AMGUEDDFA CYMRU

Audit, Risk & Assurance Committee – Summary of Meeting

19 February 2026 at 09:30 – 11:55

National Museum Cardiff and Microsoft Teams

Apologies:

Owen Hathway, Trustee
Jane Richardson, Chief Executive
Nia Elias, Director of Relationships & Funding
Gareth Lucey, Director, Audit Wales

Present Committee Members:

Jan Williams, Chair
David Jones
Dan Richards
Emma Yhnell, Observer

Present Co-Opted Members:

Richard Houdmont
Spencer John

Present Executive Team Members:

Phil Bushby, Director of Priority Programmes
Steve Hudson, Director of Finance & Resources
Peter Wakelin, Director of Collections and Research
Nia Williams, Director of Experience, Learning & Engagement

Additional Attendees Present:

Normi Cadavieco, Senior Consultant, GGI
Helen Cargill, Director, Education TIAA
Helen Goddard, Audit Manager, Audit Wales
Max Looker, Head of Governance

Catrin Rowlands, Head of Learning
Yvonne Ruelle, Head of Finance
Royston Smith, Head of Digital
Chris Pyrah, Governance Officer (Secretariat)
Ioan Davies, Translator

Amgueddfa Cymru's Audit, Risk and Assurance Committee (ARAC) met on the 19th February 2026.

At that meeting they:

- Received a report from the Head of Governance, updating them on key governance activity in the organisation. ARAC took ASSURANCE from the paper and subsequent discussion
- Received a draft Gifts & Hospitality Policy for consideration. ARAC AGREED to recommend to the Board of Trustees that the policy be APPROVED for use within Amgueddfa Cymru
- Received an update from Audit Wales. ARAC took ASSURANCE from the update and subsequent discussion
- Received an internal audit update from the internal auditor, TIAA along with four reports. ARAC took ASSURANCE from the update and the following reports presented in the meeting:
    - SICA Progress Report
    - ASSUR – Collections Report
    - ASSUR – Site Visits Report
    - ASSUR – Education & Learning Report
- Received an update on the recently reintroduced Internal Controls process. ARAC took ASSURANCE from the update and COMMISSIONED a review of the process, to be presented at their January 2027 meeting.
- Received and took ASSURANCE from the following annual reports:
    - National Museum Group Wales Enterprises Ltd Annual Report
    - Pension Scheme Annual Report
    - National Waterfront Museum Swansea Annual Report

- Received an update on recently released guidance from GIAA (Government Internal Audit Agency). ARAC took ASSURANCE from the update and COMMISSIONED staff to formulate a development plan for ARAC members.
- Received a report on single tenders which took place in Q3 2025/2026, hearing that all single tenders had been compliant with Amgueddfa Cymru policies. ARAC took ASSURANCE from the report.
- Undertook the annual review of its Terms of Reference. ARAC AGREED two amendments to its terms of reference, which were to be presented to the March 2026 Board of Trustees meeting for APPROVAL.
- APPROVED the minutes of its previous meeting
- Reviewed progress against the actions of previous meetings
- Considered and took ASSURANCE from the Committee's Forward Look.