



DECLARATION OF COMPLIANCE WITH CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD GOVERNANCE ARRANGEMENTS FROM THE MANAGING DIRECTOR TO THE ACCOUNTABLE OFFICER FOR CWM TAF MORGANNWG UNIVERSITY HEALTH BOARD

NATIONAL COLLABORATIVE COMMISSIONING UNIT

As the Managing Director of the National Collaborative Commissioning Unit, to which the Health Board is providing host services, I confirm for the period 2021-2022 that I:

- a) Acted at all times within the corporate governance framework of the Health Board
- b) Ensured that proper financial procedures have been followed and that accounting records were maintained in a form suited to the requirements of management as well as in the form prescribed for published accounts via WHSSC /EASC
- c) Ensured that the public funds for which I am responsible were properly and well managed and safeguarded, with independent and effective checks of cash balances in the hands of any official
- d) Ensured that assets for which I am responsible such as land, buildings or other property, including stores and equipment, were controlled and safeguarded with similar care, and with checks as appropriate
- e) Ensured that my responsibility for the overall organisation, management and staffing of the National Collaborative Commissioning Unit Team and its arrangements related to developing and delivering ICT services as well as matters of finance, together with any other aspect relevant to the conduct of the National Collaborative Commissioning Unit business in pursuance of the strategic direction set by the Welsh Government were discharged accordingly
- f) Ensured that all items of expenditure, including payments to staff, fell within the legal powers of the Health Board
- g) Acted within the scheme of delegations and ensured that I complied with guidance on classes of payment that I should authorise personally
- h) Ensured that in delegating functions to officers I was satisfied of their ongoing capacity and capability to deliver on those functions, facilitating access to the information they needed, ongoing training and development, as well as professional or specialist advice where appropriate
- i) Ensured prudent and economical administration, for the avoidance of waste and extravagance, and for the efficient and effective use of all resources
- j) Ensured that risks to the achievement of the National Collaborative Commissioning Unit objectives and fulfilment of its responsibilities were identified, that their significance was assessed, and that a sound system of internal control was in place to manage them



- k) Implemented an appropriate framework of assurance covering all aspects of National Collaborative Commissioning Unit business, ensured that research and evaluation work was planned so that strategic objectives and spending programmes for which I have responsibility were routinely evaluated to assess their effectiveness and value for money
- l) Ensured that, in the consideration of policy proposals relating to the expenditure or income for which I have responsibility, all relevant financial considerations, including any issues of propriety, regularity or value for money, were taken into account, and where necessary brought to your attention, as Accountable Officer for Cwm Taf Morgannwg University Health Board
- m) Agreed to attend any Board or sub-committee meeting of the Health Board in relation to the National Collaborative Commissioning Unit performance or governance issues that may affect the operational, financial or reputational performance of the Health Board, and
- n) Agreed to such reporting structure as was reasonably required by you or the Board in relation to the delivery of your obligations.
- o) Ensured that there were appropriate procedures established for Information Governance to ensure that all data/information was managed in accordance with all relevant legislation (i.e. General Data Protection Regulations, Data Protection Act 1998, Freedom of Information Act 2000, and Access to Health Records 1990), NHS standards and guidance's issued by the Welsh Government, the Information Commissioner's Office and other professional bodies.
- p) Escalated any incidents and/or risks that may impact the delivery of our service to the appropriate Health Board Committee / Executive Lead.

In relation to my responsibilities outlined above, I can confirm:

- i. I have discharged my responsibilities as laid down in this Statement and confirm that the financial information contained within the WHSSC /EASC and Health Board's accounts as they relate to the National Collaborative Commissioning Unit represent a true and fair view of its position on an ongoing basis
 - That all losses and special payments cases have been properly managed in accordance to the instructions and procedures set out in the 'Losses and Special Payments Manual of Guidance' and also, in respect of handling clinical negligence and personal injury claims, the guidance issued under cover of Welsh Health Circulars WHC(97)7, Section 8 PTR Guidance – Clinical Negligence and Personal Injury Litigation: Claims Handling : Putting Things Right – Guidance on dealing with concerns about the NHS from 1st April 2012 (Version 2 – April 2012) which supersedes WHC(97)17 – Clinical Negligence and Personal Injury Litigation: Structured Settlements.
 - The Civil Procedure Rules 1998



- WHC(98)8 - NHS Indemnity – Arrangements for Handling Clinical Negligence Claims against NHS Staff
 - WHC(99)128 – Handling Clinical Negligence Claims: Pre-Action Protocol
- ii. This responsibility also includes ensuring that counter fraud measures were put in place and operated in accordance with Welsh Government Directions on countering fraud in the NHS in Wales
 - iii. That the National Collaborative Commissioning Unit duty for internal control was fully embodied throughout the organisation that the Board Committees of the Health Board were provided with regular reports on such matters and that appropriate action was taken on any issues that emerge from these reports
 - iv. That appropriate action has been taken regarding recommendations made in any reports produced by the Public Accounts Committees of the Welsh Government (the PAC) and of the Westminster Parliament; or made in reports to WG or the National Assembly for Wales by the Auditor General for Wales or in reports to Parliament by the Comptroller and Auditor General
 - v. I have provided information as requested by the Auditor General for Wales and Audit Wales. I have co-operated with external auditors in any enquiries into the use the National Collaborative Commissioning Unit Service has made of public funds. I have provided, on your request, information on any points raised by external auditors which generate public, Welsh Government or Parliamentary interest. I have co-operated with arrangements for internal audit described in the NHS Internal Audit Standards for NHS Wales. I will ensure prompt action is taken in response to concerns raised by both external and internal audit
 - vi. I have provided any information requested by the Healthcare Inspectorate Wales, the Care and Social Services Inspectorate Wales, the Care Quality Commission and any other statutory inspectorate agency such as the Health and Safety Executive; and ensured appropriate action was taken regarding recommendations made in any reports produced by these organisations
 - vii. As appropriate, I identified a senior official who, in any temporary period of unavailability due to illness or other cause, or during normal periods of annual leave, could act on my behalf if required
 - viii. The National Collaborative Commissioning Unit has in place effective management systems that safeguard public funds and are appropriate for the achievement of the Health Board's Governance objectives and as laid down in the Code of Conduct and Accountability. Managers at all levels:
 - a. Had a clear view of their objectives and the means to assess and, wherever possible, measure outputs or performance in relation to those objectives
 - b. were assigned well-defined responsibilities for making the best use of resources



- c. received the information, training and access to the expert advice they need to exercise their responsibilities effectively.
- ix. Management systems were in place, which covered the issue of relationships and responsibilities of the Health Board Committees, and
- x. I complied with The Code of Conduct and Accountability issued to NHS Boards by Welsh Government in exercising my responsibilities for regularity, propriety and value for money.

For the period 1st April 2021 to the 31st March 2022

Date: 6 May 2022

Managing Director, National Collaborative Commissioning Unit

Looking forward - for the period 1st April 2022 – 31st March 2023

I confirm that I am aware of my on-going responsibilities and accountability to you, to ensure compliance in all areas as outlined in the above statements continues to be discharged for the financial year 2022-2023.

Date: 6 May 2022

Managing Director, National Collaborative Commissioning Unit