

 <p> GIG CYMRU NHS WALES </p>		Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 4 February 2025 Agenda item: 4
Quality, Safety and Improvement Committee Draft Annual Report 2024/25			
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit		
Author:	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit		
Approval/Scrutiny route:	Diane Crone, Chair of the Committee Committee Executive Leads: Claire Birchall, Executive Director Nursing, Quality and Integrated Governance Meng Khaw, National director Health Protection and Screening, Executive Medical Director		

Purpose The purpose of the Quality, Safety and Improvement Committee Annual Report 2024/25 is to assure the Board that the system of assurance is fit for purpose and operating effectively. The report summarises the key areas of business activity undertaken by the Committee during 2024/25.
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Recommendation:				
APPROVE <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input checked="" type="checkbox"/>	NOTE <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
The Committee is asked to: <ul style="list-style-type: none"> • Consider the draft Quality, Safety and Improvement Committee Annual Report for 2024/25 summarising the key areas of business activity undertaken; • Note that the draft report will be updated to reflect the Committee’s meeting in February and agree for the final version to be agreed with the Chair of the Committee prior to submission to Board; • Recommend the report (subject to the amendments agreed with the Chair) to the Board to provide assurance that the Quality, Safety and Improvement 				



Committee is fit for purpose and operating effectively in fulfilling its terms of reference.

1. Purpose / situation

Public Health Wales has a range of Board Committees, which have key roles in the system of governance and assurance. The Board has five Board Committees established, whose purpose is to support the Board in the delivery of its role, the points below summarise the role of Committees:

- ❖ The organisation's activities are vast and complex: the Committees support the Board in covering the depth and breadth of the organisation's activities.
- ❖ Committees have a defined role which allows for a higher / deeper degree of scrutiny on behalf of the Board.
- ❖ Committees help ensure that the organisation operates effectively and meets its strategic objectives.
- ❖ Provides the Board with assurance that this is the case, obtaining assurance that systems and controls are working as they were designed to do.

During 2024/25 all five of the standing Board Committees were in operation, chaired by Non-Executive Directors. The Committees have key roles in relation to the system of governance and assurance, decision-making, scrutiny, development discussions, assessment of current risks, and performance monitoring.

The purpose of this annual report is to summarise the work of the Committee during 2024/25, to assure the Board that the system of assurance is fit for purpose and operating effectively.

The report summarises the key areas of business activity undertaken by the Committee during 2024/25.

The Terms of Reference are available here: <https://phw.nhs.wales/about-us/publication-scheme/committee-and-sub-groups-terms-of-reference/>

This year, the Committee Annual Report has been combined into a single report to summarise the work of the four standing Committees:

- ❖ Audit and Corporate Governance Committee
- ❖ Knowledge, Research and Information Committee
- ❖ People and Organisational Development Committee
- ❖ Quality, Safety and Improvement Committee

The QSIC content of the report is provided at attachment 1.



The items due to be considered at the February meeting have been included in Red, and will be finalised after the meeting. The Committee is asked to delegate final sign off of this content to the Chair prior to submission to Board.

2. Recommendation:

The Committee is asked to:

- **Consider** the draft Quality, Safety and Improvement Committee Annual Report for 2024/25 summarising the key areas of business activity undertaken;
- **Note** that the draft report will be updated to reflect the Committee's meeting in February and **agree** for the final version to be agreed with the Chair of the Committee prior to submission to Board;
- **Recommend** the report (subject to the amendments agreed with the Chair) to the Board to provide assurance that the Quality, Safety and Improvement Committee is fit for purpose and operating effectively in fulfilling its terms of reference.