

## SWANSEA BAY UNIVERSITY HEALTH BOARD : FCP REVIEW PLAN 2021/22

NO	TITLE	Version to be updated	Date Last Reviewed	Date Last Amended	NWSSP Related	Lead Reviewer	Manager Review	Planned Review Period 2021/22				Comments
								Qtr 1	Qtr 2	Qtr 3	Qtr 4	
5	Financial Planning	7.0	Nov-20	Oct-19	-	Samantha Lewis	-				√	Procedure to be sent to Sam in December
6	Budgetary Control	11.0	Nov-20	Nov-19	-	Samantha Lewis	-				√	Procedure to be sent to Sam in December
9	Banking Arrangements	9.0	Nov-20	Nov-19	-	Andrea Giles	Liz Gunn				√	Review Ongoing
10	Income, Fees & Charges & Security of Cash, Cheques & Other Negotiable Instruments	11.0	Nov-20	Jan-20	-	Andrea Giles	Liz Gunn				√	Detailed Review to be undertaken as new SFI's split this out into 2 sections- one for income fees and charges and one for security of cash and cheques etc. There may therefore be a need to split this procedure and renumber issued
11	Procurement & Contracting for Goods & Services	6.0	Nov-20	Dec-19	Yes	Keir Warner	Andrew Biston				√	Proposed Updated procedure provided - review being undertaken by Andrew Biston
13	Pay Expenditure	7	Nov-20	May-19	Yes	Bev Cokeley / Julian Quirk	Andrew Biston				√	Proposed Updated procedure provided - review being undertaken by Andrew Biston
14	Non Pay Expenditure	8.0	Nov-20	May-19	Yes	Russell Ward/Rowena Bines	Andrew Biston				√	Proposed Updated procedure provided - review being undertaken by Andrew Biston
15	Capital Investment, Fixed Asset Registers and Security of Assets	6.0	Nov-20	Aug-19	-	Carl Smith/Ian Macdonald	Andrew Biston				√	Pushed to Qtr 4 to include new requirements for IFRS 16
17	Disposals & Condemnations, Losses & Special Payments	6.0	Oct-20	Oct-20	-	Liz Gunn	Andrew Biston		√			Review Complete - Final Amendments being made. Planned to upload to intranet in November
19A	Patients' Property - Acute	7.0	Nov-20	May-19	-	TBC	Andrew Biston				√	Confirmation being sought as to most appropriate Nursing Reviewer
19B	Patients Property - Mental Health & LD	6.0	Nov-20	May-19	-	Samuel Evans /Tudor hampton	Liz Gunn				√	Review Commenced
19D	Patients Property - Finance & General Controls	5.0	Nov-20	May-19	-	Samual Evans	Andrew Biston				√	Review Commenced
19E	Found Property	6.0	Nov-20	Oct-20	-	Liz Gunn	Andrew Biston		√			Review Complete - Final Amendments being made. Planned to upload to intranet in November
20	Funds Held on Trust	11.0	Dec-20	Dec-20	-	Cathy Morgans	Andrew Biston				√	Review Ongoing - Updated Procedure to be shared with CFC in February
21	Retention of Records	8.0	Oct-20	Oct-20	-	Andrew Biston	-		√			Review Complete - Final Amendments being made. Planned to upload to intranet in November