

**Audit & Risk Assurance Committee**  
**TABLE OF ACTIONS**  
**Arising from Meetings held on 23<sup>rd</sup> April and 7<sup>th</sup> May 2019**

<b>Minute No.</b>	<b>Meeting Date</b>	<b>Subject</b>	<b>Action</b>	<b>Lead</b>	<b>Timescale</b>	<b>Progress/Date Achieved</b>
<b>AC(18)246</b>	<b>11/12/2018</b>	<b>Women &amp; Children's Phase 2 Updated Management Response</b>	To take forward the possibility of devising a Code of Best Practice around supply chain partners across Wales.	SC/HT	Feb 2019	<i>A briefing paper outlining good practice has been shared with the HB, by the Specialist Services Team from Audit &amp; Assurance Services. The opportunity to share this more widely across NHS Wales is currently being explored.</i>  No further update.
<b>AC(18)247</b>	<b>11/12/2018</b>	<b>Procurement and Disposal of IT Assets Follow-Up (Reasonable Assurance)</b>	To take forward concerns around the lack of an adequate asset register.	HT	Feb 2019	<i>Internal Audit brief agreed. Advisory project to be undertaken. Project which will entail a review of the current system in place and how it operates, a review of good practice in operation at a number of other NHS Wales bodies and a proposal to take this forward.</i>  No further update.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(19)06	19/02/2019	<b>Feedback from the Targeted Intervention Meeting held on 8<sup>th</sup> February 2019</b>	To undertake work through the Finance Committee to ensure the Health Board is in a position to understand the underlying deficit, and provide assurance by the next meeting that this work had progressed.	HT	April 2019	<i>This will be taken through Finance Committee. The Health Board is working with Welsh Government colleagues on the engagement of external support to develop a better understanding of the underlying deficit.</i>  No further update.
AC(19)12	19/02/2019	<b>Wales Audit Office Annual Plan 2019</b>	To present to the next meeting the local audit work on quality and safety.	AB	April 2019 June 2019	Forward planned for 25 <sup>th</sup> June 2019 meeting. Included on forward work programme.
AC(19)15	19/02/2019	<b>Operating Theatres Update (response to WAO &amp; IA reviews)</b>	<ul style="list-style-type: none"> <li>To make further enquiries with the Head of Nursing regarding the robustness of processes utilised to close incidents on the DATIX system;</li> <li>To provide a further update to the June 2019 meeting.</li> </ul>	JT  JT	June 2019  June 2019	<i>To be included in report for 25<sup>th</sup> June 2019 meeting.</i>  Forward planned for 25 <sup>th</sup> June 2019 meeting. Included on forward work programme.
AC(19)16	19/02/2019	<b>AGW Report on Expenditure on Agency Staff by NHS Wales</b>	To establish whether WAO intends to examine in more depth the factors that have contributed to increased	AB	April 2019	<i>Update provided at the meeting: It is intended to undertake further data</i>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			agency expenditure;			<p><i>analysis, which will include agency spend by Health Board, with rationale. WAO will explore whether this can be shared without sharing information confidential to other Health Boards.</i></p> <p>Further data analysis is taking place for WAO purposes but analysis will not be available externally due to the risk of identifying individuals. However, the additional data analysis is based on Health Board monthly monitoring reports.</p>
AC(19)42	23/04/2019	Table of Actions: AC(10)21 – IM&T Directorate Updated Management Response	<ul style="list-style-type: none"> <li>To check, for those actions where the proposed completion dates have passed, whether or not these have been completed;</li> </ul>	JW	June 2019	See attached update from Director of Planning, Performance and Commissioning.
			<ul style="list-style-type: none"> <li>To discuss with Mrs Karen Miles what actions are being taken in the short term to address non-compliance with the European Working Time</li> </ul>	JW	June 2019	See attached update from Director of Planning, Performance and Commissioning.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			Directive (EWTD) for switchboard staff; <ul style="list-style-type: none"> <li>To reiterate ARAC's concerns around non-compliance with EWTD in the update report to Board.</li> </ul>	JW	May 2019	Completed. Update report prepared for Public Board meeting on 30 <sup>th</sup> May 2019.
AC(19)44	23/04/2019	Annual Review of the Committee's Self-Assessment of Effectiveness	To prepare, for the next meeting, a report which includes further analysis of the self-assessment data;	JW	June 2019	Forward planned for 25 <sup>th</sup> June 2019 meeting. Included on forward work programme.
			To provide for the above report information around monitoring and review mechanisms for Internal Audit.	SC	May 2019	Monitoring and review mechanisms are included in the annual Quality Assurance and Improvement Programme report which will be available in draft for the June 2019 meeting.
AC(19)45	23/04/2019	Feedback from the Targeted Intervention Meeting held on 10 <sup>th</sup> April 2019	To provide an update in the next TI report on the planned work regarding deficit reduction.	SM	June 2019	Forward planned for 25 <sup>th</sup> June 2019 meeting.
AC(19)46	23/04/2019	Wales Audit Office Update Report	To share, when available, the proposed scope for the Clinical Equipment review.	AB	June 2019	The Clinical Equipment review is scheduled for quarter 3 of 2019-20. The draft scope will be shared at that time.
AC(19)49	23/04/2019	WAO Clinical Coding Follow-up	<ul style="list-style-type: none"> <li>To discuss Clinical Coding and Medical</li> </ul>	KM	October 2019	Discussion held. The Director of Planning,

