

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

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.	LG	August 2022 December 2022 February 2023	<p><b>Complete</b> <u>13 December 2022</u> Mrs Lisa Gosling is awaiting an update from Ms Tracy Walmsley, Senior Workforce Development Manager around the meeting held on 6<sup>th</sup> December 2022.</p> <p><u>29 November 2022</u> Meeting arranged for 6th December. A further update will be provided after this date.</p> <p><u>21 February 2023</u> 15 students appointed via streamlining process; therefore this action can be closed.</p>
			To discuss with Mrs Lisa Gostling the issue of use of different rota systems and whether this is a topic for discussion at PODCC	LG	August 2022 February 2023	<p>Scoping is underway and the Business Case will be ready by the end of February.</p> <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</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						<p>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> <p><u>21 February 2023</u> Work is continuing with estates and facilities linked with all Wales procurement. A meeting is due to take place on 14 February 2023.</p> <p>Following the meeting a decision will be made if this item needs to be considered on the PODCC work plan.</p>
AC(22)190	13/12/2022	Escalation Status Update	To share the written response recording the first quarterly meeting received from the Director General, with Independent Board Members.	JW	February 2023	Complete
AC(22)190	13/12/2022	Escalation Status Update	To share with IMs, the KPMG report published in February 2020 and the report	HT	February 2023	Complete Papers shared 16 January 2023 by HM.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			bringing out key actions which will be presented at Sustainable Resources Committee (SRC) on 20th December 2022.			
<b>AC(22)191</b>	<b>13/12/2022</b>	<b>All Wales Audit Committee Chairs Meeting Update</b>	To investigate with NWSSP when the interactive awareness tool for Standing Financial Instructions will be available, with a view to sharing with Board Secretaries and IMs	<b>HT</b>	<b>February 2023</b>	<b>Complete</b> Papers shared 18 January 2023 by HM.
<b>AC(22)191</b>	<b>13/12/2022</b>	<b>All Wales Audit Committee Chairs Meeting Update</b>	To present a demonstration of the Internal Audit Dashboard at a future ARAC or at a future development session.	<b>JJ</b>	<b>February 2023</b>	<b>Complete</b> Forward planned for Private IM Session on 16 March 2023.
<b>AC(22)195</b>	<b>13/12/2022</b>	<b>Financial Assurance Report</b>	To share a detailed response with Mr Newman regarding a claim for £95,000 relating to damaged goods at the Selwyn Samuel Field Hospital.	<b>HT</b>	<b>February 2023</b>	<b>Complete</b> Currently there is limited, ad hoc, cross Health Board utilisation of short dated drugs. The Head of Medicines Management has raised with the national procurement lead for pharmacy to see whether a more robust process can be developed.
<b>AC(22)195</b>	<b>13/12/2022</b>	<b>Financial Assurance Report</b>	To investigate whether unutilised drugs could be offered to	<b>HT</b>	<b>February 2023</b>	<b>Complete</b> Response was shared with Mr Paul Newman.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			neighbouring Health Boards.			
AC(22)203	13/12/2022	Estates Assurance – Decarbonisation	To work together to enter dates in the Audit Tracker so that assurance can be provided to the Committee.	RW/PW	February 2023	<b>Complete</b> All dates have been added to the tracker in relation to the Decarbonisation report.
AC(22)203	13/12/2022	Estates Assurance – Decarbonisation	To share report with SRC for information.	HM	February 2023	<b>Complete</b>
AC(22)203	13/12/2022	Estates Assurance – Decarbonisation	To reach out to Executive level networks to share good practice regarding Decarbonisation	LD	February 2023	<b>Complete</b> There is an All Wales Community of Practice for Decarbonisation which Paul Williams routinely attends where best practice is shared across Wales. The Health Board, alongside Swansea Bay and Welsh Government has organised Green Team competition which helps to train teams in sustainability. This will be celebrated on 1 February, hosted by Hywel Dda, with attendees from Health Boards across Wales and Welsh Government speakers.  Shared Services are members and regular attenders of Hywel Dda UHBs Decarbonisation Task Force.  A Biophilic Design Action Learning Set was organised for interested individuals across the Health Board, led by a Professor in Swansea University and

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						<p>including learning from the new Velindre Hospital. The last of these sessions included Welsh Government officials and Shared Services. Low carbon construction practices are a key aspect of the programme.</p> <p>We are working with Local Authorities and other public sector partners on opportunities to collaborate. An example is a recent feasibility study for a Low Carbon Heat scheme in Aberystwyth, in partnership with Ceredigion Council and Aberystwyth University.</p>
<b>AC(22)205</b>	<b>13/12/2022</b>	<b>Salary Overpayment Follow Up</b>	To clarify dates so that the Audit Tracker can be updated.	<b>LG</b>	<b>February 2023</b>	<b>Complete</b> Dates have been added to action plan and will be shared with the Audit and Risk Assurance Committee
<b>AC(22)206</b>	<b>13/12/2022</b>	<b>IT Infrastructure</b>	To investigate the cost of replacing assets and share with Mr Maynard Davies.	<b>AT</b>	<b>February 2023</b>	<b>Complete</b>
<b>AC(22)214</b>	<b>13/12/2022</b>	<b>Audit Tracker</b>	To provide greater detail regarding the 22 HIW recommendations to investigate any common themes and to consider the recommendations in the context of Targeted Intervention.	<b>CW</b>	<b>February 2023</b>	<b>Complete</b> Contained within the Audit Tracker agenda item

