

**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	10 December 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Assurance Report
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Tim John, Senior Finance Business Partner (Accounting & Statutory Reporting)

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

The Audit and Risk Assurance Committee (ARAC) requires assurance on a number of financial areas as outlined in the body of the report.

Cefndir / Background

The Standing Orders require that ARAC provides assurance to the Board that the University Health Board's assurance processes are operating effectively. Critical to this is Financial Assurance, which cannot be measured only by the UHB's main finance report and requires further information in order to assess the control environment in place; the risk assessment and management process; and the control activities.

Asesiad / Assessment

This report outlines the issues which require the Committee to action and monitor (Alert and Advise respectively) and the issues which the Committee can take assurance from, based on the actions being undertaken (Assure).

Advise:

- a) The level of staff overpayments is increasing, though the average recovery period continues to be at a reduced level when compared to the last financial year.

Assure:

- a) Activity ongoing to reduce non-compliance with No PO No Pay.
- b) PSPP compliance remains on target for delivery for the year.
- c) Single Tender Actions are carefully controlled.

Argymhelliad / Recommendation

The Audit and Risk Assurance Committee is asked to:

- **TAKE ASSURANCE** from the actions taken to reduce the instances of non-compliance with the No PO No Pay policy.
- **TAKE ASSURANCE** from the controls in place to manage Single Tender Actions.
- **DISCUSS** the staff overpayments and **SEEK ASSURANCE** that actions to control them are sufficiently embedded.
- **SCRUTINISE** the award of contracts listed in Appendix 1.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.4 The Committee's principal duties encompass the following: 2.4.2 Seek assurance that the systems for financial reporting to Board, including those of budgetary control, are effective, and that financial systems processes and controls are operating. 3.10 The Committee will be responsible for reviewing the UHB's Standing Orders and Standing Financial Instructions and Scheme of Delegation annually, (including associated framework documents as appropriate), monitoring compliance, and reporting any proposed changes to the Board for consideration and approval. 3.13 Approve the writing-off of losses or the making of special payments within delegated limits. 3.15 Receive a report on all Single Tender Actions and extensions of contracts.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	BAF SO9-PR20 BAF SO10-PR33
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	2c Workforce and OD strategy 6a Clinical services plan 8c Financial Roadmap

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Monitoring returns to Welsh Government based on the Health Board's financial reporting system. Activity recorded in the AR and AP modules of the Oracle business system and activity recorded in the procurement Bravo system.
Rhestr Termau: Glossary of Terms:	AP - Accounts Payable AR – Accounts Receivable BGH – Bronglais General Hospital BT PSBA – British Telecom Public Sector Broadband Aggregation CF – Counter Fraud COS – Contracted Out Service VAT EOY – End of Year ERs NI – Employers National Insurance GGH – Glangwili General Hospital HMRC – His Majesty's Revenue and Customs IFRS – International Financial Reporting Standards NWSSP – NHS Wales Shared Services Partnership PID – Patient Identifiable Data PO – Purchase Order POL – Probability of Loss PPH – Prince Philip Hospital PSPP – Public Sector Payment Policy SFI – Standing Financial Instructions SLA – Service Level Agreement STA – Single Tender Action VAT – Value Added Tax WGH – Worthybush General Hospital WRP – Welsh Risk Pool
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg Parties / Committees consulted prior to Audit and Risk Assurance Committee:	UHB's Finance Team UHB's Management Team

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Financial implications are inherent within the report.
Ansawdd / Gofal Claf: Quality / Patient Care:	Risk to our financial position affects our ability to discharge timely and effective care to patients.
Gweithlu: Workforce:	Overpayments are reported within this report.

Risg: Risk:	Financial risks are detailed in the report.
Cyfreithiol: Legal:	The UHB has a legal duty to deliver a breakeven financial position over a rolling three-year basis and an administrative requirement to operate within its budget within any given financial year.
Enw Da: Reputational:	Adverse variance against the UHB's financial plan will affect our reputation with Welsh Government, Audit Wales and with external stakeholders.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

1.1 Purpose

- The purpose of this report is to outline the financial assurances which the Audit and Risk Assurance Committee requires.
- The framework agreed is included below in Figure 1, and the remainder of the report is based on this.

