

**Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 10 December 2024**

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(24)163	15/10/2024	Escalation Status Update Report	To incorporate RTT performance scenarios into the planning for 2025/26 and present options to Board, once the planning framework and the funding allocations have been received	SA	January 2025	<p><u>10 December 2024</u> In Progress Development of the plan is well underway and Directorates have been asked to produce a first draft by 29 November 2024. The planning framework has not yet been received from Welsh Government.</p> <p><u>11 February 2025</u> Complete Final plans are expected to be received on 24 January 2025. In line with the Welsh Government Planning and performance framework, Directorates have been asked to provide a definitive position on the level of performance delivery they can commit to achieving, informed by their respective priorities. Once the final iterations of the plan are received, these submissions will allow a clear and quantified view of service trajectories for 2025/26.</p> <p>Additionally, we have commenced a clear mapping exercise to distinguish those elements falling under Targeted Intervention (TI)</p>

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						requirements versus standard Annual Plan commitments. This mapping will help confirm which actions are mandated by the TI framework and those that constitute normal operational or strategic priorities. It is anticipated that, once collated, this information will provide a transparent alignment between directorate-level performance targets TI objectives and our broader Welsh Government expectations.
AC(24)171	15/10/2024	Falls Management (Reasonable Assurance)	To take forward plans to include compliance with falls risk assessments in the nursing audit programme	SD/MD	December 2024 February 2025	<p><u>10 December 2024</u> In Progress</p> <p>A draft Falls Audit tool has been developed and will be taken through SNMT with other Senior Nurse Manager Audit tools in December 2024 for sign off and aim to pilot in Q4.</p> <p><u>11 February 2025</u> Complete</p> <p>The draft Falls Audit tool was discussed in SNMT in January 2025 and agreed in principle and as part of a wider piece of work around ensuring a standardised audit workplan.</p>
			To establish how HDdUHB compares with other Health Boards in terms of numbers of falls	SD/MD	December 2024 February June 2025	<p><u>10 December 2024</u> In Progress</p> <p>The National Audit of Inpatient Falls for 2024 has been completed and provides an All Wales position - we are waiting for our local HB data to be released to benchmark with other HBs - likely to be in Q4 now.</p>

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						<p>There are currently no other national benchmarking processes in place.</p> <p><u>11 February 2025</u> HBs across Wales are waiting for individual health board data to be released by NAIF – likely to be April 2025.</p>
AC(24)179	15/10/2024	Financial Assurance Report	To introduce the Salary Overpayments dashboard into the internal TI escalation process	HT	<p>December 2024 February 2025</p>	<p><u>10 December 2024</u> In Progress Being scoped. Meetings with managers taking place.</p> <p><u>11 February 2025</u> Owing to the relatively low incidence of overpayments, we have determined that incorporating the dashboard into the general “Our performance” dashboard and our escalation processes would result in personal identifiable information being available generally. An alternative approach has been developed for a panel, chaired by the Director of Finance, which calls in managers who have persistently overpaid staff to explain how this has happened and to receive assurances on how this will be avoided in the future.</p> <p>Relevant issues/information have been included within the Financial Assurance Report.</p>

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AC(24)188	10/12/2024	Table of Actions - AC(24)179 (Financial Assurance Report)	To provide a further update to the February 2025 meeting	HT	February 2025	See AC(24)179, above
		Table of Actions - AC(24)171 (Falls Management)	To provide further updates to the February 2025 meeting	SD	February 2025	See AC(24)171, above
AC(24)190	10/12/2024	Nursing Management (Limited Assurance)	To consider the content of training packages for managers, to include training in rostering and other skills	AC/SD	February 2025	<p>A task and finish Group has been established. First meeting was held 24 January 2025.</p> <p>Roster training package prepared, recorded and circulated to all nursing roster managers. In person sessions also delivered.</p> <p>Unavailability monitoring dashboard being developed. In place for unscheduled care directorates with other directorates under construction.</p> <p>Monthly updates to Rostering Group.</p> <p>IA to be repeated in June 2025.</p>
			To conduct a follow-up audit within 6 months, with a wider scope, including oversight and across the whole Health Board	JJ	February April 2025	To be included in the Internal Audit Plan for 2025/26, which will be presented to ARAC at its April 2025 meeting for approval.
AC(24)191	10/12/2024	Discharge Management Follow-up (Limited Assurance)	To conduct a follow-up audit before the end of the financial year	JJ	February April 2025	Follow up planned to be undertaken during April and May 2025, subject to progress of the management actions due for delivery by end of March 2025.

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AC(24)192	10/12/2024	Escalation Status Update Report	To consider how the report can facilitate ARAC's overarching role in providing assurance that other Committees are undertaking theirs with regard to TI	SA	February 2025	Complete This has been incorporated into the February TI update report
AC(24)195	10/12/2024	Audit Wales Update Report	To take forward (via the Counter Fraud Update) the Audit Wales checklist in relation to the National Fraud Initiative	HT/BR	February 2025	Complete The final checklist is included in the Counter Fraud Update report for February 2025.
			For the Digital Deep Dive, to feed back suggestions regarding sharing good practice and cooperation mechanisms between Health Boards	UP	February 2025	Complete The Committee's suggestions and comments on plans for the review of investment in digital systems have been fed back to the development team for consideration.
			For the Digital Deep Dive, to feed back the suggestion regarding moderation on an All Wales basis	UP	February 2025	Complete The Committee's suggestions and comments on plans for the review of investment in digital systems have been fed back to the development team for consideration.
AC(24)196	10/12/2024	Structured Assessment 2024	To draw out the change to the Health Board's financial position in the covering SBAR and/or ARAC's Update Report to Board	JW	February 2025	Complete Included in the covering SBAR for Public Board
AC(24)198	10/12/2024	Clinical Audit Update	Where there are concerns around non-participation in audits, to require services to complete Quality Impact Assessments (QIAs)	MD/SD	February 2025	Complete QIA added to the new Clinical Audit escalation process. The Pilot will run until end of financial year, with proposal to implement from April 2025.
			To discuss outside the meeting including prioritisation of clinical audit	HT/SD	February 2025	In Progress A meeting has been scheduled for 10 February 2025 between the

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			(and resources for this) in the internal TI escalation process			Director of Corporate Governance, Director of Finance and Interim Director of Nursing, Quality and Patient Experience. A verbal update on the outcome of this meeting will be provided.
			To schedule a further update on Clinical Audit at the April 2025 meeting	CM	February 2025	Complete Forward planned for April 2025 meeting.
AC(24)200	10/12/2024	Speaking Up Safely (Reasonable Assurance)	To consider outside the meeting Management Action 4.1a (papers for PODCC and QSEC) and reporting requirements	JW/LG	February April 2025	In Progress Speaking Up Safely reporting is scheduled for April 2025 PODCC and QSEC meetings.
AC(24)202	10/12/2024	Capital Systems (Reasonable Assurance)	To revisit the allocation of Objective 5 to the Chief Executive's Office	EJ	February 2025	Complete Relevant recommendation has been re-assigned to the Head of Information Governance
AC(24)211	10/12/2024	Risk Assurance Report	To direct the comment and query relating to MHLD to Mr Andrew Carruthers and Ms Liz Carroll	AC	February 2025	Complete The Executive Team continue to monitor progress with the MHLD Triumvirate through the escalation process. The new Deputy COO is spending targeted time with the Director of MHLD to support discussions around the services financial plan and key area of outstanding performance relating to ASD/ADHD.