

**Audit & Risk Assurance Committee**  
**TABLE OF ACTIONS**  
**Arising from Meeting held on 20 June 2023**

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(23)04	21/02/2023	Table of Actions - AC(22)171 (WCCIS Management Response)	To clarify whether there is an All Wales position around Health Boards signing deployment orders	HT	April June August 2023	<p><u>18 April 2023</u> <b>In Progress</b> The Digital Director has contacted the WCCIS Programme Director for an all-Wales position statement.</p> <p><u>20 June 2023</u> <b>In Progress</b> The Strategic Review Phase 2 work has now concluded and a business case for potential platform replacement is being prepared for submission to Welsh Government (May/June 2023). Following the outcome of the business case approval, Health Boards will be required to provide assurances around the signing of deployment orders.</p> <p><u>15 August 2023</u> <b>Completed</b> Now with the Minister for consideration.</p>
AC(23)10	21/02/2023	Financial Assurance Report	To enquire regarding the planned timescale for NWSSP to digitalise and improve current	HT	April June August 2023	<p><u>18 April 2023</u> <b>In Progress</b> NWSSP has advised that the supplier who initially tendered to undertake the</p>

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			processes associated with new starters, staff changes and leavers			<p>digitalisation work has withdrawn. A new plan has been agreed, with a trial phase due to commence in the next 6 months.</p> <p><u>20 June 2023</u> <b>In Progress</b> The Director of Finance has sought an update from NWSSP and will raise this at the next partnership committee meeting.</p> <p><u>15 August 2023</u> <b>In Progress</b> The digitalisation of forms for starters, leavers and changes to be referred to as Staff Movement Advice (SMA) will have its first live deployment with Cardiff &amp; Vale UHB in November 2023. C&amp;VUHB has been chosen as the pilot due to its size and complexity. Following evaluation in December 2023, rollout to other Health Boards is expected to commence from January 2024.</p>
AC(23)23	21/02/2023	Individual Patient Funding Requests (Reasonable Assurance)	To progress with Mr Simon Mansfield the issue of ensuring that PROMs are captured for all patients for whom IPFR is agreed	LiD/BT	April June August 2023	<p><u>18 April 2023</u> <b>In Progress</b> Contact has been made and meeting has been scheduled for further discussion.</p> <p><u>20 June 2023</u> <b>In Progress</b></p>

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						<p>A meeting to discuss this issue took place on 14 April 2023 and the initial limitations of applying PROMs to IPFR approvals was recognised. However, it was agreed that further investigation take place, including a review of specific cases and a discussion with Health Technology Wales. A follow-up meeting is scheduled to review feasibility of using PROMs for IPFR cases.</p> <p><u>15 August 2023</u>  <b>Completed</b>  From discussions held locally, and externally with Health Technology Wales and with other Welsh Health Boards, a conclusion has been reached that PROMs are not a suitable tool to use with IPFR cases due to their highly individual nature. Other methods to capture patient outcomes are promoted on an All-Wales basis and applied in Hywel Dda University Health Board.</p>
AC(23)77	18/04/2023	Post Payment Verification (PPV) Report	To discuss with Ms Amanda Legge the format of future reports	HT	June August 2023	<p><u>20 June 2023</u>  <b>In Progress</b>  This has been raised with NWSSP.</p> <p><u>15 August 2023</u>  <b>In Progress</b>  Amanda Legge is currently reviewing a different approach to the PPV reports so that ARAC receive the correct</p>

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						information required to provide assurance with respect to the RAG ratings, etc.
AC(23)86	11/05/2023	Audit Wales Annual Plan 2023	To provide indicative timings for scheduling of Audit reports	AB	June August 2023	<p><u>20 June 2023</u>  <b>In Progress</b>  Indicative timings for ARAC consideration of work underway and nearing completion have been identified in the update report. Work not yet started will remain 'to be confirmed', until the point in which the work starts.</p> <p><u>15 August 2023</u>  See AC(23)123, below.</p>
AC(23)90	11/05/2023	Withybush General Hospital Fire Precautions Phase 1 (Reasonable Assurance)	To provide an update following the meeting with Welsh Government around funding	JWo	June August 2023	<p><u>20 June 2023</u>  <b>In Progress</b>  Meeting took place with WG on 15 May 2023 to update on scheme challenges and potential funding shortfall. Formal request for additional funding requested by WG. Request submitted to WG on 25 May 2023; receipt acknowledged by WG, outcome awaited.</p> <p><u>15 August 2023</u>  <b>In Progress</b>  Further meeting took place between WG and HB on 21 July 2023. HB requested to re-confirm figure prior to submission for approval of additional funding to Health Minister. Confirmation will be submitted in August 2023.</p>