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
		<b>Review</b>	<p>Records with Mr Joe Teape and suggest that Mrs Miles leads on these matters and takes them to Executive Team for further discussion;</p> <ul style="list-style-type: none"> <li>To speak to Dr Philip Kloer regarding clinical engagement;</li> <li>To include the findings of the WAO review in the report on records management being presented to BPPAC in June 2019;</li> <li>To provide a further update in six months' time;</li> </ul>	KM	October 2019	<p>Performance and Commissioning will oversee the implementation of recommendations contained within the WAO review; however the Director of Operations will retain Executive Accountability for Medical Records.</p> <p>To be discussed as part of the implementation plan for the WAO review.</p>
				KM	June 2019	Forward planned for 27 <sup>th</sup> June 2019 BPPAC meeting.
				KM	October 2019	Forward planned for 22 <sup>nd</sup> October 2019 meeting. Included on forward work programme.
			<ul style="list-style-type: none"> <li>To provide an update at the next meeting to provide assurance that this matter had been raised at Executive Team.</li> </ul>	KM	June 2019	Will be discussed at Executive Team meeting on 3 <sup>rd</sup> June 2019.
<b>AC(19)52</b>	<b>23/04/2019</b>	<b>Clinical Audit Update</b>	<ul style="list-style-type: none"> <li>To include an update on the situation regarding the</li> </ul>	MR/PK	August 2019	To be included in report for 27 <sup>th</sup> August

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			<p>National Ophthalmology Audit in the Clinical Audit Update scheduled for August 2019;</p> <ul style="list-style-type: none"> <li>To provide an update on progress regarding the Medical Director sub-structure.</li> </ul>	PK	August 2019	<p>2019 meeting.</p> <p>Forward planned for 27<sup>th</sup> August 2019 meeting. Included on forward work programme.</p>
<b>AC(19)53</b>	<b>23/04/2019</b>	<b>Concerns (Reasonable Assurance) Update</b>	To provide the full year figures relating to Concerns.	MR/LO'C	June 2019	Submitted to WG and incorporated into annual report.
<b>AC(19)55</b>	<b>23/04/2019</b>	<b>Internal Audit Plan 2019/20</b>	<ul style="list-style-type: none"> <li>To plan and deliver IA work appropriately across the year to ensure that reports are presented to ARAC evenly;</li> <li>To retile 'TCS' as HDdUHB Health &amp; Care Strategy;</li> <li>To discuss outside the meeting whether there</li> </ul>	JJ	June 2019	<p>The IA plan presented to ARAC gave an indicative schedule of the quarters the audits would be undertaken in. The allocation and scheduling of audit work through the year aims to follow that position (subject to required updates through the year) and should allow for a more even flow of work through to Committee meetings.</p> <p>This has been updated on IA working documents.</p> <p>To be reviewed as part of ongoing</p>

