<b>VENUE</b>	Microsoft Teams

<b>PRESENT</b>	<p>Iwan Jones - Committee Chair – Independent Member</p> <p>Dafydd Vaughan - Independent Member</p> <p>Neil Patrick - Independent Member</p> <p>Helen Sweetland – Independent Member</p>
<b>IN ATTENDANCE</b>	<p>Rani Dash - Director of Corporate Governance</p> <p>Rob Holcombe - Director of Finance and Procurement</p> <p>Rob Jones - Assistant Finance Director</p> <p>Stephen Chaney - Head of Internal Audit</p> <p>Eifion Jones – Deputy Head of Internal Audit</p> <p>Sara Utley - Performance Audit Lead, Audit Wales</p> <p>Julie Rees - Audit Wales Finance Audit Lead, Audit Wales</p> <p>Paul Solloway – Director of Digital</p> <p>Danielle Jackson - Secretariat</p>
<b>OBSERVING</b>	None to note
<b>APOLOGIES</b>	Lucy Windsor – Head of Corporate Assurance



Minute Reference	Preliminary Matters
ARAC 0212/01	<p><b>Welcome and Introductions</b> The Chair welcomed everyone to the meeting.</p>
ARAC 0212/02	<p><b>Apologies for Absence</b> Apologies were noted.</p>
ARAC 0212/03	<p><b>Declarations of Interest</b> There were no declarations of interest raised to record.</p>
ARAC 0212/04	<p><b>Minutes of the previous meeting</b> The minutes of the meeting held on the 22 January 2026 were agreed as a true and accurate record.</p>
ARAC 0212/05	<p><b>Committee Action Log</b> The Committee reviewed the action log, noting actions completed, actions in progress, and actions not yet due.</p> <p>Rani Dash (RD), Director of Corporate Governance, highlighted the action relating to alignment of job planning reporting (2110/05), noting it had been routed to the People &amp; Culture Committee and would return to ARAC via ongoing audit recommendation tracking. Iwan Jones (IJ), Committee Chair, confirmed the item could now be Completed on the ARAC action log.</p> <p><b>ACTION: Secretariat</b></p> <p>The Committee <b>AGREED</b> that completed actions could be removed from the Action Log.</p>
ARAC 0212/06	<p><b>Update on Records Management Audit Following Review of Management Responses</b></p> <p>Paul Solloway (PS), Director of Digital, presented a comprehensive update on progress since the December 2024 Internal Audit that had concluded limited assurance for records management, and the subsequent Board Development session in June 2025. It was reported that:</p> <p><b>Standards &amp; awareness:</b> The Records Management Team had completed 63 ward visits; records management content had been submitted to the Core Learning Committee for potential mandatory status; standards were included in Ward Accreditation; content had been introduced at Corporate Induction; a Health Record Support Network (100+ members) had been launched; and a staff survey was in progress.</p>



**Storage:** Security at Nevill Hall Hospital had been improved (locks, secure doors) and live records were being moved to Online House. At St Cadoc's Hospital, the Mental Health archive store had been emptied, records transferred to Online House, and keys returned to Estates; removal of records from Langstone and Goldcliffe areas was targeted by end-March; other St Cadoc's locations had been reviewed and deemed fit for purpose.

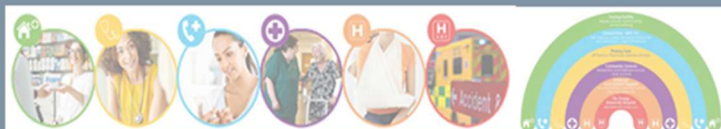
**Tracking & systems:** Training improvements were underway; a WPAS Product Team had been established to drive lifecycle improvement and usage; all ward clerks had access to WNCR; and progress continued with digitisation.

Stephen Chaney (SC), Internal Audit, observed that estates constraints had historically amplified storage/security risks, but confirmed the steps reported by PS were positive. SC proposed that Internal Audit would refresh the 2024 findings through its annual follow-up, with a more detailed review considered in 2026/27.

Neil Patrick (NP), Independent Member, sought assurance on disaster recovery/back-ups for digitised records. PS confirmed fault-tolerant systems with tested backup procedures were in place, noted a required C-Cube system upgrade was on the risk register, and advised mitigating controls were operating pending upgrade completion.

