

**Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 13th December 2022**

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(21)118	22/06/2021	Report on the Adequacy of Arrangements for Declaring, Registering and Handling Interests, Gifts, Hospitality, Honoraria and Sponsorship	To explore other digital solutions for obtaining and collating this information.	HT/AT	August October December 2021 February April August 2022 December 2022	<p>Complete <u>7th December 2022</u> The development of the system is complete and has been passed to the service for testing. A meeting has been arranged w/c 05 December to confirm the team are all happy with the solution. If there any modifications then these will be actioned, and a date for final release will be discussed.</p> <p><u>18th October 2022</u> The All Wales position is awaited.</p> <p>A new developer has been asked to link in with the Assistant Director of Corporate Legal Services and Public Affairs to discuss requirements. This will be scoped out starting week commencing 17th October once the new member of the team has completed the induction process. Following this exercise, we will have a clear understanding of the development requirements and a timeline for completion will be provided.</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(22)66	19/04/2022	Radiology Directorate Internal Audit Update	To discuss with Mrs Lisa Gostling whether there is any update on how HEIW propose to manage graduate allocation to Health Boards.	AC/LG	August 2022 December 2022	<u>29th November 2022</u> – Meeting arranged for 6 th December. A further update will be provided after this date.
			To discuss with Mrs Lisa Gostling the issue of use of different rota systems and whether this is a topic for discussion at PODCC	JW/ LG	August 2022 February 2023	<p>Following the recent Wagestream discussion at Executive Team meeting, it was agreed that it would be beneficial to move all staff to the Allocate Rostering system in order to draw down pay for additional hours worked.</p> <p>Discussions are underway with Workforce colleagues to transfer facilities into the existing roster which will include the cost of the medical package. Following this meeting, a funding decision will be agreed.</p> <p>It is anticipated that the business case will be ready by February 2023.</p>
AC(22)143	16/08/2022	Tackling the Planned Care Backlog in Wales	To explore consulting with the Ethics Committee in regards to the workforce challenges	AC	October 2022 December 2022	<p>Complete</p> <p><u>1st December 2022</u> – Meeting date of the 18th January 2023 with Mr Andrew Carruthers, Professor Philip Kloer, Professor Chantel Patel and Ms Helen Williams set for discussion.</p> <p><u>18th October 2022</u> Mr Andrew Carruthers is in discussion with Professor Philip Kloer, Medical</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved								
						Director and Deputy CEO and the new Chair of the Ethics Panel to raise the workforce challenges.								
AC(22)150	16/08/2022	General Medical Services Post Payment Verification (PPV) Update	To discuss revising the ARAC reporting arrangements with the Director of Primary Care, in line with the upcoming new contract arrangements in Primary Care Services and to ensure appropriate updates are provided to the Committee going forward.	RB	October 2022 December 2022	<p>Complete <u>30th November 2022</u> The Assistant Director and Director of Primary Care Services are in the process of reviewing the PPV reporting arrangements in line with the new contract negotiations and will ensure appropriate updates are provided to the Audit and Risk Assurance Committee.</p> <p><u>18th October 2022</u> The Assistant Director and Director of Primary Care Services are in the process of reviewing the PPV reporting arrangements in line with the new contract negotiations.</p>								
AC(22)170	18/10/2022	Audit Wales Update Report	Report to be presented to ARAC in December 2022.	AB	December 2022	<p>Complete Forward planned for 13th December 2022 meeting.</p>								
AC(22)171	18/10/2022	Welsh Community Care Information System– Management Response	To investigate the incurred costs of WCCIS to date and the re-contracting position, with clarity around the benefits of any new system over current systems.	HT	December 2022	<p>Complete <u>2nd December 2022</u> The support costs for WCCIS are below:</p> <table border="1"> <thead> <tr> <th></th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> </tr> </thead> <tbody> <tr> <td>Support costs</td> <td>£87,456</td> <td>£81,834</td> <td>£70,427</td> </tr> </tbody> </table> <p>Please note that this excludes the project / implementation staff</p>		2020/21	2021/22	2022/23	Support costs	£87,456	£81,834	£70,427
	2020/21	2021/22	2022/23											
Support costs	£87,456	£81,834	£70,427											