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			<p>are areas similar to Cleaning and Water Safety which should be considered for inclusion in the IA Plan;</p> <ul style="list-style-type: none"> <li>To present a review of the 2019/20 IA Plan at the halfway point of the year.</li> </ul>	JJ	October 2019	<p>discussions with Head of Internal Audit throughout the year.</p> <p>Forward planned for 22<sup>nd</sup> October 2019 meeting. Included on forward work programme.</p>
AC(19)57	23/04/2019	Welsh Risk Pool Claims (Substantial Assurance)	To share with Mr Huw Thomas any examples of good practice relating to WRP Claims from other Health Boards.	SC/JJ	June 2019	IA is currently looking to obtain the required information in order to provide an update for the June 2019 meeting.
AC(19)59	23/04/2019	Single Tender Actions (Reasonable Assurance)	To circulate STAs 233 and 359.	HT	June 2019	Copies attached.
AC(19)63	23/04/2019	Radiology (Reasonable Assurance) Update	<ul style="list-style-type: none"> <li>To refer this issue for monitoring to the Workforce &amp; OD SC, reporting to QSEAC;</li> <li>To provide a further update in October 2019.</li> </ul>	JW JT	June 2019 October 2019	<p>Completed.</p> <p>Forward planned for 22<sup>nd</sup> October 2019 meeting. Included on forward work programme.</p>
AC(19)64	23/04/2019	National Standards for Cleaning Follow-up (Limited Assurance)	<ul style="list-style-type: none"> <li>To update/revise the management response in the SMART format;</li> </ul>	RE	June 2019	To be presented to the 25 <sup>th</sup> June 2019 meeting.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			<ul style="list-style-type: none"> <li>To discuss revision of the management response with Mr Rob Elliott.</li> </ul>	JW	June 2019	Meeting scheduled for 22 <sup>nd</sup> May 2019.
AC(19)65	23/04/2019	Water Safety (Limited Assurance)	To schedule a follow-up audit, examining different sites to those in the original audit.	SC/SW	June 2019	Provision is already included in the Internal Audit Plan 2019/20 for a follow-up of Estates Assurance.
AC(19)67	23/04/2019	Primary & Community Care Pipeline Projects – Aberaeron Integrated Care Centre (Substantial Assurance)	To include within a future iteration of the Financial Assurance Report information on management of supply chain partners.	HT	June 2019	To be provided in the Financial Assurance Report in June 2019.
AC(19)68	23/04/2019	Cardigan Integrated Care Centre (Reasonable Assurance)	To flag to Mrs Miles concerns around the timescales for legal action.	JW	May 2019	Completed. See attached response from Estates Department.
AC(19)69	23/04/2019	Withybush General Hospital Refurbishment of Wards 9 & 10 (Reasonable Assurance)	To explore the issue of slippage on contracts and whether there is any routine assessment of related damages/financial impact of delays.	HT	June 2019	The implications of delays on capital projects are assessed throughout the project in the monthly Site Progress Meetings.
AC(19)70	23/04/2019	Data Centre Project (Reasonable Assurance)	To make enquiries with Procurement regarding the five year maintenance agreement mentioned.	HT	June 2019	The Data Centre tender requested a 5 year maintenance contract to establish the benefits of awarding a contract for a 5 year term, in



Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
						this instance Insight's tender response proposed pricing fixed for a 5 year term i.e. no annual increases in respect of RPI etc. The IT Department have advised that the Data Centre could potentially have a life of 25 years, the parts within it have a life of circa 5 years. Procurement have advised that it would be very rare for a supplier to price for a maintenance contract for longer than 5 years.
AC(19)73	23/04/2019	Scrutiny of Outstanding Improvement Plans: Royal College of Paediatrics & Child Health	To update the Audit Tracker and Strategic Log to reflect discussions.	JW/CB	June 2019	Completed.
AC(19)84	23/04/2019	AGW Report: What's the hold up? Discharging Patients in Wales	To consider whether the report includes information which would be useful in terms of the Patient Charter.	MR/LO'C	June 2019	Noted and report considered for informing PE Charter.
AC(19)86	23/04/2019	Audit & Risk Assurance Committee Work	To make the agreed amendments.	CM	June 2019	To be included in ARAC Workplan for 25 <sup>th</sup> June 2019

