

 <p>lechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting Audit and Corporate Governance Committee Date of Meeting 10 September 2024 Agenda item: 6.3</p>
---	---

Governance Assurance Bi Annual Updates	
Executive lead:	Paul Veysey, Board Secretary and Head of the Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager
Approval/Scrutiny route:	Paul Veysey, Board Secretary and Head of the Board Business Unit

Purpose
<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"> - Declarations of Interests (Bi Annual updates) - Welsh Health Circulars (Bi Annual updates) - Policy Update (Bi Annual Updates)

Recommendation:				
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"> 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. 				

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:

Strategic Priority/Well-being Objective	All Strategic Priorities/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	<p>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.</p> <p>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.</p>
---------------------------	--

Health and Social Care (Quality and Engagement) (Wales) Act	This paper supports the Quality themes.
--	---

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 2024.

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 1 September 2024

Appendix 3 is the Staff Register of Interests 2024/25 as at 1 September 2024. (*Note this has been provided in the private session*)

Appendix 2 is the Register of Gifts, Hospitality and Sponsorship: Financial Year 2024/25 as at 1 September 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 March 2024.

For the period 1 March 2024 to 27 August 2024 a total of 24 Welsh Health Circulars were received.

Following the reviews of each WHC when received, 8 of the 24 received were found to be not applicable to Public Health Wales. These were:

Ref	Title	Purpose
WHC/2023/041	Refresh of the rare disease action plan 2022 to 2026	For Action/ Information
WHC/2023/045	Recording dementia read codes	For Action
WHC/2024/006	National Clinical Guideline for Stroke, for the UK and Ireland	For Action
WHC/2024/011	Changes to dietary advice on feeding young children aged 1-5 years	For Action
WHC/2024/020	New treatment fund: directions on the exemptions for health boards and trusts	For Action/ Compliance
WHC/2024/027	All Wales Critical Care Escalation Guidance for the Management of All Large Unplanned Increases in Demand	For Information
WHC/2023/029	Certification of Vision Impairment in Primary and Community Care	For Compliance
WHC/2024/030	Published weight management medication pathway	For Action

There were 16 WHCs which were found to be applicable to Public Health Wales:

Ref	Title	Purpose	Status
WHC/2024/002	Standards for Competency Assurance of Non-Medical Prescribers in Wales	For Action	Complete
WHC/2024/007	Guidelines for managing patients on the suspected cancer pathway	For Compliance/ Action/ Information	Complete

WHC/2024/012	Nursing Preceptorship & Restorative Clinical Supervision - A National Position Statement	For Compliance/ Action	Complete
WHC/2024/013	Governance on interim appointments to Executive and Senior Positions	For Compliance	Complete
WHC/2024/014	Introducing ONS geographic codes for use as standard in NHS Wales	For Compliance	Complete
WHC/2024/016	Healthy Child Wales Programme: for school aged children	For Action/ Information	Complete
WHC/2024/017	Implementation of the Non-pay Elements of the 2022-4 Collective Agreement	For Action	Complete
WHC/2024/019	Interim amendments to the Model Standing Orders for Local Health Boards and NHS Trusts in Wales	For Compliance	Complete
WHC/2024/022	Dispute Arbitration Process - Guidance for Disputed Debts (invoices and service agreements) within NHS Wales: 2024/25 – 2026/27	For Compliance	Complete
WHC/2024/024	Implementation the agreed approach to preventing Violence and Aggression towards NHS staff in Wales.	For Action	Complete
WHC/2024/025	NHS Wales National Clinical Audit and Outcome Review Plan Annual Rolling Programme for 2024/25	For Action/ Information	Complete
WHC/2024/026	2024/25 LHB, SHA & Trust Monthly Financial Monitoring Return Guidance	For Compliance	Complete
WHC/2024/028	The National Influenza Immunisation Programme 2024 - 2025	For Action/ Compliance	Complete
WHC/2024/031	Agency Workforce Reduction Programme and Control Framework 2024-25	For Action	Complete
WHC/2024/032	Introduction of new NHS Wales vaccination programmes against respiratory syncytial virus (RSV)	For Action	In Progress
WHC/2024/033	The Winter Respiratory Programme 2024/25	For Action/ Compliance	Complete

Appendix 5 is the full WHC log covering the period 1 March 2024 to 27 August 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 11 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 1 September 2024, for the Public Health Wales Policies 10 (91%) policies are in date, 1 (9%) Policy is due for review.

The Committee is asked to note that all policies due for review remain current pending development of the document.

Appendix 6 is an extract taken from the Corporate Policy and other written Control Documents Register and shows the status of documents during quarter 2 2024/25.

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.