Figure 1: Compliance requirements for the Audit and Risk Assurance Committee		
Compliance requirement	Reporting	Frequency
Scheme of delegation changes	<ul style="list-style-type: none"> • Exception reporting for approval 	As and when
Compliance with Purchase to Pay requirements	<ul style="list-style-type: none"> • Breaches of the No PO, No Pay policy • Instructions for noting • Public Sector Payment Policy (PSPP) compliance • Tenders awarded for noting • Single tender action 	Bi-monthly
Compliance with Income to Cash requirements	<ul style="list-style-type: none"> • Overpayments of staff salaries and recovery procedures for noting 	Bi-monthly
Losses & Special payments and Write offs	<ul style="list-style-type: none"> • Write off schedule • Approval of losses and special payments 	Bi-monthly
Compliance with Capital requirements	<ul style="list-style-type: none"> • Scheme of delegation approval for capital 	Following approval of annual capital plan
Compliance with Tax requirements	<ul style="list-style-type: none"> • Compliance with VAT requirements • Compliance with employment taxes 	Bi-monthly
Compliance with Reporting requirements	<ul style="list-style-type: none"> • Changes in accounting practices and policies • Agree final accounts timetable and plans • Review of annual accounts progress • Review of audited annual accounts and financial statements 	Annually

2.1 Scheme of delegation changes

No changes.

2.2 Compliance with Purchase to Pay Requirements

2.2.1 No PO, No Pay Policy Adherence

The Health Board uses the All Wales No PO, No Pay Policy (revised and approved in September 2024) and has a zero-tolerance stance to any non-compliance. NHS Wales Shared Services Partnership (NWSSP) have a control implemented to ensure that if there is no purchase order in place for an invoice, that invoice is placed on hold until such time as an appropriate purchase order is put in place. No invoices are paid without a purchase order.

There is an exemption list as part of the No PO No Pay Policy, which allows for certain types of invoices to be paid without a purchase order. These invoices do not constitute non-compliance with the policy and are therefore not reported in this report.

Excluding those invoices on the exemption list, a total of zero invoices with zero value have been paid without a purchase order since 31 August 2024, when the revised All-Wales No PO No Pay policy came into force, providing assurance of the robust process now fully implemented and adhered to across the Health Board and NWSSP.

Invoices on Hold (IOH)

Whilst there have been zero invoices paid without a purchase order, preventative control checks are in place to ensure proactive management minimises the potential for non-compliance in the future and any delays for vendor payment. This preventative control is called invoices on hold (IOH).

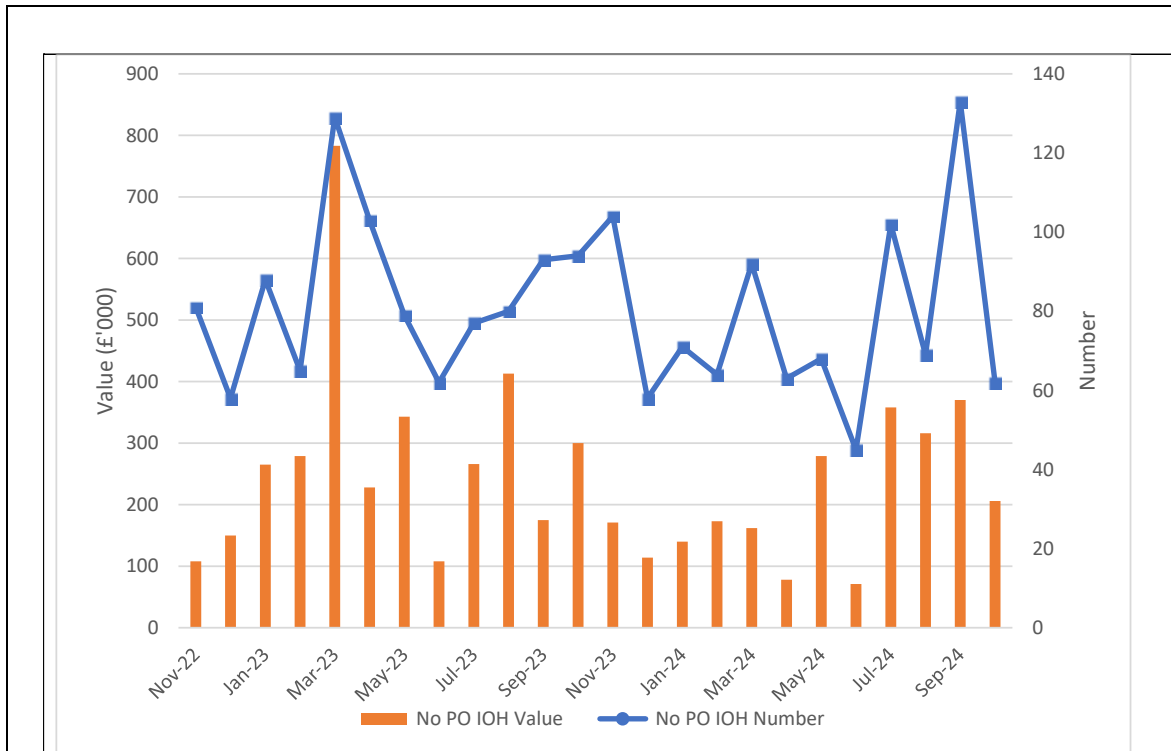
IOH can occur for two reasons. Firstly, Health Board Non-Compliance. The Health Board purchase requestor could have failed to raise a purchase order in the appropriate timeframe to provide it to a vendor in readiness for the supplier raising an invoice, resulting in the vendor presenting an invoice for payment without a purchase order referenced. Secondly, Supplier Non-Compliance. A supplier could have presented an invoice for payment without a purchase order reference, which they had been sent within the appropriate timeframes from the Health Board purchase requisitioner.