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
		<b>Programme 2019/20</b>				meeting.
<b>AC(19)93</b>	<b>07/05/2019</b>	<b>Compliance with Ministerial Directions</b>	To include a statement regarding any Ministerial Directions from previous years which are extant and relevant, and to add a similar statement to the Accountability Report.	JW	May 2019	Completed.
<b>AC(19)96</b>	<b>07/05/2019</b>	<b>Draft Governance, Leadership and Accountability Standard</b>	<ul style="list-style-type: none"> <li>To reflect comments regarding Primary Care reporting to BPPAC and the Quality Dashboard;</li> <li>To change 'embedded' to 'initiated' in relation to Board to Floor walkabouts;</li> <li>To raise at Executive Team concerns regarding current patient feedback data levels.</li> </ul>	JW	May 2019	Completed.
				JW	May 2019	Completed.
				HT	June 2019	Completed. Director of Finance has discussed with Director of Nursing, Quality and Patient Experience
<b>AC(19)98</b>	<b>07/05/2019</b>	<b>Draft Head of Internal Audit Annual Report and Opinion 2018-19</b>	To include relevant reports from hosted organisations (particularly those rated Limited Assurance) in the 'For Information' section of the agenda, once reports have been finalised and have been subject to all of the relevant reporting structures.	JJ	June 2019	To be included as appropriate.
<b>AC(19)99</b>	<b>07/05/2019</b>	<b>Annual Quality Statement</b>	<ul style="list-style-type: none"> <li>To send the Board minutes relating to Dental Services to Ms Passey</li> </ul>	CM	May 2019	Completed.

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
			<ul style="list-style-type: none"> <li>and Ms O'Connor;</li> <li>To make the suggested amendments: page 6, deprivation and poverty; page 31, Referral to Treatment (RTT); page 34 and page 49, Dental Services; page 38, Veterans; explanation of acronyms.</li> </ul>	SP/LO'C	May 2019	Completed.
AC(19)100	07/05/2019	Audit Enquiries to those Charged with Governance and Management – Draft Response	<ul style="list-style-type: none"> <li>To add a statement around non-compliance with the European Working Time Directive (EWTD), which recognises that non-compliance has no material impact on the financial statements and makes reference to the Legislative Assurance Framework;</li> <li>To reference work with other Health Boards and peer groups.</li> </ul>	HT	May 2019	Completed.
				HT	May 2019	Completed.
AC(19)101	07/05/2019	Draft Annual Accounts 2018/19	<ul style="list-style-type: none"> <li>To undertake retrospective analysis of previous years' WRP projections to assess whether these were realistic;</li> <li>To check the number of CHC cases remaining.</li> </ul>	HT	June 2019	Report will be prepared to be presented to the August 2019 ARAC meeting.
				HT	June 2019	Information to be provided in Annual Accounts presentation.

1	Mr Powell noted that, where proposed completion dates have passed, there is no indication of whether or not these actions have been completed.	Where applicable, completion dates have been included in the attached management responses to James John for April 2019, so we have set up a detailed meeting with Internal Audit to understand if anything is outstanding.
2	Referencing page 29, Mr Newman suggested that it is still not clear what actions are being taken in the short term to address this concern.	In the short term, as recommended in the email attached from the Dir. Of W&OD, we have requested assistance from the General Manager in BGH and recorded this issue on the Risk Register.
3	Non-compliance with the European Working Time Directive (EWTD) is unlawful, and it is not clear from the update provided when this position will be resolved. Mr Owen Burt and Mr Powell agreed, noting that potential 'quick fixes' had been mentioned at the previous meeting.	In the longer term, until such time that a full review is undertaken, then we will not be able to adhere to the EWTD. A process has commenced to communicate with the Unions in terms of outlining a plan going forward. Workforce & OD are also included within the project team to ensure that workforce policies and procedures are adhered to during the discussions. The aim of the project is not only to address the EWTD, but also lone working issue for staff. As outlined within the audit response, until such time that the final switchboard has been implemented and the UHB is able to fully utilise the technology, Recommendation 8 of the audit report will not be completed. The first switchboard will be replaced in September 2019 (GGH), with the project predicted to be completed by 2021/22, with phased implementations across all sites. The replacement of a switchboard is very complex, and requires substantial readiness work to ensure that calls are routed appropriately and the telephony system is not compromised. As a result of the virtualisation of the switchboards HDUHB will be able to transfer calls around the infrastructure to allow adherence to the EWTD, however this functionality will not be available until 2021/22.

