

SWANSEA BAY UNIVERSITY HEALTH BOARD

AUDIT COMMITTEE

CYCLE OF BUSINESS

(1 April 2026 – 31 March 2027)

On an annual basis as part of the governance arrangements and end of year reporting the Audit Committee will receive a Cycle of Business. The Cycle of Business identifies routine items that will be reported throughout the upcoming financial year.

Once approved, the Cycle of Business will inform the new Work Programme each year, and help facilitate the management of agendas and Committee business. As the year progresses any requirement for additional timely business matters will be only be added to the existing routine items already on the Work Programme once the Chair of the Committee and lead Executive Director agree.

In accordance with the Standards of Good Governance determined by the NHS of Wales, the committee provides independent assurance regarding the effectiveness of the Health Boards governance arrangements, risk management, internal control systems and for the production of the Annual Report and Accounts.

Further detail on the principal role of the Committee is set out in the [Standing Orders - Swansea Bay University Health Board](#) documentation.

This Cycle of Business covers the period from 1 April 2026 to 31 March 2027.

Item of Business	Executive Lead	Reporting Frequency	May 2026	Final Accounts	July 2026	Sept 2026	Nov 2026	Jan 2027	March 2027
PRELIMINARY MATTERS									
Minutes of the Previous Meeting	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓	✓
Committee Log	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓	✓
Committee Work-Programme	Director of Corporate Governance	All Regular meetings	✓	✓	✓	✓	✓	✓	✓
GOVERNANCE, RISK AND INTERNAL CONTROLS									
Committee Terms of Reference	Director of Corporate Governance	Annually						✓	
Committee Effectiveness Self-Assessment	Director of Corporate Governance	Bi-annually			✓			✓	
Referrals from Other Committees	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓	✓
Annual Committee Referral Review	Director of Corporate Governance	Annually						✓	
Strategic and Corporate Risk Registers	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓	✓	✓
Organisation Annual Report	Director of Corporate Governance	Annually	✓	✓					
Standing Orders	Director of Corporate Governance	Bi-annually				✓			✓
Audit Tracker and Status of Recommendations	Director of Corporate Governance	All regular Meetings	✓	✓	✓	✓	✓	✓	✓
Board Effectiveness Action Plan	Director of Corporate Governance	3xYearly			✓		✓		✓
Declarations of Interest and Gifts and Hospitality	Director of Corporate Governance	Annually				✓			
Corporate Policies Report	Director of Corporate Governance	Bi-annually	✓				✓		
Compliance with the Corporate Governance Code	Director of Corporate Governance	Annually							✓
Guardian Service	Director of Workforce and OD	Annually			✓				
Guardian Service Annual Report	Director of Workforce and OD	Annually					✓		
Partnership Governance Tracker	Director of Planning and Partnerships	3xyearly	✓			✓		✓	
Deep Dive Review of areas with Limited Progress	Executive Leads	As Required		✓					
FINANCIAL FOCUS									

Item of Business	Executive Lead	Reporting Frequency	May 2026	Final Accounts	July 2026	Sept 2026	Nov 2026	Jan 2027	March 2027
Recovery and Sustainability Update Report (Financial controls and governance)	Director of Finance	Quarterly	✓		✓		✓		✓
Agree annual accounts timetable and plan	Director of Finance	Annually							✓
Annual Accounts	Director of Finance	Annually	✓	✓					
Remuneration and Staff Report (Annual Accounts)	Director of Finance	Annually	✓	✓					
Financial Control Procedures	Director of Finance	Annually							✓
Losses and Special Payments	Director of Finance	Bi-annually	✓			✓			
Procurement; Single Tender Actions and Quotations	Director of Finance	3xyearly	✓			✓			✓
Post Payment Verification End of Year Report	Director of Finance	Annually			✓				
Debt Write Off Approval	Director of Finance	As required							
INTERNAL AUDIT									
Internal Audit Progress Report	Internal Audit	All regular meetings	✓		✓	✓	✓	✓	✓
Approval of Internal Audit Annual Plan and Charter	Internal Audit	Annually							✓
Head of Internal Audit Opinion and Annual Report	Internal Audit	Annually	✓	✓					
EXTERNAL AUDIT									
External Audit Progress Report	Audit Wales	All regular meetings	✓		✓	✓	✓	✓	✓
Agree annual plan and fees	Audit Wales	Annually							✓
Audit Wales Annual Report	Audit Wales	Annually						✓	
Structured Assessment	Audit Wales	Annually					✓		
Audit of Financial Statements	Audit Wales	Annually		✓					
COUNTER FRAUD									
Counter Fraud Progress Report	Director of Finance	Alternate Meetings	✓		✓		✓		✓
Annual Counter Fraud Work Plan	Director of Finance	Annually						✓	
Counter Fraud Annual Report	Director of Finance	Annually			✓				
CLINICAL AUDIT									
Clinical Audit Annual Report	Executive Medical Director	Annually				✓			✓
Clinical Audit Annual Plan	Executive Medical Director	Annually	✓						
ASSURANCE REPORTS FOR INFORMATION									
Receive Hosted Agencies Annual Report - EMRTS	Executive Medical Director	Annually			✓				
Receive Hosted Agencies Annual Report - Lymphoedema	Executive Medical Director	Annually			✓				

Item of Business	Executive Lead	Reporting Frequency	May 2026	Final Accounts	July 2026	Sept 2026	Nov 2026	Jan 2027	March 2027
Receive Hosted Agencies Annual Report - South Wales Trauma Network	Executive Medical Director	Annually			✓				
Receive Hosted Agencies Annual Report - Spinal ODN	Executive Medical Director	Annually			✓				
Receive Hosted Agencies Annual Report - Neonatal	Executive Director of Nursing and Patient Experience	Annually							✓
Hosted Agencies Annual Report – Shared Services	Executive Director of Workforce and OD	Annually			✓				
IN-COMMITTEE BUSINESS									
Minutes of the previous In-Committee Meeting	Director of Corporate Governance	All regular meetings	✓	✓	✓	✓	✓		✓
In-Committee Counter Fraud Progress Report	Director of Finance	Alternate meetings	✓		✓		✓		✓