

Audit & Risk Assurance Committee
TABLE OF ACTIONS
Arising from Meeting held on 24th August 2021

Minute No.	Meeting Date	Subject	Action	Lead	Timescale	Progress/Date Achieved
AC(20)190	20/10/2020	Internal Audit RCP Medical Records Keeping Standards (Reasonable Assurance) Update	To provide a progress update in 9 to 12 months' time.	PK	October 2021	Forward planned for 19 th October 2021 meeting.
AC(21)80	05/05/2021	Health & Safety (Reasonable Assurance)	To provide further evidence regarding monitoring via the Table of Actions;	MR/TH	October 2021	Focus on Manual Handling & Sharps Safety compliance due to HSE scrutiny. Directorates are completing monitoring forms for manual handling on a quarterly basis; audited by the Manual Handling Team. Sharps safety improved with removal of certain non-safety sharps.
AC(21)102	10/06/2021	Withybush General Hospital Wards 9 & 10 Lessons Learnt (Advisory Review)	To present a report on the Capital Governance arrangements review to the August ARAC meeting;	LD	August October 2021	Forward planned for 19 th October 2021 meeting.
AC(21)105	10/06/2021	Local Deployment of the Welsh Immunisation System (WIS) (Reasonable Assurance)	To share with ARAC, once published, the DHCW All Wales review into WIS.	AT	August December 2021	DHCW have still to finalise their review and lessons learned report; Health Boards are anticipating a draft in September 2021 for comment. Update to be obtained for 14 th December 2021 meeting.

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AC(21)117	22/06/2021	Annual Review of the Committee's Self-Assessment of Effectiveness – Analysis of Findings	To schedule a review of progress in implementing changes/improvements in 6 months' time.	CM	December 2021	Forward planned for 14 th December 2021 meeting.
AC(21)118	22/06/2021	Report on the Adequacy of Arrangements for Declaring, Registering and Handling Interests, Gifts, Hospitality, Honoraria and Sponsorship	To explore other digital solutions for obtaining and collating this information;	HT	August October 2021	<p><i>The Digital team is exploring the use of Office 365 as a suitable solution. Specifically using MS forms and power automation. The discovery phase will be completed within 4 weeks, with a proposal following this phase of work.</i></p> <p><u>Update for October 2021 ARAC meeting:</u> The discovery work has been completed and a SharePoint Developer with skills in Power Automate has been assigned the work package. A proposed solution will be scoped and a beta version will be available by the end of November 2021, for testing.</p>
AC(21)138	24/08/2021	Table of Actions	To routinely include information regarding consultancy in the Financial Assurance report, preceded	HT	October 2021	Included (in the first instance) as an appendix to the October 2021 Financial Assurance Report.

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			by a separate report to a future meeting.			
AC(21)141	24/08/2021	Review of the Capital Governance Arrangements - Terms of Reference	To further strengthen wording around sourcing advice regarding contracts to ensure they are sufficient to meet the UHB's needs.	LD	October 2021	Completed. Reflected in the work undertaken for the Capital Governance Review.
AC(21)142	24/08/2021	Financial Assurance Report	To add costs of replacement parts to the definition of maintenance for the purposes of processing.	HT	October 2021	Completed.
AC(21)143	24/08/2021	Service Level Agreements - Third Sector Organisations	To raise with other Directors of Finance the issue of commissioning services from charitable organisations.	HT	October 2021	Completed. This has been raised, but an immediate response is not expected.
AC(21)149	24/08/2021	Welsh Health Specialised Services Committee (WHSSC) Governance Arrangements	<ul style="list-style-type: none"> To establish whether the report had been considered by Cwm Taf UHB in a finalised state, together with management response; 	AB	October 2021	The report, along with the management response from both the Joint Committee and the Welsh Government, has been considered by the Cwm Taf UHB Audit & Risk Committee for Hosted Bodies. A further update is expected in the coming months as the findings of the WHSSC review are considered by the Senedd's Public Accounts and Public Administration Committee (PAPAC).
			<ul style="list-style-type: none"> To highlight to the Board discussions and concerns relating to this report and associated 	PN/JW	Sept 2021	Completed. Included in ARAC Update Report to 30 th September 2021 Public Board meeting.

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			management/Welsh Government response.			
AC(21)155	24/08/2021	Radiology Directorate Internal Audit Update	<ul style="list-style-type: none"> To consider the issue of recruitment to graduate posts at the next People, Organisational Development & Culture Committee (PODCC) meeting; 	JG/LG	Dec 2021	It has been agreed that the next PODCC will receive a paper that examines how graduates are attracted and recruited to/supported by HDdUHB. This will have a particular focus on what strategies the UHB needs to develop or put in place to support students on their last placement, which is critical in recruiting graduates back to HDdUHB.
			<ul style="list-style-type: none"> To make enquiries with site leads regarding any deficit in nursing numbers; 	SP/AC	October 2021	The below position has been taken from the finance report which shows variation across the sites as to nursing establishment: GGH is 1 wte over establishment PPH is 0.4 wte over establishment BGH is 0.24 wte over establishment WGH is 0.72 wte under establishment.
			<ul style="list-style-type: none"> If not possible earlier, to provide an update to the June 2022 ARAC meeting. 	AC	June 2022	Forward planned for June 2022 meeting.

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			<ul style="list-style-type: none"> To flag concerns around recruitment, particularly graduate recruitment, to the Board for discussion at a higher level. 	PN/JW	Sept 2021	Completed. Included in ARAC Update Report to 30 th September 2021 Public Board meeting.
AC(21)156	24/08/2021	Field Hospital Decommissioning (Advisory Review)	To provide details of the management lead and timescale for the 'Lessons Learned' exercise.	AC	October 2021	<p>The Deputy Director of Operations was party to an initial planning meeting, on 6th October 2021, where the approach to a follow-up workshop involving a broader representation of colleagues involved in the Field Hospital campaign was determined. The workshop is expected to take place in October 2021; the output will be a short report on lessons learned.</p> <p>A recap will follow after the Selwyn Samuel Centre is fully decommissioned in 2022.</p>
AC(21)157	24/08/2021	Welsh Language Standards (Limited Assurance)	<ul style="list-style-type: none"> To provide an update regarding whether monitoring of the Welsh Language Standards is most appropriately placed with PODCC or SDODC, or both. 	JW	October 2021	Welsh Language Standards will be monitored at PODCC.
			<ul style="list-style-type: none"> To feed back ARAC's comments around the 	PK	October 2021	Completed. The Committee's concerns

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			target date for establishing a Welsh Language Steering Group.			were fed back to the Chief Executive. A revised date is being considered; however, this will need to be cognisant of current operational pressures and the agreement to stand down all non-urgent meetings.
AC(21)158	24/08/2021	Human Tissue Act (HTA) Compliance (Reasonable Assurance)	To follow up with the service the management response to Recommendation 3, and the definition of 'regularly'.	JW	October 2021	'Regularly' is defined according to the Health Board's policy on risk, and so if the risk score is: Yellow - 6 monthly checks Amber - Bi-monthly checks Red - monthly checks.
AC(21)159	24/08/2021	Use of Consultancy (Limited Assurance)	To present to the Sustainable Resources Committee at least annually a detailed report, outlining outcomes and benefits of Consultancy.	HT	October 2021	Completed. This has been included in the workplan of the SRC .