

**Audit & Risk Assurance Committee**  
**TABLE OF ACTIONS**  
Arising from the Meetings held on 18 June 2024 and 9 July 2024

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(24)34	20/02/2024	<b>Risk Assurance Report and Risk Maturity Assessment</b>	To include narrative around the reasons for the figures within the report (to provide context).	<b>CW</b>	<b>April August 2024</b>	<b>Completed</b> Included in the Risk Assurance Report presented to August ARAC.
AC(24)99	18/06/2024	<b>Table of Actions</b>	To update the following from the previous TOA: <ul style="list-style-type: none"> <li><b>AC(24)95</b> The name should read <i>Rhian Davies</i></li> </ul>	<b>CSO</b>	<b>August 2024</b>	<b>Completed</b>
AC(24)100	18/06/2024	<b>Terms of Reference</b>	To meet with WW to look at strengthening the wording in section 2.4.3 of the Terms of Reference in regard to risk and financial controls recognising this would be included within the next annual review of the Terms of Reference.	<b>HT</b>	<b>August 2024</b>	<b>Completed</b> Meeting arranged in July 2024 to review this in line with the Sustainable Resources Committee ToRs.
AC(24)102	18/06/2024	<b>Escalation Status Update Report</b>	To bring an update report to the next routine meeting using the newly created escalation status report which will be utilised for Board and all committees based upon the 3As approach (Alert, Advise or Assure) report.	<b>LD</b>	<b>August 2024</b>	<b>Completed</b> – on agenda.

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AC(24)104	18/06/2024	Review of Operational Governance Arrangements across Service Directorates	UP to correct an error in paragraph 10 of the report prior to being published on the website and to circulate the updated report with members.	UP	August 2024	<b>Completed</b> The corrected version was shared with Huw Thomas et al. following the 18 June 2024 meeting. A link to the revised published document may be found below: <a href="#">Hywel Dda University Health Board – Review of Operational Governance   Audit Wales</a>
			To bring back an update on progress against each of the recommendations outlined in the Audit Wales report.	AC	February 2025	<b>Completed</b> Added to ARAC Workplan to be presented at the 11 February 2025 ARAC meeting.
			CSO to add the above to the Committee Workplan.	CSO	August 2024	<b>Completed</b>
AC(24)107	18/06/2024	Accelerated Cluster Development	To review the reporting arrangements for the accelerated cluster development programme.	JP/JW	October 2024	<b>In Progress</b> This will be incorporated within the review of Primary Care governance which is due to report in September 2024, however recognising this may need to be extended to align to the revised operational governance arrangements.
AC(24)111	18/06/2024	Bronglais General Hospital Chemotherapy Day Unit	To bring a management response to the Internal Audit advisory report to the next routine meeting.	PS	August 2024	<b>Completed</b> Paper being presented to 13 August 2024 ARAC meeting.
			PS to link in with RW regarding how progress with the Bronglais project could feed into the Health Board's Risk Tracker.			
			PS to ensure that the high inflationary environment is			

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			mentioned in his management response report.			
			To include the management response report on the Committee Workplan.  To share management response report with the Chair of the Charitable Funds Committee for information.	CSO	August 2024	Completed
AC(24)113	18/06/2024	Financial Assurance Report	To schedule a meeting with Antony Veale and David Williams in Audit Wales to continue our close and collaborative working relationship.	HT AV DW	August 2024	Completed
			HT to clarify for MD whether in Appendix 3 where Primary Care is mentioned whether this is referring to Primary Care as a whole, or managed practices only.	HT		Completed The text refers to Primary Care as a whole.
			Welsh Risk Pool members to be invited to attend a future ARAC meeting to discuss financial assurance in relation to clinical negligence in further detail.	HT / JW		Completed Following discussion between HT and JW it was agreed that a <i>separate</i> session be arranged following a future ARAC meeting. Members will be updated once a date and time has been confirmed.
AC(24)116	18/06/2024	Clinical Audit Update and Forward Plan	As the AMAT system licence is due to expire, this should be featured as a risk	SD	August 2024	Completed Funding for the system will be available for 2025/26 so there is no

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			on the Health Board's Risk Register.			requirement to add to risk register at present.
			SD to highlight the above risk to the Interim Medical Director for his attention and action.	SD	August 2024	Completed
AC(24)117	18/06/2024	Audit Tracker	Update on progress to be presented at the next routine meeting.	JW / RW	August 2024	Completed
AC(24)118	18/06/2024	Risk Assessment Procedure	Update the wording on pg.8, underneath the diagram, to 'include patients or staff', to highlight the importance of our staff.	RW	August 2024	Completed
			Respond to the Chair with the total number of risks which require updating.	JW / RW	August 2024	Completed
AC(24)121	18/06/2024	ARAC Work Programme 2024/25	Update the Committee Work Programme to align with the revised and approved Terms of Reference.	JW	October 2024	In Progress An update on this will be brought to the 15 October 2024 meeting.
ARAC(24) 129	09/07/2024	HDdUHB Annual Report 2023/24	Update reference to Chair of the Health Board to Neil Wooding	JW	August 2024	Completed
			Update wording regarding the 'Interim Deputy Chief Executive' and the start of their interim date.	JW	August 2024	Completed
ARAC(24) 131	09/07/2024	Audit Wales ISA 260 and Letter of Representation	Update the implementation for recommendation in Appendix 4 to be achieved by Quarter 4 2024/25 to be added to the Audit Tracker.	JW / RW	August 2024	Completed