## HYWEL DDA UNIVERSITY HEALTH BOARD

**REQUEST FOR SINGLE QUOTATION/TENDER ACTION****1. DETAILS OF THE EQUIPMENT / SERVICE REQUIRED**

a.	Proposed supplier (name & address)	<i>Edmunds Webster Ltd 2 Quarry Road, Treboeth, Swansea SA5 9DJ</i>
b.	Description and model (where appropriate)	<i>Construction and provision of access ramps and staircases to the Vanguard Mobile Theatre Unit at Withybush General Hospital for Ophthalmology Services – Cataract Unit.</i>
d.	Total cost (excluding VAT) To include all associated expenses	<i>£33,000 excl VAT</i>

**2. FUNCTION OF EQUIPMENT / NATURE OF SERVICE - Full description**

*To provide a Mobile Ophthalmology Facility undertaking Cataract surgery, aimed at reducing waiting lists within HDUHB. The ramp and staircase element of works is necessary to provide access and egress for all patients and staff utilising the Cataract Unit planned to be delivered on 16 January and operational on 31 January 2017.*

**3. EXPLICIT REASONS FOR SINGLE SUPPLIER AND DETAILS OF ANY ALTERNATIVES CONSIDERED AND REASONS FOR REJECTION. SUFFICIENT DETAIL SHOULD BE PROVIDED IN THIS SECTION OR THE REQUEST WILL BE RETURNED.**

*Due to the limitations on timelines to organise the enabling works and infrastructure services, a range of actions is now needed. A key element of this is the provision of access ramps and staircases to meet the key dates indicated here:*

- Mobile Unit deliver to WGH – 16 January 2017*
- Set floor level dimensions commence ramp fabrication – 17 January 2017.*
- Access Ramps to Central Bay – 23 January 2017.(high priority for equipment delivery and installation)*
- Remaining Access Ramps and Staircases – 29 January 2017.(for all other areas)*
- Unit Operational – 31 January 2017*

*Steel modular sections were considered at significant cost but could not meet the time frame. We have therefore sourced a timber manufacturer which can achieve the dates. A major concern with ramp design is the dimension/levels required between ground level and mobile unit floor level, these will be determined when the unit is set up on site and cannot be progressed prior to this stage.*

12/1/17





*Edmunds Webster Ltd are able to commence work within one week in order to meet the deadline dates within the critical path programme*

**4. EXPLICIT REASONS AS TO HOW VALUE FOR MONEY WILL BE ACHIEVED WHEN SERVICES ARE PROVIDED BY A SINGLE SUPPLIER. SUFFICIENT DETAIL SHOULD BE PROVIDED IN THIS SECTION OR THE REQUEST WILL BE RETURNED.**

*Edmunds Webster Ltd are currently on site following a competitive tender exercise in which they were successful in the sum of £77,640 excl VAT. In line with standing orders this scheme is less than 50% of the initial contract value of the tendered project. Edmunds Webster Ltd have the ability to provide the service, construct and install the ramps/staircases within the extreme timescales faced by this project.*

*Given the limited time available to deliver this project, the alternative will be to enter into a competitive tender exercise, which is likely to take at least 6 weeks over this time frame.*

*It is clear from the Service need that this unit will have significant impact on RTT, waiting times and Cataract surgery throughput. Delivery of the facility will be achieved, delays to the installation of access ramps and staircases would result in no activity for 6 – 8 weeks at a cost of £560,000 to the Health Board.*

*Edmunds Webster Ltd are an established company who have undertaken many successful projects for the Health Board. They clearly have both the resources and facilities to complete the contract and would therefore recommend approval to the tender supplied by Edmunds Webster Ltd*

**5. HAVE ANY TRIALS / EVALUATIONS BEEN UNDERTAKEN WITHIN THE HEALTH BOARD? Please provide full details**

Evaluation reference number \_\_\_\_\_

*NOT APPLICABLE*

Please tick whether the following groups have been made aware of the evaluation

Medical Devices Group

Patient Furniture Group

**GENERAL INFORMATION**

New or replacement equipment	<i>Newly constructed.</i>
Capital, revenue or voluntary funding	<i>Capital</i>
Life expectancy	<i>For the duration of the scheme.</i>
Have any revenue consequences (particularly staffing or maintenance implications) been agreed?	<i>Not applicable</i>

