

**Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 17 October 2023**

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
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 October December 2023	<p><u>15 August 2023</u> In Progress Internal Audit will undertake a walkthrough of the system to review the current process for the signing of contracts.</p> <p><u>17 October 2023</u> In Progress The review of sealing and signing contracts has commenced and it is anticipated that this will be ready to be reported to ARAC in October 2023.</p> <p><u>12 December 2023</u> Completed Report from Advisory Review presented at 17 October 2023 meeting.</p>
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	<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</p>

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						<p>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></p> <p>In Progress</p> <p>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>
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	August October December 2023	<p><u>15 August 2023</u></p> <p>In Progress</p> <p>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</p> <p>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</p> <p>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</p>

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						group for Orthopaedics has now been established, led by the Director of Operations.
AC(23)146	15/08/2023	Table of Actions - AC(23)90 (WGH Fire Precautions Phase 1)	To share with Members the letter to Welsh Government	SM	October December 2023	<p><u>17 October 2023</u> In Progress Letter to be circulated. <u>12 December 2023</u> Completed Following checks, it has been established that no Accountable Officer letter was issued on this occasion.</p>
AC(23)150	15/08/2023	Strategic Governance Update & Savings Governance Review	To update the management response in accordance with discussions	LD/MR	October 2023	<p><u>17 October 2023</u> Attached as Appendix 1. <u>12 December 2023</u> The planning process incorporates Quality Impact Assessments (QIA) and Equality Impact Assessments (EqIA). Attached as Appendix 1 is the tool in use in the organisation. Discussions have taken place between the Corporate Governance team and Quality team to identify a mechanism which ensures that all QIAs are formally received and signed off by the clinical executive. The mechanism proposed will require links through to the DITS agenda and also QSEC reporting. It is expected that once agreed, all service change and financial recovery proposals will be taken through a QIA panel.</p>

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						Further clarification also circulated to Members separately via email (29 November 2023).
AC(23)151	15/08/2023	Financial Assurance Report	To develop a clear framework outlining processes, for consideration at the next ARAC meeting	HT	October December 2023	<p>17 October 2023</p> <p>In Progress</p> <p>The new Health Board Financial Control Group (FCG) that meets weekly has a Procurement Summary Report submitted which includes all Contracts for Award, Single Tender Actions, Extensions to Contracts and permission to start large value contracts sent through for approval. All of these contract types must have FCG approval before award/commencement can progress.</p> <p>Any G Cloud contracts would be included within the contracts for award tab once all due diligence had been undertaken, however G Cloud will be the last resort when all other compliant tendering/framework avenues have been exhausted.</p> <p>In addition, a Financial Compliance Framework is being devised by the Finance Team in conjunction with the support of other teams. A workplan will be developed, with the initial phases being to map out underlying sources of data and develop an understanding of key systems linking to the accounts.</p>

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						12 December 2023 Completed All procurement activity is now reported through the Financial Control Group before subsequently being logged and reported through the Financial Assurance Report to ARAC.
AC(23)172	17/10/2023	Table of Actions - AC(23)118 (Execution of the Contract for the Construction of the Day Surgery Unit, PPH)	To close this action	CM	December 2023	See AC(23)118, above
		Table of Actions - AC(23)124 (Structured Assessment 2022 - Management Response Update)	To invite Mr Andrew Carruthers to attend to provide an update on progress	CM	December 2023	Completed
		Table of Actions - AC(23)127 (Orthopaedic Services Review)	To provide clarity around the MOU with Swansea Bay UHB in relation to ARCH projects, including a timescale	AC/KJ	December 2023	See AC(23)127, above