Figure 2 below illustrates the numbers and value of IOH as a result of no purchase order being quoted on the presented invoice. For the months of September and October 2024 there were a total of 195 IOH with a combined value of £576k. This compares to a total of 171 IOH on hold with a combined value of £675k for July and August 2024.

It is pleasing to note that the cumulative position as at end of October 2024 had reduced significantly compared to at the end of August 2024; a total of 153 IOH

with a combined value of £279k compared to 211 IOH with a combined value of £390k respectively. This positive decrease in the numbers is due to the work being carried out by the Core Accounting Team (CAT) to clear aged IOH and the communication circulated to requisitioners and approvers advising them of the newly updated No PO No Pay Policy and the importance of adhering to it.

Figure 2: Invoices on Hold awaiting a purchase order or credit note



Improving compliance with the No PO, No Pay Policy – reducing invoices on hold

As detailed above, there are two ways in which No PO No Pay non-compliance manifests itself, namely Supplier non-compliance and Health Board requisitioner and approver non-compliance.

Supplier Non-Compliance: The All-Wales Purchase to Pay (P2P) Governance group has confirmed that letters have been sent to all suppliers to remind them that their invoices will not be paid without a valid PO stated on an invoice. In addition, weekly emails will be sent to suppliers listing invoices that we cannot pay due to there being a lack of PO number stated.

Procurement, with the assistance of CAT, is reviewing suppliers which repeatedly non-comply, with a view to replacing them with an alternative supplier.

Below is a list of suppliers who frequently fail to provide a valid PO number on submitted invoices, together with the number and value of these invoices on a cumulative basis for this period and the actions being taken to improve:

Supplier	No. of Invoices	£
JUST WALES LTD	59	62,052.00
MEDTRONIC LTD	12	4,136.05
PHS GROUP	11	401.17

Supplier	Actions to improve:
JUST WALES LTD	Use of alternative supplier (Health Courier Services (HCS))
MEDTRONIC LTD	Accounts Payable – annual supplier statement reviews ongoing
PHS GROUP	Part of the All-Wales exercise working on the top15 suppliers who do not comply with the policy

Health Board Requisitioner and Approver Non-Compliance: As outlined above, during this reporting period, CAT have allocated specific resource to clear aged IOH. In doing so, CAT has reached out to non-complying areas within the Health Board to educate them on the importance of adhering to the new policy.

During November 2024, a refresher Oracle training workshop was held for all requisitioners and approvers, during which the importance of ordering correctly and supporting areas to make efficiencies in their ordering processes were covered. Out of the 442 invites sent to approvers and requisitioners it was pleasing to note that 319 (72%) attended.

Work is now being undertaken by CAT to monitor directorates who do not comply with the policy and Service Delivery Managers are being advised that they are failing to follow policy and assistance with any training that is required is offered.

Below are the four directorates with non-compliance in excess of £5,000 during the period ending October 24:

Directorate	No. of Invoices	£
FACILITIES	36	11,010.69
PRIMARY CARE	15	10,501.18
PLANNED CARE	13	45,177.17
UNSCHEDULED CARE PRINCE PHILIP	8	5,764.73

2.2.2 Public Sector Payment Policy (PSPP) Compliance

The Health Board has a statutory responsibility to pay 95% of its non-NHS invoices within 30 days.

The Health Board successfully achieved its monthly PSPP target of paying 95% of non-NHS invoices for the months of September and October 2024, achieving 97.80% and 97.33% respectively. In addition, at the end of October 2024, the Health Board had met the target on a cumulative basis (96.02%).

