



Older People's Commissioner for Wales
Comisiynydd Pobl Hŷn Cymru

Meeting of Audit and Risk Assurance Committee

Date: 24 January 2017

Venue: Older People's Commissioner for Wales office

Present:

Ian Summers, Chair
Steve Harford
Steve Milsom

In attendance:

Sarah Rochira, Older People's Commissioner for Wales
Kelly Davies, Director of Corporate Affairs
Daisy Cole, Director of Wellbeing and Empowerment
Mary Gillard, Finance Manager
Sue Hayward, Secretariat

Wales Audit Office

Julie Rees

Deloitte

Claire Edge
Lauren Parsons

Apologies received from

Mutale Merrill, Committee member
Ian Howse, Deloitte
Derwyn Owen, Wales Audit Office

1. Introductions were made

The Committee thanked Katherine Shafer, Deloitte, for her support to the Committee and wished her well in her new role.

Changes to Committee Membership

The Commissioner reported that the term of office for Ian Summers, Chair, will finish at the end of March 2017. She formally thanked him for his work and support during his term of office.

The Commissioner stated that she has offered the role of Chair to Steve Harford from 1 April 2017 and he has accepted.

The recruitment process is underway for a new Committee member.

a) Register of Interests

There were none.

b) Advice provided to the Commissioner or her staff

Steve Milson reported that he is a member of the Expert Panel on the Rights of Older People.

2. Minutes of last meeting and matters arising

The Committee approved the minutes of the meeting held on 25 October 2016 as an accurate record.

a) Matters Arising

The Chair advised that, in line with the Committee's Terms of Reference, the Committee members undertook a short annual self-appraisal. The results were satisfactory and the Chair reported on the exercise to the Commissioner. This included comments regarding future training and development for members which will be discussed at the Committee's Development Day in March.

The Chair thanked the members for their contributions.

3. Internal Audit – Deloitte

a) Corporate Governance and Risk Management

The Committee noted that there was one recommendation with regard to the Risk Register, which had been accepted and actioned.

The Chair thanked the Internal Auditors for the report.

4. Wales Audit Office

a) 2017 Audit Plan

WAO outlined the details in the plan, which the Committee approved.

5. Quarter 3 highlight report against 2016/17 business plan

Kelly Davies gave an overview of the Quarter 3 report against the 2016/17 work programme. She clarified a number of points raised by members. She also agreed that a commentary of any work RAG rated RED would be included in future highlight reports.

6. Corporate Risk Register

The Committee noted that the recommendations in internal audit's review of the Commissioner's management of risk have now been actioned.

Following discussions, the Commissioner agreed to share the updated version of the Risk Management Policy with members.

The Committee noted that there was nothing to escalate to the Corporate Risk Register at this time.

The Committee confirmed that they were happy with the updated format of the Register.

7. Update on anticipated out turn for 2016/17 and Pay Award 2016/17

8. Draft 3 year financial plan, 2017/18-2019/20

The Chair agreed to take these 2 items together.

The Commissioner gave the background context to papers.

The Commissioner confirmed that she had agreed to a 1% pay award for staff in line with Welsh Government.

9. Welsh Language Standards

Kelly Davies confirmed that the Commissioner's appeal to the Welsh Language Commissioner had been withdrawn. This followed notification that the Welsh Language Commissioner would allow simultaneous translation. It was noted that the Commissioner is now compliant with all of the Welsh Language Standards.

10. Review of key policies

- a) Travel and Subsistence

The Committee noted the small change in this report.

- b) Raising Concerns
- c) Grievance Policy
- d) Disciplinary Policy

The Committee noted that the above policies had been updated to reflect the Welsh Language Standards.

11. Review of Committee's effectiveness

The Chair had discussed this individually with members as part of their appraisal discussions. He stated that he wanted a light touch on this subject this time around so as not to constrain his successor.

After a short discussion, all members agreed that the Committee was operating effectively, noting that members are always looking for ways to operate more efficiently.

The Commissioner stated that she valued the contribution of the Committee and believed that it adopted a good balance between challenge and understanding and support to her role.

12. Transparency of Senior Remuneration in the Devolved Welsh Public Sector

The Committee accepted all the Commissioner's recommendations regarding this advice and associated guidance from the Staff Commission.

13. Commissioner's expenses – the Committee noted this report.

14. Gifts and Hospitality – the Committee noted this report.

15. AOB

a) Public Interest Disclosure Act 1998

The Committee noted that on 1 November 2016, without notification, the Commissioner was added as a person to whom disclosures could be made under this Act. The Commissioner has written to the Minister requesting clarification and legal advice will be sought.

Kelly Davies will update the Committee at their meeting on 9 May 2017

b) **Committee Development Day on 7 March.** The Committee agreed that this will focus on

- the Commissioner's forward work programme
- risk
- future development for members.

The Committee thanked Mary Gillard, Finance Manager, for her services.

The Chair thanked Sue Hayward for her support during his term of office.

Date and time of next meeting

7 March 2017 - Development Day

9 May 2017 – Audit & Risk Assurance Committee meeting