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						Any new procurement will be subject to a benefits plan.
AC(22)171	18/10/2022	Welsh Community Care Information System– Management Response	To seek clarification on the contract tendering position.	HT	December 2022	<p>Complete <u>2nd December 2022</u> The Health Board signed the deployment order in November 2019. The Deployment Order Term will run from that date for a period of seven years, with options to extend annually for a further period up to 31st March 2030.</p> <p>The Deployment Order signed by the Health Board was under the Master Services Agreement (or “MSA”) relating to Services between the Bridgend County Borough Council (acting as Lead Authority) and the Contractor dated 31st March 2015 and incorporates the Deployment Order Terms and Conditions and the Master Services Agreement Terms and Conditions</p>
AC(22)174	18/10/2022	Audit Tracker	To review the process for managing historical Royal College recommendations for consideration at December ARAC.	CW	December 2022	<p>Complete <u>29th November 2022</u> - The Academy of Medical Royal Colleges has published guidance on the management of invited reviews in healthcare organisations and clarifies the next steps for healthcare organisations following invited reviews. invited reviews 290322.pdf aomrc.org.uk</p>
AC(22)174	18/10/2022	Audit Tracker	To investigate with Mr Anthony Tracey whether the Virtual	HT	December 2022	<p>Complete <u>2nd December 2022</u></p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			Switchboard is fully functional.			All switchboards within the Health Board are using the new technology – completed 28 th November 2022. The digital team have also created a fifth virtual switchboard to allow the switching of calls between the sites.
AC(22)174	18/10/2022	Audit Tracker	To seek clarification regarding a re-opening date for the closed Mental Health Unit.	CS	December 2022	Complete <u>1st December 2022</u> A review of the Learning Disability Service has been undertaken and there has been some restructuring within the directorate. Further updates will be provided to the Board in due course with ongoing liaison with the Community Health Council. A new Head of Learning Disability and Adult In-Patient Services is in place. Whilst the unit has been closed to in-patients there has been a dedicated bed on Morlais Ward. Ms Steele will review the open actions within the HIW action plan with a view to closing the actions that are no longer relevant.
AC(22)174	18/10/2022	Audit Tracker	To submit an Ophthalmology report to December ARAC detailing all outstanding recommendations, challenges and how the UHB intends to address them	AC	December 2022	Complete Forward planned for 13 th December 2022 meeting.
AC(22)175	18/10/2022	Falls Management	To review the management response	CW/SPa	December 2022	Complete

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			for Matters Arising 2.1a in Appendix A			<p><u>29th November 2022</u> - The management response has been strengthened to the following:</p> <p>Through professional forums, staff will be reminded of the importance of completing the MFRA (Multifactorial Risk Assessment) on admission in line with guidance and Health Board policy and re-assessed in response to the patient clinical need. This will be supported by Practice Development Nurses on sites and compliance monitored through site scrutiny meetings, using WNCR (Welsh Nursing Care Record) compliance data.</p>
AC(22)175	18/10/2022	Falls Management	To provide the report for information to the next Quality, Safety and Experience Committee	HM	December 2022	Complete
AC(22)176	18/10/2022	Directorate Governance – Glangwili Hospital	To clarify Para 5.1: - Management Response and append to the ToA.	CW/SPe	December 2022	<p>Complete</p> <p><u>30th November 2022</u> - All line managers have been sent the Managing Attendance at Work Policy and reminded further at the PNF (Professional Nursing Forum) meeting.</p> <p>Training sessions have been arranged for November and December 2022 which cover the requirement to retain Return to Work Interviews, self-certificates and fit notes on personal files. In addition,</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						sickness absence audits will be completed by December 2022. An overarching action plan will be developed based on the outcomes of the audits, with progress to be monitored on an ongoing basis at the Glangwili General Hospital Quality and Assurance meetings.
AC(22)177	18/10/2022	Directorate Governance – Witybush Hospital	To review Matters Arising 1 of the report to reflect that financial matters are discussed, albeit not in a formal structure, to obtain sufficient assurance to conclude that measures were in place.	SC	December 2022	Complete <u>28th November 2022</u> - report updated and reissued to management

Closed Actions

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(22)92	05/05/2022	Draft Annual Accounts 2021/22	To obtain additional data/intelligence from the Welsh Risk Pool around clinical negligence and the likely future trajectory of claims.	HT	May August October 2022	<p>Complete <u>18th October 2022</u> (verbal update) Information from the Welsh Risk Pool (WRP) on the process used to calculate future liabilities in respect of clinical negligence and personal injury cases was provided in the Financial Assurance Report.</p> <p>A meeting has been arranged between HDdUHB and NWSSP colleagues to discuss feasibility and opportunities for improved reporting in early October 2022. <i>A verbal update will be provided to the Committee.</i></p>