

**Unconfirmed Minutes of the Public Health Wales
Audit and Corporate Governance Committee Meeting
9 May 2024 at 10:05, in 3.4 CQ2 and via Microsoft Teams**

Part B

| | | |
|---|------|---|
| Present | | |
| Nick Elliott | (NE) | Committee Chair and Non-Executive Director |
| Mohammed Mehmet | (MM) | Non-Executive Director |
| Tamsin Ramasut | (TR) | Non-Executive Director |
| In Attendance: | | |
| Olivia Angilley | (OA) | Trainee Finance Graduate |
| Anne Beegan | (AB) | Audit Wales |
| Liz Blayney | (LB) | Deputy Board Secretary and Board Governance Manager |
| Tracey Cooper | (TC) | Chief Executive |
| Paul Dalton | (PD) | Head of Internal Audit, Audit and Assurance Services, NHS Wales Shared Services Partnership |
| Huw George | (HG) | Deputy Chief Executive and Director of Operations and Finance |
| Claire Green | (CG) | National Director for the Financial Planning, Delivery Directorate and Responsible Officer, NHS Executive |
| Iain Hardcastle | | Interim National Director of Networks and Planning, NHS Executive |
| Clare Jenkins | (CJ) | Vice Chair of the Board and Non Executive Director |
| Alun Lloyd | (AL) | Independent Adviser |
| Gareth Lucey | (GL) | Financial Audit Director, Audit Wales |
| Jane Matthews | (JM) | Head of Financial Reporting and Control |
| Stuart Silcox | (SS) | Assistant Director of Integrated Governance |
| Molly Simmonds | (MS) | Trainee Finance Graduate |
| Paul Veysey | (PV) | Board Secretary and Head of the Board Business Unit |
| Nick Wood | (NW) | Welsh Government |
| Apologies | | |
| Claire Birchall | (CB) | Interim Executive Director for Quality, Nursing and Allied Health Professionals |
| Angela Williams | (AW) | Deputy Director of Operations and Finance |
| Jan Williams | (JW) | Chair, Public Health Wales |
| The meeting commenced at 12:00 | | |
| ACGC 9/2024.05.09 Welcome and Apologies for Absence | | |
| NE opened the meeting and welcomed all present, noting that the meeting was held electronically and in person at CQ2. | | |

The Committee **noted** that the meeting was being recorded to support with accuracy of the minutes, and that the recording would be deleted once the minutes had been agreed at the next meeting in July 2024.

The apologies for absence were recorded from CB, AW and JW.

| | |
|---------------------------|---------------------------------|
| ACGC 10/2024.05.09 | Declarations of Interest |
|---------------------------|---------------------------------|

There were no declarations of interest in addition to those already declared on the Declarations of Interest Register.

| | |
|--------------------------|-------------------------------|
| ACGC11/2024.05.09 | NHS Executive Business |
|--------------------------|-------------------------------|

| | |
|----------------------------------|---------------------------------------|
| ACGC 11.1/ 2024.05.09 | NHS Executive Annual Statement |
|----------------------------------|---------------------------------------|

PV provided the Committee with a summary of the Hosting Arrangement with the NHS Executive and defined the legal context of the Hosting Arrangement to both the NHS Executive and to Public Health Wales.

The NHS Executive had no legal identity of its own and all of its functions result from the hosting arrangement with Public Health Wales. NHS Executive staff were employees of Public Health Wales and all NHS Executive liabilities were owned by Public Health Wales subject to indemnities set out in the Hosting Arrangement. The NHS Executive was responsible for setting its work programme and was accountable in terms of its performance and delivery to Welsh Government.

The Hosing Arrangement had defined lines of accountability set out to ensure proper work flows and assurance, CG as Responsible Officer, reported to the Host Organisation's Accountable Officer, Chief Executive TC. The Hosting Arrangement included a process for review and clearly defined the requirement for the NHS Executive to be responsible for compliance with all Public Health Wales governance arrangements.

Reviews took place every six months (November 2023, and May 2024), The Responsible Office was required to engage in all aspects of assurance relating to the Hosting Arrangements and would attend Public Health Wales Board and Board Committees as required by the Accountable Officer.

There were two documents which were required by the Committee to take assurance that the NHS Executive had complied with the Public Health Wales Governance Framework, the Annual Compliance Statement and the Annual Assurance Statement which were included on the agenda today.

The Annual Assurance statement was required by 30 April each year to confirm that the NHS Executive complied with the hosting arrangements and to highlight any areas of concern, risk or non compliance.

A review took place between the Responsible Office and the Accountable Officer on 3 May 2024, and these meetings would continue on a quarterly basis.

CG presented the NHS Executive's Annual Assurance to the Committee, including a brief background to the establishment of the NHS Executive.



CG briefly noted some compliance figures for the Committee:

- 71% of staff had completed an annual appraisal.
- 3.52% Sickness rate.
- 94% Statutory and Mandatory Training completed core compliance.
- Reported a break-even position.

CG thanked colleagues in Public Health Wales who had facilitated the transition to the NHS Executive and work continued to align policies and processes to the Public Health Wales format.

On the requirement to raise risks or compliance issues, CG informed the Committee of one legacy issue which would be addressed by IH in the Private Session of the Agenda.

The Committee asked how data sharing would be managed between both Organisations to facilitate efficient working practices. CG explained that the NHS Executive was a growing organisation and TechWales would be joining the NHS Executive in September 2024. Both Public Health Wales and the NHS Executive had been developing core systems to extend into the Public Health Wales network.

CG acknowledged the process of migrating to new servers was ongoing and many staff were still linked to their former servers and had not yet migrated over. She was also aware that the data sharing issue was not related solely to IT, and used the example where a Caldicott Guardian in the NHS Executive who would report to the Caldicott Guardian in Public Health Wales.

The Committee took **assurance** from the Declaration of Compliance provided for 2023/2024 and the verbal update provided. The Committee **received** and took **assurance** from the forward Declaration of Compliance for 2024/2025.

NE thanked CG for the presentation.

ACGC 12/2024.05.09 | Closing Administration

Date of next Committee meeting:
10 July 2024

The Committee was asked to e-mail feedback on the meeting to LB.

Any Other Business

NE thanked everyone for their contributions and closed the meeting.

The meeting closed at 12:20