



PWYLLGOR ARCHWILIO A SICRWYDD RISG AUDIT AND RISK ASSURANCE COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	20 February 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Annual Statement of Financial Procedures
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Tim John, Senior Finance Business Partner (Accounting & Statutory Reporting)

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Gwybodaeth/For Information

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

Each year planned reviews are undertaken of the financial procedures operated by the Health Board. The procedures, which set out the main financial system controls, are reviewed in terms of:

- Relevance
- Best practice
- Audit recommendations
- System change
- Health Board policy

Attached is a list of procedures for review during 2024/25

Cefndir / Background

The Financial Procedures of the Health Board, and the maintenance thereof, is a key part of internal governance and financial control.

Asesiad / Assessment

When procedures are reviewed, this is undertaken jointly with the appropriate service managers and stakeholders. All procedures are then formally approved by the Sustainable Resources Committee before they are shared on the intranet and implemented across the Health Board.

It is proposed that 7 procedures are reviewed during 2024/25 – see list attached under Appendix 1.

Argymhelliad / Recommendation

The Audit and Risk Assurance Committee is asked to note the report for information.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.4 The Committee's principal duties encompass the following: 2.4.2 Seek assurance that the systems for financial reporting to Board, including those of budgetary control, are effective, and that financial systems processes and controls are operating.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	6. Sustainable use of resources
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Standing Orders, Standing Financial Instructions and relevant accounting standards.
Rhestr Termiau: Glossary of Terms:	Contained within the body of the report.
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg Parties / Committees consulted prior to Audit and Risk Assurance Committee:	UHB's Finance Team UHB's Management Team Executive Team Sustainable Resources Committee

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Maintaining good systems of financial control helps deliver value for money.
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Maintaining good systems of financial control minimises financial risk.
Cyfreithiol: Legal:	Maintaining good systems of financial control minimises potential for legal challenge.
Enw Da: Reputational:	Maintaining good systems of financial control aids the good reputation of the UHB.
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	Not Applicable

Appendix 1

Reference	Financial Procedures Review Programme 2024/25	Planned Review date	Category/Team
076	Capital Investment procedure	June 24	Capital
1000	Stock procedure	Oct 24	Financial & Statutory Accounts
071	Construction Industry Scheme procedure	Dec 24	Tax Compliance
082	Identification and charging for overseas visitors for NHS treatment procedure	Dec 24	Core Processing
089	Property found on HDUHB premises procedure	Dec 24	Core Processing
699	Single Tender Action procedure	Dec 24	Procurement
096	Hospitality procedure	Dec 24	Governance/Tax Compliance