Regarding the payment of NHS invoices, the Health Board paid 87.90% and 92.68% of these within 30 days for the months of September and October respectively.

The Core Accounting Team is continuing to spend time pursuing budget holders to authorise invoices promptly, as e-mail requests from NWSSP Accounts Payable are often ignored. The team have also been providing training to areas where there are frequently high numbers of failures. This is in addition to contacting suppliers with invoices on hold without a PO, to help find the relevant PO or contacting the service users to raise a PO if required.

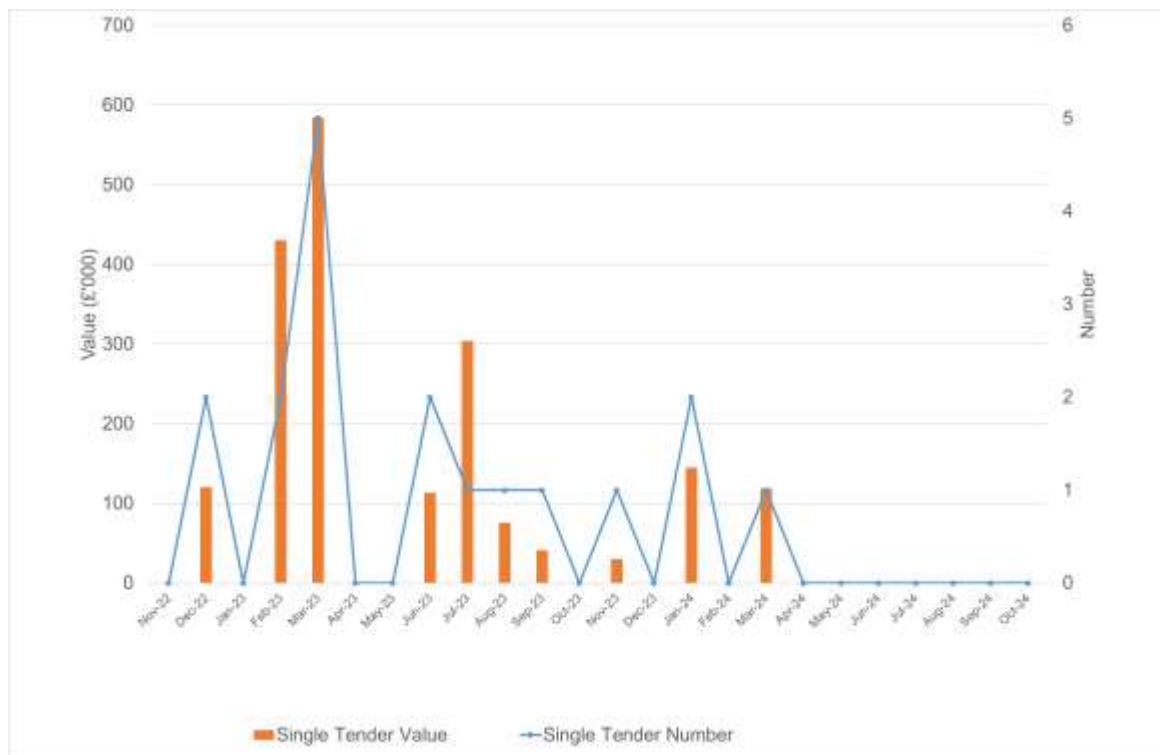
2.2.3 Single Tender Actions

The use of single tender waivers is carefully managed and controlled by the Health Board.

There were no Single Tender Actions (in excess of £25,000) during September and October 2024.

The graph (Figure 3) shows the trend of all Single Tender Actions (STA) approved from 1 November 2022 to 31 October 2024.

Figure 3: Numbers and value of Single Tender Actions



2.2.4 Tenders Awarded

There were 11 contracts awarded, including direct awards through framework and VEAT process, during the period 1 September 2024 to 31 October 2024, totalling £4,702,292.

Details of these contracts, to the value of £25,000 and above, are provided in Appendix 1.

2.2.5 Consultancy contracts

No consultancy contracts were awarded during September and October 2024.

2.3 Compliance with Income to Cash

2.3.1 Overpayment of Salaries

The Health Board has a duty to ensure that staff are paid appropriately, and that overpayments are not incurred.

