

 GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales	<p align="right"> Name of Meeting Audit and Corporate Governance Committee Date of Meeting 16 March 2023 Agenda item: 4.1b </p>
--	--

Governance Assurance Updates

Executive lead:	Liz Blayney, Acting Board Secretary and Head of Board Business Unit
Author:	Reanne Reffell, Acting Board Governance Manager

Approval/Scrutiny route:	Liz Blayney, Acting Board Secretary and Head of Board Business Unit
---------------------------------	---

Purpose

The purpose of this report is to provide assurance to the Audit and Corporate Governance Committee on a number of governance compliance areas, as part of the annual reporting process.

This year, we have combined this update into one paper to cover the following assurance reports:

- **Declarations of Interests (Bi Annual updates)**
- **Welsh Health Circulars (Bi Annual updates)**
- **Policy Update (Bi Annual Updates)**
- **Compliance with Corporate Governance in Central Governance Departments: Code of Practice 2017 (Annual Review)**

The sections below provide a summary of the current status for the areas listed above.

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>

The Audit and Corporate Governance Committee is asked to:

1. **Take assurance** on the implementation of the Standards of Behaviour Policy, and note the updated **Declarations of Interest Register** that will be published following the meeting.
2. **Take assurance** on management of the process for ensuring the Organisation's compliance with **Welsh Health Circulars**.
3. **Take assurance** on the prioritisation and progress being made to review **Corporate policies**, procedures and other written control documents within the remit of the Committee.
4. **Take assurance** on Public Health Wales' compliance with Corporate Governance in Central Governance Departments: **Code of Practice 2017**

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to all 7 of the Strategic Priorities and Well-being Objectives.

Summary impact analysis

Equality and Health Impact Assessment	A specific Equality and Health Impact Assessment (EHIA) is not required to support of this report.
Risk and Assurance	. This report provides assurance on the implementation of the relevant policy and Procedures
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Choose an item. Choose an item.
Financial implications	There are no financial implications as a result of this report.
People implications	There are no people implications as a result of this report.

1. Purpose / situation

The purpose of this report is to provide assurance to the Audit and Corporate Governance Committee on a number of governance compliance areas, as part of the annual reporting process.

This year, we have combined this update into one paper to cover the following assurance reports:

- **Declarations of Interests (Bi Annual updates)**
- **Welsh Health Circulars (Bi Annual updates)**
- **Policy Update (Bi Annual Updates)**
- **Compliance with Corporate Governance in Central Governance Departments: Code of Practice 2017 (Annual Review)**

The sections below provide a summary of the current status for the areas listed above.

2. Declarations of Interest

The Board Secretary must provide a regular report, detailing the declarations of Interests, Gifts, Hospitality, Honoraria and Sponsorship received and the effectiveness of the arrangements in place, to the Audit and Corporate Governance Committee for scrutiny. The Audit and Corporate Governance Committee will review and report to the Board upon the adequacy of these arrangements. The last report was received by the Committee in October 2022.

In line with the Standards of Behaviour Policy and supporting Procedure the following individuals must complete a Declaration of Interest Form:

- Non-Executive Directors
- Directors
- Members of staff considered to be Tier 3 or above
- Members of staff who are level 1 or level 2 budget holders or who have responsibility for obtaining quotations, tendering or contracting for goods and services.

In line with the Standards of Behaviour Policy, the Board Secretary has established and maintains a register of interests declared by staff and Non-Executive Directors. This register:

- Details of directorships, pecuniary (financial) and non-pecuniary interests in organisations that may have dealings with the NHS and membership of professional committees and third sector bodies.
- Where relevant it also includes details of interests of spouses, civil partners or close family members.
- The Board and Executive level interested are published to the website for public information.
- Maintains interest for a minimum of 12 months after the Board Secretary has been informed that the interest has expired. A record of historic interests is retained by the organisation for a minimum of 6 years following the date it expired.

Appendix 1 is the Board and Executive Register of Interests 2022/23 as at 1 March 2023.

Appendix 2 is the Staff Register of Interests 2022/23 as at 1 March 2023.

Register of Gifts, Hospitality and Sponsorship: financial year 2022/23

In line with the Policy all relevant members of staff and Non-Executive Directors has a personal responsibility to volunteer information regarding offers of gifts, hospitality and sponsorship, including those offers that have been refused.

There are no Gifts, Hospitality and Sponsorship declarations to report to the Committee for the period 01 October 2022 and 07 March 2023.

Date: March 2023	Version: 0	Page: 5 of 6
-------------------------	-------------------	---------------------

3. Welsh Health Circulars

The Board Business Unit maintains a tracker for monitoring and recording the Welsh Health Circulars (WHCS) that are received by the Trust. The WHCs are sent to the relevant Executive Lead for action, and the completion of actions are recorded within a central record log.

This report provide an update to the Committee on the current compliance with Welsh Health Circulars issued by the Welsh Government. The last report to the Committee was in October 2022.

