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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	07/10/25	Agenda Item		
Report Title	Controlled Drug Accountable Officer: Update Report			
Report Author	Rhys Howell (Advanced Pharmacist – Governance, Improvement and Transformation)			
Report Sponsor	Judith Vincent (Clinical Director for Pharmacy & Medicines Management & Controlled Drugs Accountable Officer)			
Presented by	Judith Vincent (Clinical Director for Pharmacy & Medicines Management & Controlled Drugs Accountable Officer)			
Freedom of Information	Open			
Purpose of the Report	To provide an exception report of controlled drug governance issues from the Controlled Drug Accountable Officer.			
Key Issues	<ul style="list-style-type: none"> Formalising the structure of controlled drug governance. Internal audit of controlled drug governance. 			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> ACKNOWLEDGE actions taken to strengthen controlled drug governance across the Health Board. 			

Controlled Drug Accountable Officer: Update Report

1. INTRODUCTION

The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 place a statutory responsibility on the Health Board and its Controlled Drug Accountable Officer (CDAO) to ensure the safe management and use of Controlled Drugs (CDs). It has been identified by the CDAO that CD governance needs to be strengthened across the Health Board in order to provide the Board with the necessary assurance regarding compliance with this legislation.

2. BACKGROUND

2.1 Formalising the structure of controlled drug governance

As previously reported, the CDAO, working in close collaboration with the Executive Medical Director's department, has sought over the last year to formalise CD governance arrangements, to ensure a robust and consistent approach across the Health Board. The aim is to both support Service Group CD Leads whilst also providing assurance to the CDAO and the Board of safe and appropriate controlled drug management.

In line with the agreement reached at the May 2025 meeting of this group, a schedule for service groups to report evidence of compliance against their CD governance responsibilities (as outlined in the, 'Policy for The Management of Controlled Drugs') to Quality and Safety Group has been developed and implemented.

Following discussion at the Executive Medical Director's forum in July 2025, correspondence was sent to service group controlled drug leads to confirm these arrangements, which included:

- the previously agreed internal service group controlled drug governance reporting framework;
- the agreement that the service group medical director holds the service group controlled drug lead responsibility unless an alternative, appropriate individual, is identified within the service group;
- the new onward reporting arrangements regarding controlled drug governance and assurance from service groups, to Quality and Safety Group, together with a reporting template (aligned with the controlled drug governance responsibilities, including audit requirements, of service groups and their staff

which are outlined in the Health Board's, 'Policy for The Management of Controlled Drugs').

Given the alignment of the new reporting arrangements with the Health Board's, existing 'Policy for The Management of Controlled Drugs,' it is anticipated that service groups will already be in receipt of the information required. To support service groups further, the report templates have been broken down into a quarterly, biannual and annual requirement to minimise the size of the reports and therefore time needed to complete. The first quarterly report from service groups to Quality and Safety Group is scheduled for October 2025.

The annual reports from service groups will also be shared at the West Glamorgan Controlled Drug Local Intelligence Network (CD LIN). A representative from the service group will be invited to the CD LIN to present this report.

2.2 Internal Audit Report of Controlled Drug Governance (Nov 2022)

As previously reported, pharmacy and service group colleagues have been working to ensure required action is taken to address the recommendations made in the internal audit undertaken in November 2022. However, as the recommendations have yet to be closed in full, it has been agreed that a repeat audit will take place in quarter three this year. As so much time has passed, and there have been changes within the service groups, this will identify which recommendations have been addressed, those which remain extant and any which are superseded by new recommendations.

It is anticipated that the work described above in section 2.1 will support attainment of assurance required that the internal audit recommendations have been successfully completed or supported the development of an infrastructure to do so.

3. GOVERNANCE AND RISK ISSUES

The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 place a statutory responsibility on the Health Board and its CDAO to ensure the safe management and use of CDs. Strengthening of CD governance is required across the Health Board in order to move towards a fully compliant position against these statutory responsibilities. The actions taken to date and future plans outlined in

this paper aim to mitigate this risk of non-compliance through strengthening the Health Board's CD governance.

4. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

5. RECOMMENDATION

Members are asked to:

- **ACKNOWLEDGE** actions taken to strengthen controlled drug governance across the Health Board.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Action taken to strengthen CD governance across the Health Board will include improvements in the quality and safety of care provided, as it relates to CDs and hence the patient experience.		
Financial Implications		
There are no financial implications associated with this report.		
Legal Implications (including equality and diversity assessment)		
The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 place a statutory responsibility on the Health Board and its CDAO to ensure the safe management and use of CDs. Strengthening of CD governance is required across the Health Board in order to move towards a fully compliant position against these statutory responsibilities.		
Staffing Implications		
The strengthening of CD governance will require a significant amount of time from both staff supporting the CDAO, Service Groups and corporate colleagues.		

Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)

- **Long Term** – The Health Board will have strengthened CD governance in line with requirements of, 'The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008.'
- **Prevention** – Strengthened CD governance will help to prevent CD incidents.
- **Integration** – Integrating the requirements of, 'The Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008,' with the existing governance mechanisms of the Health Board will strengthen overall CD governance.
- **Collaboration** – The approach being taken will encourage collaboration between Service Groups in the development of strengthened CD governance.
- **Involvement** – Health Board wide involvement in the development of strengthened CD governance will produce a synergistic effect at a whole system level.

Report History	10/09/24 – Controlled Drug Accountable Officer: Update Report 13/05/25 – Controlled Drug Accountable Officer: Update Report
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Appendices	N/A
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