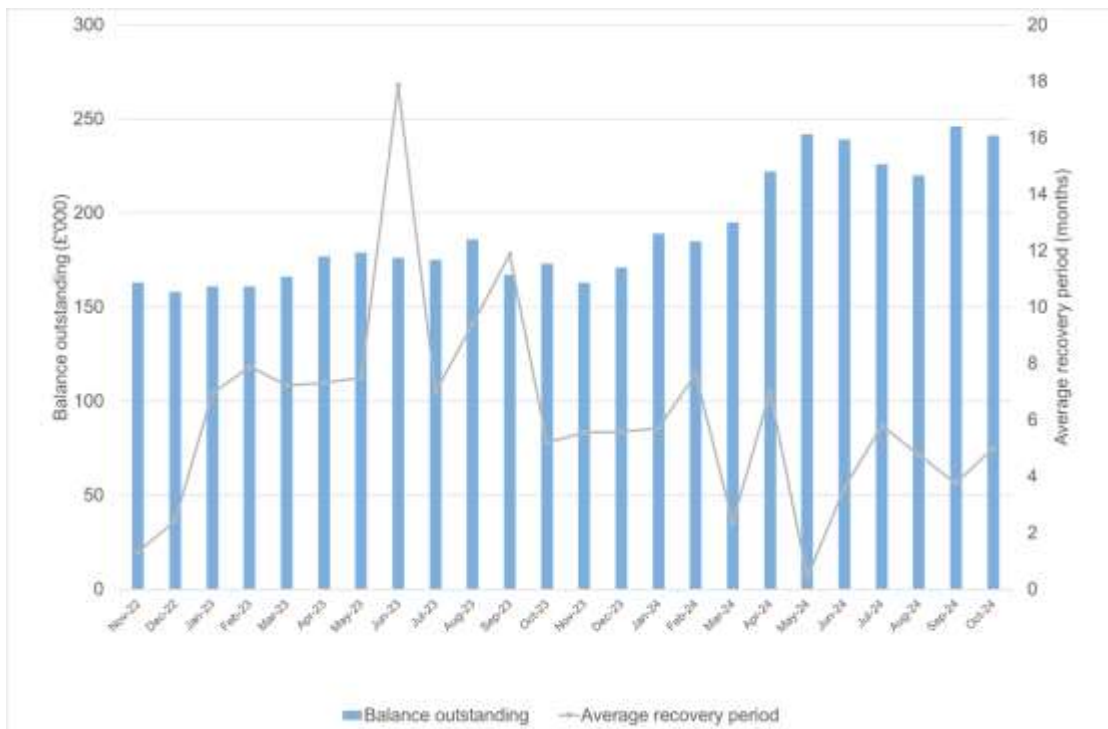
Appendix 2 shows the volume and value of invoices raised in respect of overpayments for the period 1 September to 31 October 2024; 67 cases totalling £77,775, which represents 0.275% of the average monthly net pay costs.

In order to proactively address the issues leading to the overpayment of salaries, a combined Workforce and Finance Panel (in conjunction with relevant line managers) has been established, to review on a quarterly basis, why overpayments have occurred and implement appropriate action to ensure future overpayments are minimised.

The graph below (Figure 4) demonstrates the total balance outstanding against the average recovery period. The average recovery period reflects the number of debts settled in the current period only. The total value raised in the period 1 September to 31 October 2024 was £78k compared to £46k in the period ended 31 August 2024.

The overall debt balance has increased to £241k at the end of October 2024 compared to £220k at the end of August 2024, with the average recovery period remaining consistent at five months at the end of October.