## Closed Actions

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(21)118	22/06/2021	<b>Report on the Adequacy of Arrangements for Declaring, Registering and Handling Interests, Gifts, Hospitality, Honoraria and Sponsorship</b>	To explore other digital solutions for obtaining and collating this information.	HT/AT	<del>August</del> <del>October</del> <del>December 2021</del> <del>February</del> <del>April</del> <del>August 2022</del> <del>December 2022</del>	<p><b>Complete</b> <u>7 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 5 December 2022 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>18 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 17 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>
AC(22)143	16/08/2022	<b>Tackling the Planned Care Backlog in Wales</b>	To explore consulting with the Ethics Committee in regards to the workforce challenges	AC	<del>October 2022</del> <del>December 2022</del>	<p><b>Complete</b> <u>1 December 2022</u> – Meeting date of the 18 January 2023 with Mr Andrew Carruthers, Professor Philip Kloer,</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved				
						<p>Professor Chantel Patel and Ms Helen Williams set for discussion.</p> <p><u>18 October 2022</u> Mr Andrew Carruthers is in discussion with Professor Philip Kloer, Medical Director and Deputy CEO and the new Chair of the Ethics Panel to raise the workforce challenges.</p>				
AC(22)150	16/08/2022	<b>General Medical Services Post Payment Verification (PPV) Update</b>	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	<b>October 2022</b> <b>December 2022</b>	<p><b>Complete</b> <u>30 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>18 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	<b>Audit Wales Update Report</b>	Report to be presented to ARAC in December 2022.	AB	<b>December 2022</b>	<p><b>Complete</b> Forward planned for 13 December 2022 meeting.</p>				
AC(22)171	18/10/2022	<b>Welsh Community Care Information System–</b>	To investigate the incurred costs of WCCIS to date and the re-contracting position, with clarity around the	HT	<b>December 2022</b>	<p><b>Complete</b> <u>2 December 2022</u> The support costs for WCCIS are below:</p> <table border="1"> <tr> <td></td> <td>2020/21</td> <td>2021/22</td> <td>2022/23</td> </tr> </table>		2020/21	2021/22	2022/23
	2020/21	2021/22	2022/23							

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved				
		<b>Management Response</b>	benefits of any new system over current systems.			<table border="1"> <tr> <td>Support costs</td> <td>£87,456</td> <td>£81,834</td> <td>£70,427</td> </tr> </table> <p>Please note that this excludes the project / implementation staff</p> <p>Any new procurement will be subject to a benefits plan.</p>	Support costs	£87,456	£81,834	£70,427
Support costs	£87,456	£81,834	£70,427							
<b>AC(22)171</b>	<b>18/10/2022</b>	<b>Welsh Community Care Information System– Management Response</b>	To seek clarification on the contract tendering position.	<b>HT</b>	<b>December 2022</b>	<p><b>Complete</b> <u>2 December 2022</u></p> <p>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 31 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 31 March 2015 and incorporates the Deployment Order Terms and Conditions and the Master Services Agreement Terms and Conditions</p>				
<b>AC(22)174</b>	<b>18/10/2022</b>	<b>Audit Tracker</b>	To review the process for managing historical Royal College recommendations for consideration at December ARAC.	<b>CW</b>	<b>December 2022</b>	<p><b>Complete</b> <u>29 November 2022</u> - The Academy of Medical Royal Colleges has published guidance on the management of invited reviews in healthcare organisations and</p>				



Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						clarifies the next steps for healthcare organisations following invited reviews. <a href="#">invited_reviews_290322.pdf (aomrc.org.uk)</a>
AC(22)174	18/10/2022	Audit Tracker	To investigate with Mr Anthony Tracey whether the Virtual Switchboard is fully functional.	HT	December 2022	<b>Complete</b> <u>2 December 2022</u> All switchboards within the Health Board are using the new technology – completed 28 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	<b>Complete</b> <u>1 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,	AC	December 2022	<b>Complete</b> Forward planned for 13 December 2022 meeting.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			challenges and how the UHB intends to address them			
AC(22)175	18/10/2022	Falls Management	To review the management response for Matters Arising 2.1a in Appendix A	CW/SPa	December 2022	<p><b>Complete</b>  <u>29 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	<b>Complete</b>
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><b>Complete</b>  <u>30 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>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						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, 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.
<b>AC(22)177</b>	<b>18/10/2022</b>	<b>Directorate Governance – Witybush Hospital</b>	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.	<b>SC</b>	<b>December 2022</b>	<b>Complete</b> <u>28 November 2022</u> - report updated and reissued to management