

 <p>lechyd Cyhoeddus Cymru Public Health Wales</p>	<p><b>Name of Meeting</b> Audit and Corporate Governance Committee <b>Date of Meeting</b> 19 March 2024 <b>Agenda item:</b> 6.3</p>
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<b>Governance Assurance Bi Annual Updates</b>	
<b>Executive lead:</b>	Paul Veysey, Board Secretary and Head of the Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager
<b>Approval/Scrutiny route:</b>	Paul Veysey, Board Secretary and Head of the Board Business Unit

<b>Purpose</b>
<p>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.</p> <p>This year, we have combined this update into one paper to cover the following assurance reports:</p> <ul style="list-style-type: none"> <li>- <b>Declarations of Interests (Bi Annual updates)</b></li> <li>- <b>Welsh Health Circulars (Bi Annual updates)</b></li> <li>- <b>Policy Update (Bi Annual Updates)</b></li> </ul>

<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ol style="list-style-type: none"> <li>1. <b>Take assurance</b> on the implementation of the Standards of Behaviour Policy, and note the updated <b>Declarations of Interest Register</b> that will be published following the meeting.</li> <li>2. <b>Take assurance</b> on management of the process for ensuring the Organisation's compliance with <b>Welsh Health Circulars</b>.</li> <li>3. <b>Take assurance</b> on the prioritisation and progress being made to review <b>Corporate policies</b>, procedures and other written control documents within the remit of the Committee.</li> </ol>				

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**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 the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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**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, compliance with Welsh Health Circulars and the Declarations of Interest of Gifts and Hospitality register, which are all components of the Board Assurance Framework.

Assurance is sought on these matters by the Committee on behalf of the Board. The Committee will report this to the Board at the next meeting.

**Health and Social Care (Quality and Engagement) (Wales) Act**

**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 and Gifts and Hospitality**
- **Welsh Health Circulars**
- **Corporate Policy and Procedure**

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 March 2023.

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 2023/24 as at 8 March 2024.

**Appendix 2** is the Staff Register of Interests 2023/24 as at 8 March 2024.

**Appendix 3** is the Register of Gifts, Hospitality and Sponsorship: Financial Year 2023/24 as at 8 March 2024.

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

### 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 provides 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 September 2023.

For the period 1 September 2023 to 29 February 2024, 23 Welsh Health Circulars have been received in total.

Following the review of the WHCs, 10 of the 23 received were not applicable to Public Health Wales. These were:

Ref	Title	Purpose
WHC/2023/008	SaBTO FAIR III recommendations to tissue and cell donation process	For Information /Action
WHC/2023/021	Consent to Examination or Treatment - update	For Action
WHC/2023/035	Update of guidance on clearance and management of healthcare workers living with a bloodborne virus (BBV) and a reminder of health clearance for tuberculosis.	For Action
WHC/2023/037	Patient Testing Framework for Autumn / Winter 23	For Compliance
WHC/2023/039	Independent Authorisation of Blood Component Transfusion (IABT)	For Action
WHC/2023/040	Newborn and Infant Physical Examination Cymru (NIPEC)	For Action
WHC/2023/044	Influenza (flu) Vaccination Programme deployment 'mop up' 2023- 2024	For Action
WHC/2023/048	Health Board Allocation	For Compliance
WHC/2024/004	Assurance of aseptic preparation of medicines in NHS Wales	For Information
WHC/2024/005	Private obesity surgery and the Welsh NHS	For Compliance

17 were applicable to Public Health Wales:

Ref	Title	Purpose	Status
WHC/2023/032	Private obesity surgery and the Welsh NHS	For Compliance	Complete

WHC/2023/033	Vaccine Products to be used in the Autumn 2023 COVID-19 Vaccination programme	For Compliance /Action/ Information	Complete
WHC/2023/034	NHS Welsh Sustainability Awards	For Action	In Progress
WHC/2023/036	Speaking up Safely Framework - NHS Wales	For Compliance	Complete
WHC/2023/038	Healthy Start eLearning course	For Action	In Progress
WHC/2023/043	Vaccination of Healthcare Staff to Protect Against Measles	For Compliance /Action/ Information	Complete
WHC/2023/046	All-Wales Control Framework for Flexible Workforce Capacity	For Action	Complete
WHC/2023/047	Influenza Vaccines and Eligible Cohorts for the 2024/25 season	For Compliance /Action/ Information	Complete
WHC/2024/001	Changes to the way individuals who are at highest risk from Covid-19 access lateral flow tests and Covid-19 treatments	For Information	In Progress
WHC/2024/002	Standards for Competency Assurance of Non-Medical Prescribers in Wales	For Action	In Progress
WHC/2024/08	Vaccination against measles – urgent action	For Compliance	In Progress
WHC/2024/009	COVID-19 spring booster vaccination programme 2024	For Action	In Progress
WHC/2024/010	NHS Welsh Sustainability Conference and Awards	For Action	In Progress

**Appendix 4 is the full WHC log covering the period 1 September 2023 to 29 February 2024.**

#### 4. Corporate Policy and Procedures

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.

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

There are 12 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 2024, 7 (58%) policies are in date, 5 (42%) policies are due for review.

The Committee is asked to note that all policies due for review remain current pending development of the document. All 4 Information Governance policies that are due for review are expected to be issued for approval at the May 2024 Audit and Corporate Governance Committee. Further updates are available within appendix 4.

**Appendix 5** is an extract taken from the Corporate Policy and other written Control Documents Register and shows the status of documents during quarter 4, 2023-24.

## 5. Recommendation

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.