Figure 4: Trend of aged overpayments and recoveries

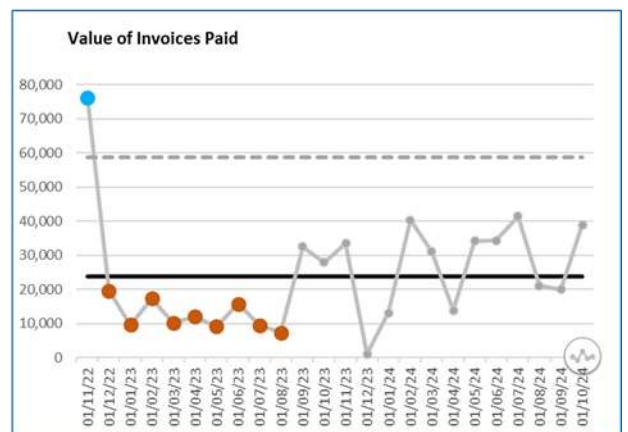
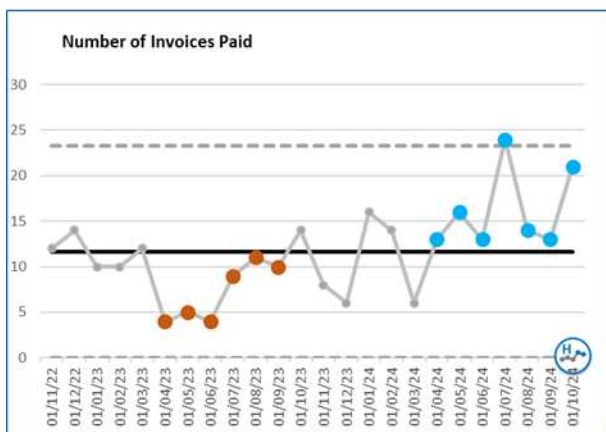
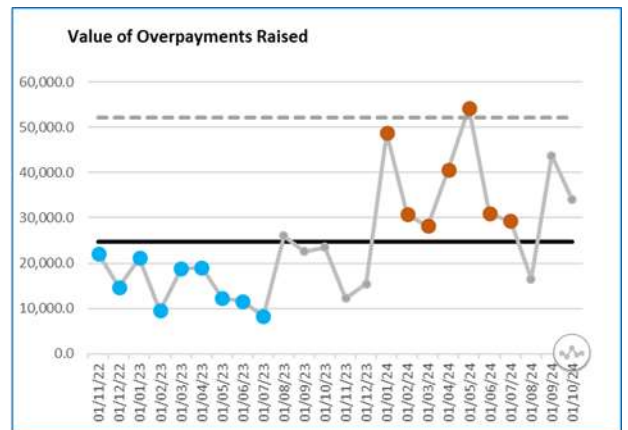
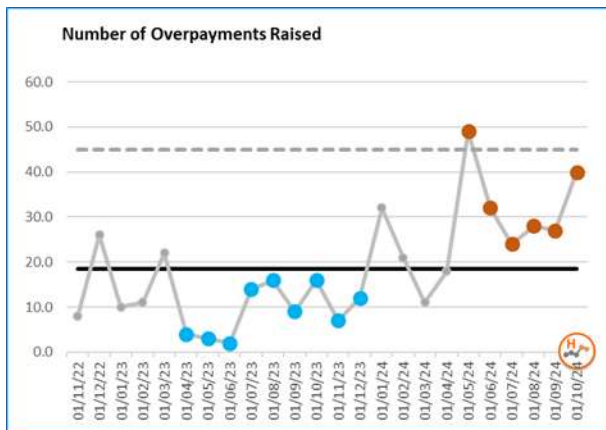


Further statistical analysis in respect of the overpayment of salaries is provided below:

The four charts show the number and volume of invoices raised by the Health Board in respect of the overpayment of salaries during the period November 2022 to October 2024.

The rate at which the invoices have been raised varies based on the information gathered by the Payroll Department. The average number of invoices raised has increased to 18 invoices at the end of October 2024 compared to 17 invoices raised at the end of August 2024 and the average value per month has remained at £25k when compared to the same period.

The rate at which the Health Board receives payment for these invoices has remained steady at an average of 12 invoices per month when compared to the end of the previous period at the end of August 2024. However, the average amount recovered per month has increased from £23k to £24k since the end of August 2024.



2.3.2 Underpayment of salaries

NWSSP have provided details of emergency payments requested and paid in September and October 2024 for underpaid salaries, the total of which was £44,094.

Reasons for salary underpayments include:

- Wrong bank account details provided
- Incorrect recording of sick leave
- Late Authorisation of payment sent
- Late notification of return to work
- Incorrect Change forms

2.4 Losses and Special Payments for Approval

2.4.1 General Losses and Special Payments

Losses and special payments require the Audit and Risk Assurance Committee's approval given their contentious nature. There were no losses over £5k arising in September and October 2024 requiring the Committee's approval, as indicated in Appendix 3.

Losses and write offs under £5k, as per requirement under FP02 – Income and Cash Collection, have been presented and approved by the Director of Finance and Chief Executive. In total these amounted to £43,771.

2.5 Compliance with Capital Requirements

The Health Board is now required to make payments for new major capital schemes through a Project Bank Account (PBA).

As previously advised, two separate project bank accounts (Glangwili Fire Enforcement Phase 1 and Withybush Fire Enforcement Decant Ward Projects) were set up by the supply chain partner (SCP) and issues have been identified with the SCP's operation of these accounts. A detailed update was provided at the February 2024 meeting outlining the issues being encountered and actions being taken.

The advice of the Health Board's Project Managers was that there are insufficient contractual mechanisms to enforce compliance with the PBA guidance.