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Request by: *Bulwer*  
Please Print Name: *Peter Mowbray*  
Status: *General Manager, Service Improvement*  
Request for single tender signed by: (Must be a Senior / General Manager as appropriate in writing)  
Signed: *[Signature]* Date: *12/1/17*  
Please Print Name: *Caroline Miles*  
Status: *Service Manager*

Please indicate whether verbally agreed with relevant Divisional Director / Medical Director yes  no

**For Completion by Procurement**

All checks carried out to ensure that the equipment meets required standards and is fit for purpose

Signed: *Katherine Fletcher* Date: *12/1/17*  
Status: *Senior Procurement Business Manager*

**For review by Board Secretary or Director of Governance**

All checks carried out to ensure that the single action is appropriate

Signed: *J. Evans* Date: *12/1/17*  
Status: *BOARD SECRETARY*

**For completion by CEO / DoF**

SINGLE TENDER

APPROVED

Authorised by:

Steve Moor

Date: 13/1/17

Status:

CHIEF EXECUTIVE

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If you have any queries completing this form please contact one of the following:-

Mr Steven Thomas, Head of Procurement – 01267 227636 (WHTN No. 01827 2636)

Mr Alun James, Senior Procurement Business Manager – 01970 635837 (WHTN No. 01822 5837)

Mrs Katharine Fletcher, Senior Procurement Business Manager – 01267 227980 (WHTN No. 01827 2980)

Once completed please forward immediately to the Procurement Department, First Floor Nurses Home, Glangwili General Hospital, Carmarthen, SA31 2AF.

**Note: Contracts should not be awarded until the single quotation/tender action has been approved**

Amended version: 15<sup>th</sup> February 2016

\* Timelines above are not a reason for STA. However these extenuating circumstances due to the backlog of cataract surgery patients across the region – in total we have over 1400 patients awaiting surgery this facility will provide local access for an initial cohort of 684 patients to be treated between February 1<sup>st</sup> – March 31<sup>st</sup> 2017. Following which further cohort of patients will be treated within the facility between 1<sup>st</sup> April 17 – 30<sup>th</sup> June 2017 subject to agreement of an extension to the current procurement arrangements, fully discussed with the GM for Service Improvement.

J. J. J. 12/1/17.

\* Edmunds website are on the framework for procurement exercise undertaken



HYWEL DDA UNIVERSITY HEALTH BOARD

**REQUEST FOR SINGLE QUOTATION/TENDER ACTION**

**1. DETAILS OF THE EQUIPMENT / SERVICE REQUIRED**

a.	Proposed supplier (name & address)	Baxter Salthouse Road Brackmills Industrial Estate Northampton NN4 7UF
b.	Description and model (where appropriate)	Blood filtration and fluid warmer. GGH and PPH Contract expires on 28th February 2018 (Maintenance contract)
d.	Total cost (excluding VAT) To include all associated expenses	GGH & PPH £21,120.00 BGH £ 2,165.00 WGH £ 2,165.00 Total £ 25,980.00

**2. FUNCTION OF EQUIPMENT / NATURE OF SERVICE - Full description**

Routine maintenance contract for Blood filtration and fluid warmer equipment in ICU

**3. EXPLICIT REASONS FOR SINGLE SUPPLIER AND DETAILS OF ANY ALTERNATIVES CONSIDERED AND REASONS FOR REJECTION. SUFFICIENT DETAIL SHOULD BE PROVIDED IN THIS SECTION OR THE REQUEST WILL BE RETURNED.**

We use the Shared Services partnership to place the contracts, they have advised that there is no other Contractor other than Baxter who are the only approved agents for these products in the UK. They have the spare parts and specialist expertise to maintain the equipment to the required standards thus ensuring the results are accurate and repeatable. The equipment is specialised complex life support equipment that requires specific engineering training which is only available from Baxter. Use of the NHSSC Framework is also not an option, as Baxter are not included.

*no alternatives*

**4. EXPLICIT REASONS AS TO HOW VALUE FOR MONEY WILL BE ACHIEVED WHEN SERVICES ARE PROVIDED BY A SINGLE SUPPLIER. SUFFICIENT DETAIL SHOULD BE PROVIDED IN THIS SECTION OR THE REQUEST WILL BE RETURNED.**

The only alternative to maintaining the existing equipment is to purchase new devices and only use them for the time they are under warranty. The service contract cost is approx 5% of the equipment cost.

