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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
People and Organisational
Development Committee
Date of Meeting
8 July 2021
Agenda item:
6

Committee Terms of Reference Review

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Helen Bushell, Board Secretary and Head of Board Business Unit
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Purpose

The Terms of Reference of Committees should be reviewed annually to ensure compliance with Standing Orders. The Committees Terms of Reference were last reviewed in November 2019.

The report provides the People and Organisational Development Committee the opportunity to recommend any changes to the Board it considers necessary following an internal review of the Committee's terms of reference.

Appendix 1 is a terms of reference for consideration.

Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input checked="" type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
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The Committee is asked to:

- **Consider** the terms of reference and determine if it wishes to recommend any changes to the Board
- **Agree to recommend** to the Board that no changes are made to the Committees' Terms of Reference.

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 seven of the strategic priorities and well-being objectives.

Summary impact analysis

Equality and Health Impact Assessment	An Equality and Health Impact Assessment is not required in support of this report
Risk and Assurance	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
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
Financial implications	Not applicable
People implications	Not applicable

1. Purpose / situation

The purpose of this report is to review the Committee's terms of reference as part of the annual review, and recommend any changes to the Board for approval.

The terms of reference were last reviewed, in detail, in November 2019.

The Terms of Reference for the Audit and Corporate Governance Committee, the Quality, Safety and Improvement Committee were reviewed and the Standard Terms of Reference and Operating Arrangements for Committees were reviewed by the Committees in January / February 2021. The Committees recommended changes to the Terms of Reference to the Board on 27 May 2021.

No changes were made to the Standard Terms of Reference and Operating Arrangements for Committees.

As the People and Organisational Development Committee Terms of Reference was not in operation during January and February 2021 when the review took place, it was agreed that a review of these terms of reference be undertaken once the Committee reconvened.

2. Background

The Quality, Safety and Improvement Committee Terms of Reference which included the addition of Health and Safety matters, and the following changes were made to the People and Organisational Development Committee Terms of Reference in May 2021 to align these changes.

Purpose	Removal of: <i>'assurance to the Board in relation to the effectiveness of the arrangements in place to ensure organisational wide compliance with the health, safety and welfare requirements.'</i>
Delegated powers	Removal of: <i>'seek assurances that there is the appropriate culture and arrangements to allow the Trust to discharge its statutory and mandatory responsibilities with regard to health, safety and welfare.'</i>

	<p>Removal of: <i>'Receive reports of near misses, incidents, serious adverse incidents and claims relating to the health, safety and welfare of staff.'</i></p>
6.2 Attendees	<p>Revised title: <i>National Director of Health Protection and Screening Services/Medical Director</i> to replace Executive Director Public Health Services / Medical Director.</p> <p>Removal of: <i>Deputy Chief Executive and Executive Director of Operations and Finance (Executive Lead for Health and Safety) or nominated deputy.</i> As this has transferred to Quality, Safety and Improvement Committee.</p>

No further changes are recommended to the terms of reference, following these revisions in May 2021.

3. Recommendation

The Committee is asked to:

- **Consider** the terms of reference for the Committee;
- **Agree to recommend** to the Board that no changes are made to the Committees' Terms of Reference.