Nevertheless, ARAC can be assured that this is not impacting on operational delivery of the schemes. The Health Board has significantly reduced the scope of Glangwili Fire Enforcement Phase 1 and the project is now expected to complete early in 2025. The Withybush Fire Enforcement Decant Ward has achieved completion.

There is no further update at this juncture.

2.6 Compliance with Tax Requirements

2.6.1 Compliance with VAT Requirements

Updates regarding existing matters are set out in the following table:

Key VAT issue	Update
BT PSBA network – VAT recovery non-statutory clearance request	<p>HMRC has been considering the recoverability of VAT charged on service charges connected with the all-Wales PSBA data network.</p> <p>There are no updates since the previous report - the Health Board continues to await HMRC's response to the Health Board's last communication to HMRC in April 2024.</p> <p>The Health Board continues to recover the VAT in question in full based on the advice of its advisors. VAT potentially at risk of repayment to HMRC currently amounts to £187k. A provision has not been recognised in respect of this potential liability as the liability continues to be considered as possible, rather than probable.</p>

Key VAT issue	Update
Capital Front of House Scheme (Bronglais Hospital)	<p>The Health Board continues to await HMRC's decision on whether to accept the Health Board's current VAT recovery position in respect of this scheme or raise a formal assessment for VAT which it believes has been over-claimed by the Health Board. Any VAT which may become repayable to HMRC has been fully provided.</p> <p>There are no updates to report in this reporting period.</p>

2.6.2 Compliance with Employment Tax Requirements

No updates or issues to report.

2.7 Compliance with reporting requirements

IFRS 17 – Insurance Contracts. IFRS 17 Insurance contracts will be applicable in the public sector from 1 April 2025. The standard requires full retrospective adoption, so the transition date will be 1 April 2024 and it will have an impact on the accounting treatment for any organisation that has issued, or issues, a contract that meets the definition of an insurance contract.

Initial indications are that the Health Board is unlikely to have issued any insurance contracts, but application guidance is currently being reviewed in conjunction with the all-Wales Technical Accounting Group.

2.8 Financial Compliance

The Finance Team is developing a reporting pack in respect of financial compliance. Significant support was provided by NWSSP in the initial phase but, due to role change, this is now on an ad hoc advisory basis.

The key systems feeds and journal processes have been mapped and the Accounts Payable system, Pharmacy system, Eden Dental Fees, Locum Accrual and PO Accrual reviews have been undertaken and completed.

Work is progressing on the Budget Setting system and documenting the controls within multiple month end processes. Exeter GMS Feed and Accrual and the Pay Accruals are currently under review with the key stakeholders for feedback.

Internal Audit has been approached to ascertain their capacity to test the effectiveness of the controls that have been documented and access has been provided to the Accounts Payable system documentation to assist in their evaluation.

There are no further updates to report.

3.1 Recommendations

The Audit and Risk Assurance Committee is asked to:

- a) Take assurance from the actions taken to reduce the instances of non-compliance with the No PO No Pay policy.
- b) Take assurance from the controls in place to manage Single Tender Actions.
- c) Discuss the staff overpayments and seek assurance that actions to control them are sufficiently embedded.
- d) Scrutinise the award of contracts listed in Appendix 1.

Appendix 1: Contracts awarded

Direct awards via Framework Agreement											
Period Covered by this report				1 Sept 2024	31 Oct 2024						
Reference	Framework Used & Reference	Supplier	Description	One off or Period		Value, exc VAT	Department	Professional Services	Date of Board Approval (if applicable)	Compliant	Comment
				Start	End						
HDD-DCO-24-15	Welsh Procurement Alliance (WPA) Modular Buildings (MB2)	Portakabin Ltd	Supply of a Temporary Aseptic Storage Space (Cold Store) at Withybush General Hospital	01/11/2024	31/10/2027	£108,834	Estates	No	N/A	Y	A direct award via Welsh Procurement Alliance (WPA) Modular Buildings (MB2) framework has been awarded to Portakabin Ltd for the supply of a temporary aseptic storage space (cold store) at Withybush General Hospital for 36 months. An option to extend the contract for a further 24 months is included in the award.
HDD-DCO-24-09	Crown Commercial Service (CCS) G-Cloud 13 (RM1557.13)	LinkedIn Ireland	LinkedIn Platform Renewal	20/12/2024	19/12/2027	£90,330	Workforce & OD	No	N/A	Y	A direct award via Crown Commercial Service (CCS) G-Cloud 13 (RM1557.13) framework has been awarded to LinkedIn Ireland for the renewal of the LinkedIn Platform Subscription for 36 months. This contract award does not allow for an extension.