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AC(23)101	11/05/2023	Records Digitalisation (Limited Assurance)	To explore whether there were separate business cases for each aspect and what assumptions were made in these	AT	June 2023	<b>Completed</b> See AC(23)112, below.
AC(23)112	20/06/2023	Table of Actions - AC(23)101 (Records Digitalisation)	To ensure that cost benefit data relating to the two projects mentioned is included in the revised savings report to the SRC	HT	August 2023	<b>Completed</b> Included in the SRC Workplan.
AC(23)114	20/06/2023	Escalation Status Update	To share the presentation prepared for the quarterly meeting with Welsh Government on 21 June 2023 and ESG notes	JW	August 2023	<b>Completed</b> Shared with all Members.
AC(23)116	20/06/2023	Notification of the Annual Review of the Committee's Self-Assessment of Effectiveness	To discuss with Mr Andrew Carruthers how the proposed process will be undertaken for MHLC	JW	August 2023	<b>Completed</b> The Assistant Director of Risk and Assurance has raised this as part of providing advice on the governance arrangements for the committee.
AC(23)118	20/06/2023	Execution of the Contract for the Construction of the Day Surgery Unit, PPH	To discuss and review the current process in place for the signing of contracts, to ensure that it is as robust as possible	JW/JJ	August 2023	<b>Completed</b> Internal Audit will undertake a walkthrough of the system to review the current process for the signing of contracts.
AC(23)120	20/06/2023	Financial Assurance Report	To provide assurance that the arrangement relating to HDDSTA-601 (Rotamap) will not be	HT	August 2023	<b>Completed</b> Noted by Procurement/included in the Procurement workplan and contact made with service.

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			repeated after March 2024			
			<p>To provide a report for the August 2023 meeting including:</p> <ul style="list-style-type: none"> <li>• Clarification around the GCloud Framework</li> <li>• Contracts awarded in excess of £25k</li> <li>• Whether contracts had been awarded via frameworks</li> <li>• Contracts awarded for consultancy or professional services</li> </ul> <p>Information also to be provided retrospectively</p>	HT	August 2023	<p><b>Completed</b></p> <p>The Financial Assurance Report is in the process of being revised to be the Financial Compliance Report in recognition of the revised reporting arrangements for the future.</p> <p>This information is included in the current Financial Assurance Report and will be developed further as part of the Financial Compliance Report.</p>
			To include the above information re contracts in future Financial Assurance Reports	HT	August 2023	Completed
			To provide data on the volume/turnover involved with the suppliers who regularly breach the No PO, No Pay policy	HT	August 2023	Completed
AC(23)123	20/06/2023	Audit Wales Update Report	To provide to the August 2023 meeting clarity around planned local audit work, in order that the ARAC Workplan can be populated accordingly	AB	August 2023	<p><b>Completed</b></p> <p>Proposed local work included in the Audit Wales ARAC update. Timings for ARAC consideration will be confirmed once the work commences.</p>

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AC(23)124	20/06/2023	Structured Assessment 2022 - Management Response Update	To provide an update regarding progress with Recommendation 2 from SA2022 (operational structure)	AC	August 2023	<b>In Progress</b> Due for discussion at August 2023 QSEC meeting. Update to be provided following the meeting.
AC(23)127	20/06/2023	Orthopaedic Services Review	To forward plan for a future QSEC meeting a detailed report on Physiotherapy services	AC/KJ	August 2023	<b>Completed</b> Forward planned (as part of the Therapies Direct Access Update) for August 2023 QSEC meeting.
			To clarify the position/ requirements with regard to the MOU mentioned in the GIRFT summary response	KJ	August 2023	<b>In Progress</b> The ARCH Regional Recovery Group meeting for July 2023 was cancelled and the Group is not due to meet again until September 2023, at which time the MOU will be discussed further.
AC(23)130	20/06/2023	Theatre Loan Trays & Consumables (Limited Assurance)	To conduct a follow-up audit in six months, with a widened scope to include the stock management position	JJ	December 2023	<b>Completed</b> The follow up audit has been discussed with the Director of Corporate Governance and been included in the plan for 2023/24. The audit will be undertaken as soon as it is possible to test the enhanced processes after they have been made operational. The scope of the audit will be agreed with management as appropriate.
AC(23)131	20/06/2023	Records Digitalisation (Limited Assurance)	To amend the wording of the management response and include clarification in the Table of Actions	AT/CB	August 2023	<b>Completed</b> Management response has been changed to remove 'aim to' from the following statement: 'We will aim to establish an overarching programme to provide the necessary governance and assurance to the Board, and would

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						enable the bringing together of the two current workstreams in a more formal approach.  The July 2023 target date in the report has been revised to September 2023.
AC(23)133	20/06/2023	Strategic Transformation Programme Governance (Limited Assurance)	To schedule an update on this issue for the next meeting, together with the savings governance review findings	CM	August 2023	<b>Completed</b> Forward planned for August 2023 ARAC meeting.
			To conduct a follow-up audit in September 2023	JJ	September 2023	<b>Completed</b> The follow up audit has been discussed with the Director of Corporate Governance and been included in the plan for 2023/24. The audit will be undertaken as soon as it is possible to test the enhanced processes after they have been made operational.
AC(23)134	20/06/2023	Agency & Rostering (Reasonable Assurance)	To ensure that non-framework agency usage is highlighted in the October 2023 Nurse Stabilisation Programme report to PODCC	LG	October 2023	<b>Completed</b> Forward planned for October 2023 PODCC meeting.