

Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 20 February 2024

| Minute No. | Meeting Date | Subject | Action | Lead | Timescale | Progress/Date Achieved |
|------------|--------------|--|---|------|--|--|
| 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 October December 2023 February 2024 April 2024 | <p><u>15 August 2023</u> In Progress Due for discussion at August 2023 QSEC meeting. Update to be provided following the meeting.</p> <p><u>17 October 2023</u> In Progress Update presented at QSEC in August 2023. Planning to revise arrangements initially in the Autumn, and then review in line with discussions around operational structure in Q3. Proposed structure to be shared in September 2023. Intention would be to complete implementation of first phase by end of December 2023.</p> <p><u>12 December 2023</u> In Progress OCP to go out to operational teams on 6 December 2023 for an initial months' consultation. Meeting Governance structure revised as per presentation to QSEC.</p> <p>20 February 2024</p> |

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| | | | | | | <p>In Progress Consultation phase concluded and responses being reviewed. Due to the volume of comments Director of Operations is planning to get the considered position back out by end of February 2024 so implementation can begin in March 2024. <u>16 April 2024</u></p> <p>Completed Closed, as agreed by ARAC on 20 February 2024.</p> |
| AC(23)127 | 20/06/2023 | Orthopaedic Services Review | To clarify the position/ requirements with regard to the MOU mentioned in the GIRFT summary response | KJ | <p>August 2023 October 2023 December 2023 February 2024 April 2024</p> | <p><u>15 August 2023</u></p> <p>In Progress 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. <u>17 October 2023</u></p> <p>In Progress Discussions ongoing around scope and detail of a wider MOU with Swansea Bay UHB in relation to ARCH projects. <u>12 December 2023</u></p> <p>In Progress Discussions still ongoing re overarching MOU for regional working. Director of Strategy and Planning and Director of Workforce & OD are both involved. The regional programme group for Orthopaedics has now been established, led by the Director of Operations.</p> |

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| | | | | | | <p><u>20 February 2024</u> In Progress The Health Board and Swansea Bay UHB have instructed Legal & Risk jointly to draft an overarching Memorandum of Understanding (MoU) that will set out the expectations of both Health Boards in working together on a regional basis. The draft MoU is expected shortly for a first review by the parties. This MoU will make reference to a number of different services where the Health Boards will work collaboratively, but there is likely to be a further agreement for each individual service sitting underneath the overarching MoU.</p> <p><u>16 April 2024</u> No Update Provided – see AC(24)04, below</p> |
| AC(23)172 | 17/10/2023 | Table of Actions - AC(23)151 (Financial Assurance Report) | To report outcomes of the governance work around contract and procurement processes to the next meeting | JW/HT | December 2023 February 2024 April 2024 | <p><u>12 December 2023</u> Forward planned for 12 December 2023 meeting.</p> <p><u>20 February 2024</u> Deferred to April 2024 meeting due to annual leave of Director of Finance.</p> <p>Forward planned for 16 April 2024 meeting.</p> |
| AC(23)207 | 12/12/2023 | Escalation Status Update | To consider how progress and delivery of actions from the meeting might be tracked | CW | February 2024 April 2024 | <p><u>20 February 2024</u> In Progress As the Health Board has now been escalated to Targeted Intervention, Welsh Government (WG) have confirmed that they are in the process</p> |

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| | | | | | | <p>of developing a new Framework that should cover all of the areas listed for further action in latest JET meeting, as well as the additional areas. WG will also clarify how areas will be monitored, for instance with the performance measures, there will be clear expectations listed as to what will be required for de-escalation.</p> <p><u>16 April 2024</u></p> <p>Completed</p> <p>Closed, as agreed by ARAC on 20 February 2024.</p> |
| AC(23)226 | 12/12/2023 | Audit Tracker | To undertake a compare and contrast exercise between Health Boards | UP | February 2024 April 2024 | <p><u>20 February 2024</u></p> <p>In Progress</p> <p>It will be difficult to compare the number of open recommendations between different Health Boards because they all use different recommendation tracking systems, so the comparison would not be like for like. Will be discussed further.</p> <p><u>16 April 2024</u></p> <p>Completed</p> <p>Closed, as agreed by ARAC on 20 February 2024.</p> |
| AC(24)04 | 20/02/2024 | Table of Actions - AC(23)124 (Structured Assessment 2022 - Management | To close this action | CM | April 2024 | See AC(23)124, above |