Direct awards via VEAT process											
Period Covered by this report				1 Sept 2024	31 Oct 2024						
Reference	Framework Used & Reference	Supplier	Description	One off or Period		Value, exc VAT	Department	Professional Services	Date of Board Approval (if applicable)	Compliant	Comment
				Start	End						
HDD-VEAT-23-09	N/a	Mind Pembrokeshire	Individual Placement Support	01/04/2024	31/03/2025	£553,015	Mental Health & Learning Disabilities	No	N/A	Yes	A VEAT Notice was issued to confirm that Mind Pembrokeshire were awarded a 12-month contract for Individual Placement Support. This contract award does not allow for an extension.

Contracts awarded post competitive tender										
Period Covered by this report			1 Sep 2024	31 Oct 2024						
Reference	Supplier	Description	One off or Period		Value, exc Vat	Department	Professional Services	Date of Board Approval (if applicable)	Compliant	Comment
			Start	End						
HDD-ITT-56444	Marie Curie	Provision of Advanced Care Planning & Training (2T's Cluster)	01/10/2024	30/09/2025	£64,500	Primary Care	No	N/A	Yes	Following a competitive tender, Marie Curie were awarded a 12-month contract for the provision of advanced care planning & training in the 2T's Cluster. An option to extend the contract for a further 12 months is included in the award.
HDD-MIN-56936	Mace Consulting Ltd	Project Manager for the Withybush Fire Scheme	10/09/2024	31/03/2028	£316,000	Estates	Yes	N/A	Yes	Following a competitive tender, Mace Consulting Ltd were awarded a 42-month contract for a Project Manager for the Withybush Fire Scheme. This contract award does not allow for an extension.
HDD-ITT-56265	Smart Occupational Health	Consultant in Occupational Medicine	01/10/2024	30/09/2025	£57,200	Workforce & OD	No	N/A	Yes	Following a competitive tender, Smart Occupational Health were awarded a 12-month contract for Consultant in Occupational Medicine. An option to extend the contract for a further 12 months is included in the award.
HDD-MIN-56329	Ricoh UK Ltd	Lease of Document Scanners	01/12/2024	30/11/2029	£341,207	Digital	No	N/A	Yes	Following a competitive tender, Ricoh UK Ltd were awarded a 60-month contract for the lease of document scanners. An option to extend the contract for a further 24 months is included in the award.

HDD-MIN-57000	Lee Wakemans Ltd	Cost Advisor Services for Withybush Fire Scheme	08/10/2024	30/09/2028	£249,000	Estates	Yes	N/A	Yes	Following a competitive tender, Lee Wakemans Ltd were awarded a 48-month contract for Cost Advisor Services for Withybush Fire Scheme. An option to extend the contract for a further 12 months is included in the award.
HDD-MIN-56495	Insight Direct (UK) Ltd	Rubrik Licences Renewal	01/10/2024	01/01/2025	£174,878	Digital	No	N/A	Yes	Following a competitive tender, Insight Direct (UK) Ltd were awarded a 12-month contract for Rubrik Licences renewal. An option to extend the contract for a further 12 months is included in the award.
HDD-MIN-57066	PART B GROUP LTD	Multi-Disciplinary Design Team for Withybush Fire Scheme	01/11/2024	30/04/2028	£592,258	Estates	Yes	N/A	Yes	Following a competitive tender, PART B GROUP LTD were awarded a 48-month contract for a Multi-Disciplinary Design Team for Withybush Fire Scheme. An option to extend the contract for a further 12 months is included in the award.
HDD-110	Ortho Clinical Diagnostics	Extension of Managed Service Contract for Blood Transfusion Services	01/08/2024	31/07/2031	£2,155,070	Pathology	NA	01/03/2024	Yes	Following the conclusion of the initial contract period, Ortho Clinical Diagnostics were awarded an 84-month extension to contract for the Managed Service Contract for Blood Transfusion Services. This is the only extension available on this contract.

Appendix 2: Overpayment of Salaries

	Period covered by this report: 1 Sept – 31 Oct 24		
Ref	Reason for Overpayment	Value (£)	Number of invoices
1	Processing Error	13,973.36	3
2	Late Notification of Changes	16,765.73	20
3	Late Notification of Termination	30,273.55	30
4	Late Notification of Absence	16,762.82	14
		77,775.46	67

Appendix 3: Losses and Special Payments over £5,000

	Period covered by this report:	1 September 2024 to 31 October 2024	
Ref	Losses and Special Payments Category	Value (£)	Explanation
	N/a		
	Total Losses (for approval)		

Recommendation: N/a.