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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Audit Committee Action Log

Open Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
1.	46/22	10/03/2022	Audit Registers Nuria Zolle would continue to liaise with Len Cozens and Hazel Lloyd outside the meeting regarding the content of the audit registers, in order to assist in determining which Executive Directors should be invited to present more detailed reports to the Committee in relation to their outstanding recommendations.	NZ/JL/LC	July 2022	This action remains open and ongoing.
2.	92/22	19.05.2022	Quality Management System Receive an update report on the quality management system at September's Audit Committee.	GH/HL/RE	September 2022	To be added to September's Audit Committee agenda.
3.	95/22	19.05.2022	NWSSP Procurement	KW	July 2022	On agenda.

			<p>i. <u>Consultancy</u></p> <p>Consultancy to be included within the governance section in July's report for clarity and assurance.</p> <p>ii. <u>GP Cluster training</u></p> <p>GP Cluster training outcomes and feedback to be included in July's report.</p>			
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Closed Actions						
Action No.	Minute Ref.	Date	Agreed Action	Lead	Timescale	Status
4.	47/21	10/03/2022	<p>Internal Audit Progress Report</p> <p>Nuria Zolle to feedback to sub-committee chairs the need to regularly review the BAF risk areas assigned.</p>	NZ	March 2022	Nuria Zolle provided verbal update at committee on 19/05/2022. Committee chairs would be using the BAF to build committee agendas.
5.	87/22	19.05.2022	<p>Internal Audit</p> <p>The financial reporting and monitoring final internal audit report be referred to the Performance and Finance Committee for discussion</p>	NZ	June 2022	Added to the June Performance and Finance Committee agenda.

6.	98/22	19.05.2022	Declaration of interest register, gifts and hospitality registers Cash donations process to be confirmed to Nuria Zolle.	HL	June 2022	Completed Standards Business Conduct Policy contains a guidance flowchart which sets out the process for receiving gifts. Financial Control Procedures (FCP) 20 and 09 also cover this and in particular FCP 20, 3.2.6 states ... <i>“All cash donations received must be receipted immediately and a receipt issued to the donor. Receipts for cheque donations received through the post will be issued to donors upon request. It is the responsibility of the Fund Manager to acknowledge donations received through the post in writing where contact details have been provided, and this should be undertaken within 21 days of the receipt date wherever possible.”</i>
7.	99/22	19.05.2022	Audit Committee Terms of Reference Discussion to take place around	NZ/HL	July 2022	Meeting took place on 13 th June 2022.

			discharging recommendations and requirements within the terms of reference, specifically clinical audit and status of recommendations. The work programme to also be reviewed.			
8.	84/22	19.05.2022	Clinical Audit and outcome review plan Richard Evans, Nuria Zolle, Hazel Lloyd and Steve Spill undertook to discuss the clinical audit reporting requirements for Audit Committee and Quality and Safety Committee outside of the committee.	SS/RE/HL/ NZ	July 2022	Meeting scheduled for 20 th June 2022.