For the period 1 September 2022 to 31 January 2023, 11 Welsh Health Circulars have been received in total. Following the review of the WHCs,

3 of the 11 received were not applicable to Public Health Wales. These were:

Ref	Title	Purpose
WHC/2022/003	Guidance for the provision of continence containment products for adults in Wales 2022	Compliance/Action
WHC/2022/004	Guidance for the care of children and young people with continence problems	Action
WHC/2022/026	Approach for Respiratory Viruses – Technical Guidance for Healthcare Planning	Action

8 were applicable to Public Health Wales:

Ref	Title	Purpose	Status
WHC/2022/023	Changes to the vaccine for the HPV immunisation programme	Information	Complete
WHC/2022/027	Urgent polio catch-up programme for children under 5 years old	Action	Complete
WHC/2022/028	More than just words Welsh language awareness course	Action	Complete
WHC/2022/029	Urgent polio catch-up programme for children under 5 years old - follow up	Action	Complete
WHC/2022/031	Reimbursable vaccines and eligible cohorts - for the 2023-24 NHS Wales Seasonal Influenza (flu) Programme	Action	Complete
WHC/2022/035	Influenza (flu) Vaccination Programme deployment 'mop up' 2022- 2023	Action	Complete
WHC/2023/001	Eliminating hepatitis (B and C) as a public health threat in Wales –	Action	In progress

	Actions for 2022-23 and 2023-24		
WHC/2023/002	New Lower Gastrointestinal 'FIT' National Optimal Pathway	Action	In progress

Of the 8 WHCs that were applicable to Public Health Wales, 6 have been completed and have been signed off by Executive leads,

There are 2 outstanding WHCs on the register that are in progress.

One WHC remains open from the last bi annual report:

WHC 2022 008	New Records Management Code of Practice for Health and Care 2022	In progress
<p>The Executive Lead has confirmed that this WHC is in progress: <i>The requirements of WHC 2022 008 have been incorporated into the newly developed Records Management Policy and Procedure, which formed part of phase two of the records management project. The policy and procedure are currently in draft form and appropriate approvals will be progressed.</i></p>		

Appendix 3 is the full WHC log covering the period 1 September 2022 to 31 January 2023.

4. Policy Update

The Board approved a organisation-wide Policy and Written Control Documents Policy and Procedure in July 2022. All new/revised documents are developed and approved in accordance with the provisions and processes set out in these documents. The procedure specifies that the Register will be reported annually to the Board, and the relevant sections reported to Board Committees Bi-Annually. T

This report provides the Committee with assurance that required policies, procedures and other written control documents are being developed and maintained and that progress is being made to review and update policies that have passed their review date.

The Executive Team also consider a compliance report on a quarterly basis for ongoing monitoring and management of the policy register.

There are 13 policies on the policy register, which were approved by the Audit and Corporate Governance Committee (ACGC) or have been delegated to the Committee by the Board.

As of 07 March 2023, 5 (38.5%) policies/procedures are in date, 8 (61.5%) policies are due for review.

The Committee is asked to note that of the 8 overdue policies, 3 have recently become overdue (January 2023) and 3 have been submitted for approval at the March ACGC meeting. All of the existing policies will remain current pending development of the document.

Appendix 4 is an extract taken from the Corporate Policy and other written Control Documents Register and shows the status of documents at end of quarter 3, 2022/23.

5. Self-Assessment 2022/23 - Compliance with Corporate Governance in Central Government Departments: Code of Practice 2017

Public Health Wales is required to comply with the UK Corporate Governance Code: Corporate governance in central government departments: code of good practice 2017 ('the code').

This report seeks to provide assurance to the Committee that the Governance arrangements in place within the Organisation are in line with UK Standards; and the processes and procedures are in place to manage governance internally and support effective decision making.

On behalf of the Organisation, the Board Business Unit has completed an self assessment against the Code using the "Comply" or "Explain" approach to determine how we believe we are meeting the principles within the code..

The detail within the attached self-assessment asserts that we comply with each of the principles, noting that there have been no reported departures from the Code.

Within the Annual Governance Statement 2022/23, the Organisation is asked to reflect how it complies with the Corporate Governance in Central Government Departments: Code of Practice 2017.

The full self-assessment is provided to the Committee at **Appendix 5** for assurance.

6. Recommendations

The report provides assurance to the Committee that the Organisation is meeting the requirements for each of the areas reports, there are no concerns to bring to the attention of the Committee in any of the areas listed.

The Audit and Corporate Governance Committee is asked to:

1. **Take assurance** on the implementation of the Standards of Behaviour Policy, and note the updated **Declarations of Interest Register** that will be published following the meeting.
2. **Take assurance** on management of the process for ensuring the Organisation's compliance with **Welsh Health Circulars**.
3. **Take assurance** on the prioritisation and progress being made to review **Corporate policies**, procedures and other written control documents within the remit of the Committee.
4. **Take assurance** on Public Health Wales' compliance with Corporate Governance in Central Governance Departments: **Code of Practice 2017**