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		Table of Actions - AC(23)146 (AC(23)90) (WGH Fire Precautions Phase 1)	To source the letter from the Chief Executive's Office	JW	December 2023	See AC(23)146 , above
		Table of Actions - AC(23)150 (Strategic Governance Update & Savings Governance Review)	To provide additional narrative and clarification around the Quality Impact Assessment	LD/MR	December 2023	See AC(23)150 , above
		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	Forward planned for 12 December 2023 meeting.
AC(23)174	17/10/2023	Escalation Status Update	To discuss within the Directors of Finance Group taking a consistent view and approach to how Health Boards identify items as savings	HT	December 2023	Completed This has been discussed with Directors of Finance and with Audit Wales.
			To take forward with the Performance team the issue of Emergency Department waiting figures	HT	December 2023	Completed The Performance team has sought clarity from Welsh Government in relation to the recent media coverage about Emergency Department Waiting

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						times. The Minister made a public statement on 17 October 2023 to state that health boards / DHCW follow the agreed methodology and guidance and are in line with what England does. Staff in the statistics team in WG have been working over the last few months on how we compare across a number of areas with England and A&E measures were one of the only areas where we are closely aligned. At the moment we are not looking to change our definitions. There is some work that has been ongoing for a number of years around the replacement for Emergency Department Data Set (EDDS) and clinical exceptions and their application will be considered as part of that but no plans to change anything in the immediate future.
AC(23)177	17/10/2023	Revised Model Standing Orders and Model Standing Financial Instructions	To feed back that Chapter 11 - Procurement and Contracting for Goods And Services is poorly worded	JW	December 2023	Completed
AC(23)178	17/10/2023	Financial Assurance Report	To consider scheduling an Internal Audit into write-offs relating to expired drug stock	JJ/JW	December 2023	Completed Will be an considered for inclusion in next year's Internal Audit Plan.

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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	In Progress 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.
AC(23)188	17/10/2023	Deprivation of Liberty Safeguards (Reasonable Assurance)	To re-present the report to the next meeting, following discussion of any rewording necessary, etc	JJ/JP	December 2023	Forward planned for 12 December 2023 meeting.
AC(23)191	17/10/2023	Quality & Safety Governance Bronglais Hospital (Limited Assurance)	To take forward with the Performance team and as part of the relevant DIT session points relating to control, which appear not to be being picked up within the performance dashboard	HT	December 2023	Completed The issue of incorporating risk controls has been raised with the Risk team. For future DITS meetings, the Risk team will consider when highlighting the key risks for discussion at DITS the control measures, and include in the narrative on the slide decks.
			To discuss with representatives from Internal Audit conducting a follow-up audit, ideally in time to report to the next meeting in December 2023	JW/ JJ/SC	December 2023	Completed A brief review has been undertaken, to ensure that the recommendations with an early implementation date have been implemented. A more detailed review will be undertaken in early 2024 to ensure that all actions have been implemented and embedded.
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 &	JJ/SC	December 2023	In Progress This will be picked up as part of the more detailed follow-up review which will come back to the Committee in February 2024.

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			Safety Governance BGH Follow-up audit			

Duty of Quality

Quality-driven decision-making tool

Decision / Accompanying Paper Reference:

Form completed by:

Form agreed by: Name(s) and role(s) TBC

Section 1: Brief outline of decision to be made

1. Briefly summarise the decision to be made
2. Summarise how the decision will improve the quality of health services and improve outcomes and experience for the population (quantify with evidence where possible)
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3. What are the drivers for, and other influencing factors around, the decision to be made? (e.g. legislation, national policy, professional body guidance)
4. What are the key direct risks of this decision?
5. How does this decision affect the wider organisational risk profile?
6. How have you engaged with people affected by the decision?
7. Describe the governance structures in place to make the decision and monitor its impact

8. What is your recommendation?

Section 2: Assessment against Health and Care Quality Standards

Please describe the impact this decision will have on EACH [Health and Care Quality Standard](#).

(Wordcount guide 50-100 words for each Standard)

Safe	Timely	Effective
Efficient (to include financial implications)	Equitable	Person-centred
Leadership	Workforce	Culture
Information	Learning, improvement and research	Whole systems approach

Beta