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|  <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p> | <p> Name of Meeting Quality, Safety and Improvement Committee Date of Meeting 24 February 2026 Agenda item: 4 </p> |
| <p> Quality, Safety and Improvement Committee Draft Annual Report 2025/26 and Annual Review of Committee Effectiveness </p> | |
| <p>Executive lead:</p> | <p>Paul Veysey, Board Secretary and Head of Board Business Unit</p> |
| <p>Author:</p> | <p>Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit</p> |
| <p>Approval/Scrutiny route:</p> | <p>Clare Jenkins , Chair of the Committee</p> <p> Committee Executive Leads: Claire Birchall, Executive Director Nursing, Quality and Integrated Governance Meng Khaw, National director Health Protection and Screening, Executive Medical Director </p> |

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| <p>Purpose</p> |
| <p>The purpose of this report is to summarise the asks of the Committee in relation to:</p> <ul style="list-style-type: none"> • Committee Annual Report 2025/26 • Committee Effectiveness Review • Committee Terms of Reference <p>The purpose of the Quality, Safety and Improvement Committee Annual Report 2025/26 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 2025/26.</p> <p>During February 2026 the Committee undertook a review of its effectiveness. A summary of this feedback has been incorporated into the Committee Annual Report and will be used to inform the development of the Committee Workplan for 2026/27.</p> |

| Recommendation: | | | | |
|--|----------|-------------------------------------|--------------------------|--------------------------|
| APPROVE | CONSIDER | RECOMMEND | NOTE | ASSURANCE |
| <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>The Committee is asked to:</p> <ul style="list-style-type: none"> • Consider the draft Quality, Safety and Improvement Committee Annual Report for 2025/26 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; • Consider the summary of the review of Committee Effectiveness incorporated into the annual report • 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. • Note that the Cross Committee Chairs Group will review progress with the implementation of the actions and next steps during 2026/27. • Note that there are no proposed changes to the Standard Committee Terms of Reference and operating procedures (Current version available on the website) • Note that the Committee workplan for 2026/27 and Committee Terms of Reference will be circulated to the Committee for in March. | | | | |

1. Purpose / situation

Committee Annual Report 2025/26

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 2025/26 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 2025/26, 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 2025/26.

The Terms of Reference are available here: [Quality, Safety and Improvement Committee Terms of Reference](#)

The Committee Annual Report summarise the work of the four standing Committees in a combined report:

- ❖ 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.

Committee Effectiveness Review

There is a programme in place to ensure Board Committees review the following activity for each Committee. This year the following has taken place:

❖ **Committee Effectiveness Questionnaire:**

- Issued in December 2025 to all Committee members, Members of the Executive Team, regular attendees at Committee meetings.
- The questions were based primarily on the Audit Committee Handbook (2012) suggested self-assessment questions and National Audit Office good practice guidance and were adapted for the Committees
- The survey contained a specific questionnaire for each Committee, and some questions that focused on the overall breadth of the Committees.



- Results of the questionnaire were fed into the workshop as a basis for the discussion.
- ❖ **Combined Committee Workplan and Committee Effectiveness Workshop**
 - A combined Committee workplan and Committee Effectiveness workshop was held in February 2026, with the Committee Chair, Committee members and Executive Leads to discuss the common themes and committee wider learning from the survey results.
 - A summary of the themes from this Workshop is included in the **Committee Effectiveness Summary** within the Committee Annual Report for 2025/26.
 - These themes will be used to develop the Committee workplan for 2026/27 and a draft will be circulated to the Committee for review during March 2026 for approval and recommendation to the May Board meeting.
- ❖ **Feedback session at the end of each meeting**
 - Feedback from each of the Committee members were sought after each meeting via a Board/Committee Effectiveness form.

The Cross Committee Chairs Group will review ongoing implementation of the outcomes of this review.

Relevant learning from the overall review of effectiveness will be fed into the Board performance review in 2026/27: a summary of the Committees' considerations and outcomes of this review will be reported to the Board in quarter 1 of 2026/27 as part of the wider Board effectiveness review.

2. Recommendation:

The Committee is asked to:

- **Consider** the draft Quality, Safety and Improvement Committee Annual Report for 2025/26 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;
- **Consider** the summary of the review of Committee Effectiveness incorporated into the annual report
- **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.

- **Note** that the Cross Committee Chairs Group will review progress with the implementation of the actions and next steps during 2026/27.
- **Note** that there are no proposed changes to the Standard Committee Terms of Reference and operating procedures ([Current version available on the website](#)).
- **Note** that the Committee workplan for 2026/27 and Committee Terms of Reference will be circulated to the Committee in March.