The 2018 premium is only £636 more expensive than last year which equates to approx. 2.5% increase. Baxter have advised this is linked to the cost of fuel, prices of spare parts and labour costs.

Betsi have a contract for similar equipment and the premium for Hywel Dda is in line with theirs.

I am unaware of any other suppliers of equipment that has the functionality as these devices

**5. HAVE ANY TRIALS / EVALUATIONS BEEN UNDERTAKEN WITHIN THE HEALTH BOARD? Please provide full details**

Evaluation reference number \_\_\_\_\_

Please tick whether the following groups have been made aware of the evaluation

Medical Devices Group

Patient Furniture Group

**GENERAL INFORMATION**

New or replacement equipment	Contract renewal
Capital, revenue or voluntary funding	Revenue
Life expectancy	Annual service contract
Have any revenue consequences (particularly staffing or maintenance implications) been agreed?	Contract renewal

Request by:     Peter Jones    

Please Print Name:     Peter Jones    

Status:     Lead EBME Tech GGH     Tel no     2499    

Request for single tender signed by: (Must be a Senior / General Manager as appropriate in writing)

Signed:     C. Buckingham     Date:     16/02/18

Please Print Name: \_\_\_\_\_

Status: \_\_\_\_\_

Please indicate whether verbally agreed with relevant  
Divisional Director / Medical Director

yes	no
<input type="checkbox"/>	<input type="checkbox"/>

**For Completion by Procurement**

All checks carried out to ensure that the equipment meets required standards  
and is fit for purpose

Signed: Alan James Date: 16/2/18

Status: SENIOR PROCUREMENT BUSINESS MGR.

**For review by Board Secretary or Director of Governance**

All checks carried out to ensure that the single action is appropriate

Signed: [Signature] Date: 21/2/18

Status: DF

To Wilson +  
Swain  
Jennings  
are both on  
leave

**For completion by CEO / ~~DDF~~**

SINGLE TENDER APPROVED

Authorised by: Steve Mow Date: 7/3/18

Status: CHIEF EXECUTIVE

If you have any queries completing this form please contact one of the following:-  
Mr Alan Binks, Head of Procurement - 01267 227636 (WHTN No. 01827 2636)  
Mr Alun James, Senior Procurement Business Manager - 01970 635837 (WHTN No. 01822 5837)  
Mrs Katharine Fletcher, Senior Procurement Business Manager - 01267 227980 (WHTN No. 01827 2980)

Once completed please forward immediately to the Procurement Department, First Floor Nurses Home, Glangwili  
General Hospital, Carmarthen, SA31 2AF.

**Note: Contracts should not be awarded until the single quotation/tender action has  
been approved**



**Sent:** 21 May 2019 15:10

All

Cardigan Foul water Drainage issue.

During the early part of the construction element of the scheme (March 2018) the Supply Chain partner ICL met with Dwr Cymru Welsh Water to discuss the section 106 drainage connection or connecting the new CICC to the existing infrastructure in the Bath House Road the new link road between Cardigan Town centre & Gwbert.

At the meeting Dwr Cymru advised that the foul sewer infrastructure did not appear on their infrastructure plans and following the meeting they confirmed that the developers Liberty Mercian or their appointed agents had not completed the section 104 the legal process to formally adopt the sewer and hence this would need to be completed before a section 106 could be submitted to connect the new CICC if DCWW were to maintain the sewer in future.

At that stage in order to mitigate the risks of potential delay to the scheme as a result of the unadopted sewer the Project Board agreed that the HB would complete the process to allow connection within the construction programme period, following which a review the land purchase documentation should be undertaken to establish if any parties in the process were culpable for the omission as part of their works in the purchase process.

The section 104 adoption process has recently concluded with the final connection of the new CICC to the main sewer being undertaken last weekend.

The supply chain partner is proposing to connect their temporary site facilities to the newly adopted system to test as CICC is the first facility to connect into this run.

Legal advice will now need to be sort to establish if any parties culpable although the solicitors involved in the land purchase are those who are acting for the Health Board in relation to the SSL issue.

Any queries let me know

Thanks

Jason

**Jason Wood**

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