Dafydd Vaughan (DV), Independent Member, asked about the Online House lease and possible alternative storage. PS confirmed work with Estates to extend the lease given limited regional alternatives, alongside a longer-term plan to accelerate scanning and reduce creation of new paper (e-forms), ultimately reducing need for a scanning bureau. Alternative third-party storage would be explored, noting prior closure of a Llanelli facility following space gains at Online House.

It was requested that the Records Management Internal Audit report be reviewed and updated, with the revised version presented to the Committee.



	<p><b>ACTION: Director of Digital and Internal Audit</b></p> <p>The Committee <b>NOTED</b> the significant progress and governance routes for the below requests.</p> <ul style="list-style-type: none"> <li>• Mandatory training to be progressed via the Core Learning Committee/People &amp; Culture governance route.</li> <li>• Corporate induction changes to be considered via People &amp; Culture.</li> <li>• Lease extension to progress via the Executive Committee.</li> </ul> <p><b>ACTION: Secretariat</b></p>
	<p><b>ITEMS FOR APPROVAL / RATIFICATION / DECISION</b></p>
<p><b>ARAC 0212/07</b></p>	<p><b>To Approve the Committee Annual Programme of Business 2026/27</b></p> <p>Rani Dash (RD), Director of Corporate Governance, introduced the 2026/27 programme for approval, noting prior circulation for comment.</p> <p>The Committee <b>APPROVED</b> the 2026/27 Audit, Risk and Assurance Forward Work Programme.</p>
<p><b>ARAC 0212/08</b></p>	<p><b>To Approve the Audit Recommendations Tracking Report</b></p> <p>Rani Dash (RD), Director of Corporate Governance, presented the tracker, drawing attention to 31 recommendations marked as completed and 31 requests for revised implementation deadlines that required Committee Approval.</p> <p>Dafydd Vaughn (DV), Independent Member, and Iwan Jones (IJ), Committee Chair, queried several older, persistent items (notably digital/technology actions and records-related items) and proposed a targeted review of all actions pre-2023 to confirm ongoing relevance, closure potential, and whether some actions sat outside the Health Board’s direct control. Stephen Chaney (SC), Head of Internal Audit, supported this, noting significant areas often received subsequent follow-up work which could affect the status/relevance of earlier recommendations. Paul Solloway (PS), Director of Digital, added context on inherited digital actions (e.g., Digital Strategy refresh due end-March; Shadow IT audit in progress; WRIS actions expected to fall away</p>



	<p>on system replacement) and therefore agreed that it would be a good time for a deep dive.</p> <p><b>ACTION: Head of Corporate Risk and Assurance</b></p>
<p><b>ARAC 0212/09</b></p>	<p><b>To Approve Reviewed and Updated Financial Control Procedures.</b></p> <p>Robert Holcombe (RH), Director of Finance and Procurement, introduced, and Robert Jones (RJ), Deputy Finance Director presented, the four Financial Control Procedures requiring review and one new policy for Grant Funding arising from the SFI self-assessment.</p> <p>The Committee queried timing risks for year-end accounts; RJ and Julie Rees (JR), Audit Wales Finance Manager, confirmed there were no issues anticipated.</p> <p>The Committee <b>APPROVED</b> the four updated Financial Control Procedures: Purchasing Cards, Engaging Off Payroll Workers, Patients Property, Procurement Policy and the new Grant Funding Policy.</p>
<p><b>ITEMS FOR DISCUSSION</b></p>	
<p><b>ARAC 0212/10</b></p>	<p><b>To Consider the Approach and Timelines for the Annual Report and Account</b></p> <p>Rani Dash (RD), Director of Corporate Governance, outlined the proposed structure and timetable aligned to the draft Manual for Accounts, noting the AGM date would be confirmed with the incoming Chair.</p> <p>Iwan Jones (IJ), Committee Chair, acknowledged the scale of work; RD confirmed the approach largely represented updates within an unchanged structure.</p> <p>The Committee NOTED the Approach and timetable.</p>
<p><b>ARAC 0212/11</b></p>	<p><b>To Receive the Internal Audit Progress Report</b></p>

