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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



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|--|--|--------------------------|--------------------------|
| <b>Meeting Date</b>  | <b>26<sup>th</sup> January 2021</b>  | <b>Agenda Item</b>       | <b>2.2</b>               |
| <b>Meeting</b>   | <b>Quality &amp; Safety Committee</b>  |                          |                          |
| <b>Report Title</b>  | <b>Nurse Staffing Levels Act 2016<br/>Final Internal Audit Report 2020/21 (Follow Up)</b>  |                          |                          |
| <b>Report Authors</b>  | Helen Griffiths Head Corporate Nursing<br>Elizabeth Williams Corporate Matron  |                          |                          |
| <b>Report Sponsor</b>  | Christine Williams, Interim Director Nursing & Patient Experience  |                          |                          |
| <b>Presented by</b>  | Christine Williams, Interim Director Nursing & Patient Experience  |                          |                          |
| <b>Freedom of Information</b>                                | <b>Open</b>  |                          |                          |
| <b>Purpose of the Report</b>                                 | To provide the findings and recommendations regarding the Nurse Staffing Levels Act (Follow Up) Final Internal Audit Report by NHS Wales Shared Services Partnership Audit and Assurances Services 2020/21.  |                          |                          |
| <b>Key Issues</b>  | <p>An internal audit review of the Nurse Staffing Levels Act was undertaken early in 2019/20. The audit review provided a “Reasonable Assurance”.</p> <p>The 2020/21 internal follow up audit review reported significant progress had been made with implementing the previous recommendations and the current review opinion is “Substantial Assurance”.</p> |                          |                          |
| <b>Specific Action Required<br/>(please choose one only)</b> | <b>Information</b>   | <b>Discussion</b>        | <b>Assurance</b>         |
|  | <input checked="" type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Recommendations</b>                                       | The Quality and Safety Committee are asked to: <ul style="list-style-type: none"> <li><b>NOTE</b> the contents of the report.</li> </ul>   |                          |                          |
| <b>Appendices</b>  | Appendix 1 – Nurse Staffing Levels Act (Follow Up)<br>Final Internal Audit Report 2020/21  |                          |                          |

## Nurse Staffing Levels Act 2016

### 1. Purpose

The purpose of this report is to provide an update to the Committee regarding the findings and recommendations of the Nurse Staffing Levels Act (Follow Up) Final Internal Audit Report by NHS Wales Shared Services Partnership Audit and Assurances Services 2020/21.

The full report is attached as **Appendix 1**.

### 2. Key Findings

The objective of the original audit undertaken in 2019/20 was to review arrangements in place to ensure that Swansea Bay University Health Board (SBUHB) has appropriate processes in place to ensure that it is complying with the requirements of the Nurse Staffing Levels (Wales) Act 2016. The audit provided a “**Reasonable**” level of assurance but made recommendation to address the clarity of the local framework, the robustness of the record-keeping, the supporting accountability for the calculated staffing levels and reporting.

The audit 2019/20 recommended 4 actions, 1 High priority and 3 Medium Priority as below:

1. **Operating Framework** - The Health Boards NSA Operating Framework required clarity on some of the roles, job titles of holders and distinction between corporate and unit posts.
2. **Accountability** – required robust process for approval of the templates with signatures.
3. **Report Consistency** - some differences noted between calculated levels reported due to uplifts, to ensure where there were adjustments these were to be made clear.
4. **Reporting** – the annual HB report did not present data on the extent to which the calculated levels were achieved during the year.

The Final Internal Audit 2020/21 current review reported significant progress had been made with implementing the above (previous) 4 recommendations.

Actions 2 - 4 had been implemented in full with no further recommendations.

Action 1 the operating framework had been revised and approved. The action had been implemented in part due to the updated version had not been uploaded onto the health board intranet site COIN. This has been actioned and uploaded on 7<sup>th</sup> January 2021.

The follow up internal audit 2020/21 review provides an assurance level against the implementation of the agreed action plan as “**Substantial Assurance**”.

### 3. Recommendations

The Committee is requested to note the contents of the report.

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Governance and Assurance</b>   |   |                                     |
| <b>Link to Enabling Objectives</b><br>(please choose)   | <b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>       |                                     |
|   | 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"/>            |
|   | <b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>               |                                     |
|   | Best Value Outcomes and High Quality Care   | <input checked="" type="checkbox"/> |
|   | Partnerships for Care   | <input checked="" type="checkbox"/> |
|   | Excellent Staff   | <input checked="" type="checkbox"/> |
|   | Digitally Enabled Care  | <input checked="" type="checkbox"/> |
|   | Outstanding Research, Innovation, Education and Learning  | <input checked="" type="checkbox"/> |
| <b>Health and Care Standards</b>  |   |                                     |
| (please choose)   | Staying Healthy   | <input checked="" type="checkbox"/> |
|   | Safe Care   | <input checked="" type="checkbox"/> |
|   | Effective Care  | <input checked="" type="checkbox"/> |
|   | Dignified Care  | <input checked="" type="checkbox"/> |
|   | Timely Care   | <input checked="" type="checkbox"/> |
|   | Individual Care   | <input checked="" type="checkbox"/> |
|   | Staff and Resources   | <input checked="" type="checkbox"/> |
| <b>Quality, Safety and Patient Experience</b>   |   |                                     |
| This report sets out the significant progress of the 2020/21 internal follow up audit review.                 |   |                                     |
| <b>Financial Implications</b>   |   |                                     |
| No implications to note.  |   |                                     |
| <b>Legal Implications (including equality and diversity assessment)</b>                                       |   |                                     |
| No implications for the Committee to note.  |   |                                     |
| <b>Staffing Implications</b>  |   |                                     |
| No implications for the Committee to note.  |   |                                     |
| <b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b> |   |                                     |
| No implications for the Committee to be notified of.  |   |                                     |
| <b>Report History</b>   |   |                                     |
| <b>Appendices</b>   | Appendix 1 – Nurse Staffing Levels Act (Follow Up)<br>Final Internal Audit Report 2020/21<br>Appendix 2 – Updated Operating Framework |                                     |