

Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 12 August 2025

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(25)47	15/04/2025	Clinical Audit Update	To consider how Clinical Audit might contribute to a wider piece of work around inefficiencies in Patient/ Clinical Pathways and to discuss this with the Chair of QSEC	SD	June August 2025	<u>24 June 2025</u> In Progress Meeting scheduled for 16 June 2025. <u>12 August 2025</u> Complete Verbal update provided.
AC(25)96	24/06/2025	Table of Actions	AC(25)47 – to provide a further update to the August 2025 meeting	SD	August 2025	See AC(25)47, above.
AC(25)103	24/06/2025	Review of Urgent and Emergency Care	To provide an update on progress to the next meeting, via the Table of Actions	AC	August October 2025	<u>12 August 2025</u> In Progress Intention to share finalised plan for Phase 2 OCP with Executive Team by 20 August 2025, with any required OCP consultation commencing before 29 August 2025, to allow progress to be made. <u>14 October 2025</u> Following the completion of phase 1 of the OCP/restructure, the second phase will commence shortly; however, this must first be subject to appropriate scrutiny and approval at Formal Executive Team. Furthermore, a detailed update will be provided to the next People,

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						Organisational Development and Culture Committee (PODCC) meeting, due to the ongoing concerns raised by Independent Members and staff within the Health Board, relating to the length of time this has taken to implement. This matter will be closed at ARAC as this is being monitored by PODCC.
AC(25)108	24/06/2025	Discharge Management Follow-up (Advisory Report)	For Mr Andrew Carruthers and Mrs Eleanor Marks to discuss the disparity in closing times between Discharge Lounges and hospital Pharmacies outside the meeting	AC	August October 2025	<p><u>12 August 2025</u> In Progress A meeting to discuss this issue specifically has not yet taken place. However, these matters are areas of focus for the Ambulance Handover Improvement Plan over the next 60 days.</p> <p><u>14 October 2025</u> There are currently active discharge lounges in three of our four acute hospitals:</p> <p>PPH – Open 8am-6pm (Mon to Fri)</p> <ul style="list-style-type: none"> - The opening hours in PPH have been extended from 10am to 6pm following the recommendations set out within the Discharge Planning Progress Report audit.

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						<p>GGH – Open 8am-6pm (Mon to Fri)</p> <p>WGH – Open 9am-6pm (Mon to Fri)</p> <ul style="list-style-type: none"> - Ongoing plans to extend the opening hours from 8am in line with the Carmarthenshire sites. <p>BGH – No current provision</p> <ul style="list-style-type: none"> - No current provision due to availability of space. Following a series of fire safety work scheduled over the coming months, a location has been identified to use as a discharge lounge facility. As an interim solution, staff are being actively encouraged to follow discharge lounge protocols by identifying suitable spaces within the ward environment where patients who can sit out are transferred from their bed space on the morning of discharge whilst final arrangements and transport are completed. <p>Week commencing Monday 8th September 2025, the Health Board</p>

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						initiated a 'reset week' with a focus on patient flow, processes and discharge. An element of this exercise was to concentrate on increasing the number of patients being discharged before midday, supported using our discharge lounges. This work continues as "business as usual" and has enabled us to capture and develop criteria for patients suitable for transfer to the discharge lounge and address some of the perceived constraints in relation to this.
			To provide an update to the next meeting, via the Table of Actions, on progress towards achieving the outstanding actions	AC	August October 2025	<p><u>12 August 2025</u> In Progress This action is being reviewed in the context of the Accelerated Urgent Emergency Care Actions and the new 60-day focus on handover improvement, and alignment of clinical executive support to assist with oversight and implementation. A further verbal update will be provided at the next ARAC.</p> <p><u>14 October 2025</u> Recommendation two - Developing and embedding policies A significant amount of training has commenced pertaining to discharge</p>

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						<p>to culturally influence and develop professional understanding, accountability and ownership. Specifically, this training includes Discharge to Recover and Assess alongside Criteria Led Discharge.</p> <p>The SharePoint page now holds a toolkit specifically appropriate to hospital discharge. This includes an individual page holding a suite of information concerning discharge lounges plus detailed information to support clinically led discharges. Relevant documentation is accessible from this area and includes forms such as an SBAR transfer document that aims to facilitate and expedite the transfer in a safe and efficient manner. A WelshPAS transfer to discharge guide also simplifies the process for updating the patient location in a timely approach</p>
AC(25)112	24/06/2025	Contract Management (Advisory Report)	To provide an update on progress to the next meeting	HT	August December 2025	<p><u>12 August 2025</u> In Progress</p> <p>Raised nationally, but not as yet discussed by the Directors of Finance peer group. A request has been submitted to include this on the workplan.</p>

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						Suggest that this action is deferred for a response by December 2025, to allow a fuller response. (Update Due in December 2025)
AC(25)118	24/06/2025	Audit Tracker	To consider scheduling a discussion with the services of concern at a future meeting	RE/JW	August October 2025	<u>12 August 2025</u> This will be considered as part of the next Audit, inspection and regulatory Assurance Report, scheduled for the October 2025 meeting. <u>14 October</u> CLOSED
AC(25)120	24/06/2025	Final Accounts for 2024/25	To share the Audit Wales accounts addendum report with Members when received	HT	August October 2025	<u>12 August 2025</u> In Progress Not yet received from Audit Wales. <u>14 October 2025</u> Completed Attached as appendix to Financial Assurance Report.
AC(25)131	12/08/2025	Table of Actions	AC(25)103 – to copy to ARAC Members the update presented to PODCC on the operational structure	AC	October 2025	See, AC(25)103, above.
			AC(25)118 – to determine, when the Audit Tracker is next presented, whether Planned Care should attend a future meeting	RE/JW	October 2025	See AC(25)118, above.
			AC(25)120 – to issue the accounts addendum report	HT	October 2025	See AC(25)120, above.

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AC(25)144	12/08/2025	Corporate Risk: Ophthalmology (Reasonable Assurance)	For Executive Leads to determine the most appropriate forum for further discussion of fragilities in Ophthalmology	AC/JW	October 2025	The Corporate risk relating to Ophthalmology is discussed at the risk session which forms part of the Formal Executive team. From an Assurance perspective, this is through the Quality, Safety and Experience Committee.
AC(25)145	12/08/2025	Sickness Management (Limited Assurance)	To focus at a future meeting on the guidance and principles involved in determining sample size for internal audits	JJ/SC	October 2025	Complete Will be included as part of the progress report for October ARAC.
AC(25)150	12/08/2025	Risk Assurance Report	To flag to the Chief Operating Officer feedback around the 'Level 3 – No Assurance' in Planned and Specialist Care and a request for context and detail of planned mitigations	CW	October 2025	Complete Planned Care have significantly improved their compliance in respect of implementation of audits and inspection recommendations and are at 89% compliance (as at 31 August 2025) and therefore no longer meet Level 3 criteria for audits and inspections.
AC(25)152	12/08/2025	Post Payment Verification (PPV) Annual Report	To incorporate the following changes into future reports: <ul style="list-style-type: none"> • Change column title to 'Error Percentage' • Adopt the '3As' format • Include in year-end reports a trend analysis across the year and a comparison between years 	AL/ST	February 2026	Complete The PPV team will review their reporting processes across Wales, with a view to incorporating changes into the next report, due February 2026.