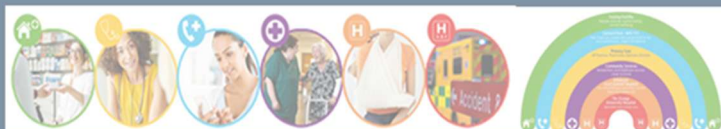


Stephen Chaney (SC), Head of Internal Audit, presented the progress report. and highlighted suggested planning amendments:

- Clinical Audit (Local Plans) work be deferred to Q3/Q4 2026/27 to allow the end-to-end process (local plans, actions, monitoring) to embed.
- Six Goals Programme review be deferred given overlap with a recent Audit Wales review and replaced with coverage of Primary & Community Care in 2026/27 instead.
- Ophthalmology & ENT (Directorate Review) work to commence this year and continue into 2026/27 to include cataract funding (regional arrangements and value for money). Rob Holcombe (RH), Director of Finance and Procurement, noted most expenditure had been through tendered external capacity, suggesting a straightforward Value for Money assessment; SC agreed to liaise off-line.
- Proposed reframing the Space Utilisation Capital Audit from Assurance to Advisory to enable wider comparative, transformational insights across organisations. Neil Patrick (NP), Independent Member, asked about implications; SC clarified the advisory scope would be more strategic, albeit without a rating.

It was confirmed that the draft annual opinion and the 2026/27 plan would be brought to the April meeting.

The Committee **NOTED** the report and **APPROVED** all deferrals and scoping changes were approved as set out above.



<b>ARAC 0212/12</b>	<p><b>To Receive the External Audit Progress Report 2025–26</b></p> <p>Julie Rees (JR), Finance Lead Audit Wales, reported that the 2024/25 Charitable Funds audit had completed by 28 January with no issues to report, and that planning and early testing for the 2025/26 Annual Report &amp; Accounts audit were underway and an Audit Plan for April ARAC would set out identified audit risks and responses.</p> <p>Sara Utley (SU), Performance Audit Lead Audit Wales, summarised the Performance Audit pipeline (GP managed contracts; Structured Assessment deep-dives - digital systems, Estates and Cancer services), noting linking points with Internal Audit and that deep-dive branding reflected 2024/25 programme funding despite contemporary fieldwork.</p> <p>The Committee <b>NOTED</b> the report.</p>
<b>ITEMS FOR INFORMATION</b>	
<b>ARAC 0212/13</b>	<p><b>To Receive Internal Audit Briefs of Audits Underway</b></p> <p>The Committee received three briefs from Audits Underway:</p> <ul style="list-style-type: none"> <li>• Falls Management</li> <li>• Divisional Budgetary Control</li> <li>• Discharge Planning</li> </ul> <p>The Committee <b>NOTED</b> for information.</p>
<b>ARAC 0212/14</b>	<p><b>Committee Programme of Business 2025/26</b></p> <p>The Committee received the Programme of Business</p> <p>The Committee <b>NOTED</b> the report for information.</p>
<b>ARAC 0212/15</b>	<p><b>Structured Assessment 2025 – Final</b></p> <p>Sara Utley (SU), Performance Audit Lead, confirmed the final Structured Assessment 2025 report and management response had been included for information and that the report had previously been presented to ARAC and Board.</p> <p>The Committee <b>NOTED</b> the report.</p>
<b>OTHER MATTERS</b>	



<b>ARAC 1209/22</b>	<p><b>Items to be Brought to the Attention of the Board and Other Committees</b></p> <p>Records Management support requests:</p> <ul style="list-style-type: none"> <li>• Mandatory Training Proposal – To be considered by the Core Learning Committee / People &amp; Culture Committee.</li> <li>• Corporate Induction Content – To be progressed through the People &amp; Culture Committee.</li> <li>• Lease Extension for Online House – Requires development of a business case and escalation to the Executive Team and potentially the Finance &amp; Performance Committee.</li> </ul>
<b>ARAC 1209/23</b>	<p><b>Any Other Urgent Business</b></p> <ul style="list-style-type: none"> <li>• Nothing reported.</li> </ul>
<b>ARAC 1209/24</b>	<p><b>Date of the next meeting</b> Tuesday 28<sup>th</sup> April 2026 09:30</p>