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| | | Response Update) | | | | |
| | | Table of Actions - AC(23)127 (Orthopaedic Services Review) | To update the management response to reflect the intention to develop an overarching MOU | KJ | April 2024 | See AC(23)127, above No Update Provided |
| | | Table of Actions - AC(23)207 (Escalation Status Update) | To close this action | CM | April 2024 | See AC(23)207, above |
| | | Table of Actions - AC(23)226 (Audit Tracker) | To close this action | CM | April 2024 | See AC(23)226, above |
| AC(24)06 | 20/02/2024 | Escalation Status Update | For ARAC's role in TI, together with its requirements to take assurance around progress, to be an agenda item for the April 2024 meeting | CM | April 2024 | In Progress Forward planned for 16 April 2024 meeting. To form part of the Escalation Status Update report |
| AC(24)08 | 20/02/2024 | ARAC Self-Assessment 2023/24 | To forward plan a progress update for the August 2024 meeting | CM | August 2024 | Completed Forward planned for 13 August 2024 meeting. |
| AC(24)10 | 20/02/2024 | Financial Assurance Report | To investigate whether HDD-DCO-23-40, Curtins Consulting Ltd, should be categorised as a direct award or consultancy | TJ | April 2024 | Completed Procurement have confirmed that the nature of this contract is professional services |
| | | | To establish the total cumulative spend to date | HT | April 2024 | Completed |

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| | | | on RAAC survey work within HDdUHB | | | To note spend with Curtins includes survey work and design solutions to deal with RAAC. Total spend to date with Curtins Consulting linked to RAAC is £593k. |
| AC(24)13 | 20/02/2024 | Structured Assessment 2023 - Management Response | To schedule an update for six months' time | CM | August 2024 | Completed Forward planned for 13 August 2024 meeting. |
| AC(24)18 | 20/02/2024 | Follow-up Review of Primary Care - Management Response | To develop the Primary Care management response in order to provide sufficient assurance, and present the revised version to the next meeting | JP/CW | April 2024 | Complete Updated response sent to Audit Wales 22 March 2023, and included on the agenda for April 2024 meeting. |
| AC(24)25 | 20/02/2024 | Theatre Loan Trays and Consumables Follow-up (Reasonable Assurance) | To check whether the written process referenced in the management response to 3.1a has been approved and by which forum; and To check whether the action in response to 3.1 is on track | AC | April 2024 | No Update Provided |
| | | | To revisit the conclusion/response to 7.1c, and whether this should be 'partially implemented', to ensure clarity | AC/JJ | April 2024 | Completed We concluded in that way as the issue of the ongoing implementation of the Scan for Safety system is specifically dealt with in point 7.1a, which remained open with the recommendation reiterated and a new management response and timeline provided. |

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| AC(24)29 | 20/02/2024 | NICE Guidance Follow-up | To write to Ms Lisa Davies to commend the Clinical Effectiveness team on their excellent work | RE | April 2024 | In Progress |
| AC(24)34 | 20/02/2024 | Risk Assurance Report and Risk Maturity Assessment | To encourage members of the Executive Team to reflect on comments within the report and examine and update their risks on a more regular basis | JW | April 2024 | Completed |
| | | | To include narrative around the reasons for the figures within the report, to provide context | CW | April August 2024 | In Progress To be included in the next Risk Assurance Report due to be presented to the Committee in August 2024. |