



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Hywel Dda  
University Health Board

**Audit & Risk Assurance Committee  
TABLE OF ACTIONS  
Arising from Meeting held on 12 December 2023**

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	<u>15 August 2023</u> <b>In Progress</b> Due for discussion at August 2023 QSEC meeting. Update to be provided following the meeting. <u>17 October 2023</u> <b>In Progress</b> 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. <u>12 December 2023</u> <b>In Progress</b> 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.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						<u>20 February 2024</u> <b>In Progress</b> 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.
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	<b>August</b> <b>October</b> <b>December 2023</b> <b>February 2024</b>	<u>15 August 2023</u> <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. <u>17 October 2023</u> <b>In Progress</b> Discussions ongoing around scope and detail of a wider MOU with Swansea Bay UHB in relation to ARCH projects. <u>12 December 2023</u> <b>In Progress</b> 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.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						<u>20 February 2024</u> <b>In Progress</b> 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.
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	<u>12 December 2023</u> Forward planned for 12 December 2023 meeting. <u>20 February 2024</u> Deferred to April 2024 meeting due to annual leave of Director of Finance. Forward planned for 16 April 2024 meeting.
AC(23)182	17/10/2023	Clinical Audit Update	To discuss audit uptake in Therapies with the new Director of Therapies and Health Science	MR	December 2023 February 2024	<u>12 December 2023</u> <b>In Progress</b> Request sent to EDoTHS and Clinical Director, Therapies, to seek support for additional Therapy teams engagement in Clinical Audit activities. Meeting scheduled with EDoTHS for 13 November 2023 to progress further.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						<u>20 February 2024</u> <b>Completed</b> EDoTHS met with Clinical Audit Manager on 16 February 2024.
AC(23)194	17/10/2023	NICE Guidance (Limited Assurance)	To include scrutiny of adoption of the new approach to reporting arrangements in the scope of the Quality & Safety Governance BGH Follow-up audit	JJ/SC	December 2023 February 2024	<u>12 December 2023</u> <b>In Progress</b> This will be picked up as part of the more detailed follow-up review which will come back to the Committee in February 2024. <u>20 February 2024</u> Forward planned for 20 February 2024 meeting.
AC(23)207	12/12/2023	Escalation Status Update	To share with Independent Members the Health Board's own notes from the JET meeting	JW	February 2024	<b>Completed</b> Shared with Independent Members via email on 12 December 2023.
			To consider how progress and delivery of actions from the meeting might be tracked	CW	February 2024	<b>In Progress</b> As the Health Board has now been escalated to Targeted Intervention, Welsh Government (WG) have confirmed that they are in the process 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.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(23)210	12/12/2023	Financial Assurance Report	To check with the ESR team the Health Board's uptake of Management Self Service (MSS)	RD	February 2024	<p><b>Completed</b></p> <p>MSS has been rolled out to all areas within the Health Board, to ensure Manager Self Service is used where possible payroll have been asked in the past to return any changes that are not time critical to the manager, and where changes are time critical to action and contact the manager to remind them that the change submitted should be actioned via Self Service.</p> <p>However, during Covid-19, the process was suspended with payroll actioning all changes submitted to them. Going forward, Managers will be reminded about the changes that should be made through Self Service and payroll will re-enforce the message to managers.</p> <p>NWSSP will be working with Hywel Dda as their flagship organisation regarding the implementation of Manager Self Service across Wales, initial meeting is scheduled for 16 January 2024.</p>
			To check with regard to Project Bank Accounts (PBAs) in relation to the RAAC work at WGH	RD	February 2024	<p><b>Completed</b></p> <p>The RAAC work has been split into multiple contracts, none of which exceed the £2m threshold or are greater than 6 months.</p>
			To establish the amount of VAT involved in the Capital Front of House	RD	February 2024	<p><b>Completed</b></p> <p>The potential liability, should we be unsuccessful in our argument with</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			Scheme at Bronglais Hospital (BGH)			HMRC, is £0.621m. This has been provided for fully.
			To provide further clarification around HDD-OJEU-53635, Mitie Landscapes	JW	February 2024	<b>Completed</b> The contract was divided into smaller lots to allow for smaller local suppliers. Suppliers had the option to bid for one, two or all lots on the contract. A few smaller companies did bid; however, they were significantly more expensive than one of the current incumbent suppliers, Mitie, who did bid for all lots. Mitie have, as part of their response, confirmed that all employees are local within the Hywel Dda region; and (as they have won an additional lot) were going to employ more people in West Wales. They have also committed to social value commitments within Hywel Dda as part of the award, including commitments to training and qualifications for the workforce, and biodiversity commitments.
			To include an update on HDdUHB's intended approach to PBAs in the next Financial Assurance Report	HT	February 2024	<b>Completed</b> Update provided in the February 2024 Financial Assurance Report.
AC(23)213	12/12/2023	Ophthalmology Deep Dive Update	To discuss whether the GIRFT report is considered at SDODC or QSEC	JW/AC	February 2024	<b>Completed</b> A review of GIRFT reports has been undertaken and suggested approach has been put forward to the Director of Operations to present this report and action plan to QSEC in April 2024.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						This will be included for discussion at the next agenda setting meeting.
AC(23)214	12/12/2023	Structured Assessment 2023	To take forward via Chair's Action, the suggestion that the SA2023 report be presented to Public Board in its current form, with management, scrutiny and implementation of the management response delegated to ARAC	RE	January 2024	<b>Completed</b> No Chair's Action required, following agreement that the Board would receive the Structured Assessment 2023 Report at its meeting on 25 January 2024 and request that a management response was developed and presented to ARAC at its meeting scheduled to be held on 20 February 2024.
AC(23)215	12/12/2023	Follow-up Review of Primary Care	To check whether the statement that 'more work is needed to develop a financial baseline' is a finding common to other Health Boards	UP	February 2024	<b>Completed</b> Developing a financial baseline for primary care was a recommendation given to all Health Boards during the original Primary Care reviews in 2018 and 2019. A key finding from all follow-up reviews is that Health Boards have struggled (for various reasons) to progress this recommendation. Some Health Boards are now looking at developing a baseline to support their wider financial efficiencies work and to see how they can shift resources from secondary care into primary care.
AC(23)221	12/12/2023	Estates Condition (Limited Assurance)	To highlight in ARAC's Update Report to Board the Committee's discussions and concerns	RE	January 2024	<b>Completed</b> Included in ARAC Update Report to 25 January 2023 Public Board meeting.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(23)226	12/12/2023	Audit Tracker	To undertake a compare and contrast exercise between Health Boards	UP	February 2024	<b>In Progress</b> 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.
			To share Appendix 1 in Excel format rather than PDF, for ease of scrutiny	CW	February 2024	<b>Completed</b> An Excel version of Appendix 1 will be sent to attendees in addition to the PDF bundle for ease of scrutiny for February 2024 ARAC. The Assurance and Risk team will work with colleagues within the Corporate Governance team ahead of the April 2024 meeting to determine whether the new e-Board software can facilitate the inclusion of Excel documentation with future Committee paper bundles.