



PWYLLGOR ADNODDAU CYNALIADWY SUSTAINABLE RESOURCES COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	28 February 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	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 Hywel Dda University Health Board (HDdUHB). 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

A proposal for review was presented to the Audit and Risk Assurance Committee on 21 February 2023. Details are provided below.

On occasion, financial procedures are revised outside of the agreed review period, to ensure they are operating as intended. No financial procedures were revised or created during the period covered by this report.

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 seven procedures are reviewed during 2023/24:

Ref.	Financial Procedures Review Programme 2023/24	Planned Review date	Category/Team
069	VAT	Jul 23	Financial & Statutory Accounts
1001	Injury Costs Recovery Scheme Financial Procedure	Sep 23	Core Processing
090	Retention of Financial Records	Sep 23	Financial & Statutory Accounts
065	Budgetary Control Procedure	Feb 24	Corporate Reporting
974	Project bank account procedure	Jan 24	Capital
087	Custody of safe keys procedure	Mar 24	Financial & Statutory Accounts
1030	Tax status of workers procedure	Mar 24	Financial & Statutory Accounts

Argymhelliad / Recommendation

The Sustainable Resources Committee is asked to note the report for information.

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	5.7 Review and approve financial procedure on behalf of the Health Board.
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):	7. Staff and Resources
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	6K_22 workforce, clinical service and financial sustainability

Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019	10. Not Applicable
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Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Previous procedures, internal audit report recommendations, standing financial instructions
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	Director of Finance Board Secretary Internal Audit

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Financial implications are inherent within the report
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Not Applicable
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Financial procedures are required to ensure good governance and sound financial control
Gyfrinachedd: Privacy:	Not Applicable
Cydraddoldeb: Equality:	EQIA has been undertaken with no negative impacts on those with protected characteristics Changes to the majority of financial policies and procedures to date have been assessed as having a low relevance to equality duties and have been mainly in relation to systems and responsibilities with no direct or indirect impact on individuals in relation to equality, diversity or human rights. Where policies and procedures have a more direct impact on patients, staff and service users in relation to their

protected characteristics, e.g. those addressing the handling of patient's monies, etc, more detailed EqlAs have been undertaken and are published alongside the relevant document.