



**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	24 August 2021
TEITL YR ADRODDIAD: TITLE OF REPORT:	Capital Governance Review – Terms of Reference
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lee Davies, Director of Operational Planning & Strategic Development
SWYDDOG ADRODD: REPORTING OFFICER:	Lee Davies, Director of Operational Planning & Strategic Development

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Er Sicrwydd/For Assurance

**ADRODDIAD SCAA
SBAR REPORT**

Sefyllfa / Situation

This report presents the Audit & Risk Assurance Committee (ARAC) with the proposed terms of reference for the internal Capital Governance Review, which has been requested by the Board and ARAC.

Cefndir / Background

Following discussions at ARAC on 10th June 2021 around the Ward 9 and 10 Advisory Review, the Committee requested that an internal Capital Governance Review be undertaken and a report be prepared for the October 2021 meeting.

Asesiad / Assessment

The Terms of Reference for this review have been prepared and reflect:

- Discussions with the Corporate Governance Team and specific Executive Directors;
- Discussion and input from NHS Wales Shared Services Partnership Audit and Assurance Services around the areas to include in the scope of the review;
- An initial high-level review of previous audit report recommendations;
- Work being undertaken to address current audit recommendations.

The terms of reference and scope of the review is attached to this report at Appendix 1.

Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to take assurance that the Terms of Reference have been approved by the Chief Executive Officer, following discussion with Executive Directors and Internal Audit. The review has commenced, with the final report including recommendations being a substantive agenda item at the October ARAC meeting.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference Cyfeirnod Cylch Gorchwyl y Pwyllgor	3.1 The Committee shall review the adequacy of the UHB's strategic governance and assurance arrangements and processes for the maintenance of an effective system of good governance, risk management and internal control, across the whole of the organisation's activities (both clinical and non-clinical) that supports the achievement of the organisation's objectives. 3.3 In carrying out this work, the Committee will primarily utilise the work of Internal Audit, Clinical Audit, External Audit and other assurance functions, but will not be limited to these audit functions. It will also seek reports and assurances from directors and managers as appropriate, concentrating on the overarching systems of good governance, risk management and internal control, together with indicators of their effectiveness.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Audit Reports Capital Investment Guidance
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:	Capital Estates and IM&T Sub-Committee Strategic Delivery and Operational Planning Committee Estates, Finance and Planning Teams

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	Not applicable
Risg: Risk:	Not applicable
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	Not applicable

SCOPE OF CAPITAL GOVERNANCE REVIEW

Purpose	To provide assurance that appropriate Capital Governance processes are in place to ensure that the organisation learns the lessons from past and current projects to improve governance, organisational processes and the delivery of future projects.
Scope	<p>Scope</p> <p>The review will be undertaken to:</p> <ul style="list-style-type: none"> Review audit recommendations made on Capital Governance and Projects since 2014/15 (Estates Assurance Reviews and Digital are excluded) and common themes that have emerged: <ul style="list-style-type: none"> how these have effected changes to processes and procedures to ensure our processes reflect best practice to ensure any further changes/amendments required are embedded into working practice the scope of works are clearly understood at the outset of Projects sign off of the contractual terms of All Wales Capital contracts appropriate management of live contracts ensuring robust Lessons Learnt and Post Project Evaluation process the governance arrangements are proportionate and appropriate to the scale of schemes Review our Capital Governance and reporting, governance and monitoring processes against other organisations following engagement with NSWWP Shared Services Audit Review our <ul style="list-style-type: none"> Capital Reporting and Project scrutiny at Groups and Committee structure to ensure these are appropriate and fit for purpose Understanding of WG's perception of our processes The role and remit of the Capital, Estates and Information Management Technology Sub-Committee and provide recommendations to how the governance can be improved Review how our projects are resourced <ul style="list-style-type: none"> to deliver against the governance requirement to ensure appropriate definition of project roles and responsibilities at Project Director and Project Groups/Team/admin level to ensure appropriate input from Operational services and identify any gaps in knowledge, skills and training
Timing	<ul style="list-style-type: none"> Field work late July – end September 2021 Report Audit Committee October 2021 (provisional)
Review to be undertaken	The review will be directed by the Director of Operational Planning and Strategic Developments with support from the Capital Planning Team.

Report Structure

- Introduction
- Context of review in terms of what has been delivered in terms of capital projects
- Reflections from the Ysbyty Glan Clwyd Review based on the report previously presented to ARAC
- Themes raised through audit recommendations and reviews
 - How the recommendation have been actioned
 - Further action being taken
- Issues emerging through external review of capital governance processes
- Issues emerging through resourcing review
- Recommendations with timescales for improvements