

 <p>GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales</p>	<p>Name of Meeting Board Date of Meeting 30 November 2023 Agenda item: 4.5</p>
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Composite Committee Report for Board

Reporting Committee	Chair	Lead Executive Director	Date of meeting
Knowledge, Research and Information Committee	Sian Griffiths	Iain Bell, National Director Public Health Data and Knowledge.	13 September 2023
Audit and Corporate Governance Committee	Nick Elliott	Huw George, Deputy Chief Executive, Executive Director Operations and Finance Paul, Board Secretary and Head of Board Business Unit	19 September 2023
Quality, Safety and Improvement Committee	Diane Crone <i>(Kate Eden chaired 12 October 2023 meeting)</i>	Claire Birchall, Interim Executive Director Quality, Nursing and Allied Health Professionals. Meng Khaw, National Director Health Protection and Screening, Executive Medical Director.	12 October 2023
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	8 November 2023

A verbal update was provided at the Board meeting on 28 September 2023 for:

- 13 September 2023 Knowledge, Research and Information Committee meeting
- 19 September 2023 Audit and Corporate Governance Committee meeting

Links to the agenda and papers for these meetings are included on the dates above.

*** These meetings will be verbally reported to the Board on 30 November 2023.**

Summary of key matters considered by the Committee and any related decisions made:

Knowledge, Research and Information Committee (13 September 2023)

The Committee:

- **Considered** the results of the annual survey of Knowledge, Data Analysis and Research Product, noting identified areas for improvement and the intention to develop a detailed action plan to take forward the findings.
- **Considered** strategic relationships with academic institutions and took assurance that the work on developing a vision for academic public health research was underway with appropriate governance and oversight.
- **Considered** an update on discussions and engagement with universities, including the Open University.
- **Considered** a Digital and Data Strategy update and took **assurance** that the Digital and Data service teams were delivering steadily on the core elements of the strategy.
- **Considered** a Research and Evaluation Strategy update. The Committee **approved** the approach towards the Areas of Research and Evaluation Interest for Public Health Wales 2023 and took **assurance** that the Research and Evaluation Strategy would be published shortly and was in the process of being implemented.
- Took **assurance** that a system was under development to provide monitoring and assurance of delivery against the Strategic Priorities.

Audit and Corporate Governance Committee (19 September 2023)

The Committee:

- **Considered** and **noted** the Audit Wales update paper and the Annual Audit Report for 2022.
- **Considered** and **noted** the Screening Recovery Arrangements Report, noting the report was broadly positive and areas for improvement had been identified in the recommendations and management response.
- **Noted** the Internal Audit Progress Report and workplan for 2023/24.
- **Considered** the Update on the Health Improvement (Population Health) Report and took partial assurance that implementation of the recommendations was progressing and that new systems were being implemented for the management of population health grants. The Committee asked for further assurance at a future meeting.
- Took **assurance** that procurement activity was undertaken in line with the requirements of the Standing Financial Instructions (SFIs).
- Took **assurance** that all losses and special payments had been made in accordance with the requirements of the Standing Financial Instructions (SFIs).
- **Took assurance on the development of the** updated Risk Management Development Plan and noted the delegation of oversight of the Plan to the Leadership Team.
- **Considered** and **approved** the Risk Protocol paper, including a revised timetable for updating and reporting the revised Strategic Risk Register.
- Took **assurance** on the management of Strategic Risk 7, Cyber Security.
- **Considered** the Quarter 4 2023/24 Information Governance Performance Report.
- Took **assurance** that thematic learning from data breaches had been identified and was being implemented.
- Took **assurance** on the management of Welsh Health Circulars, implementation of the Standards of Behaviour (Declarations of Interest) Policy and the progress being made to review corporate policies and procedures within the remit of the Committee.

- **Noted** the Counter Fraud Progress Report.

Quality, Safety and Improvement Committee (12 October 2023)

The Committee:

- Took **assurance** on the progress of actions contained within the approved Public Health Wales Tuberculosis (TB) Action Plan following the external review of the management of the TB outbreak in Llwynhendy, Carmarthenshire. The Committee would consider a refined iteration of the report at the February 2024 Committee meeting.
- Took **assurance** on the management response to the Audit Wales Report on Screening Service Recovery Arrangements, and agreed to hold a workshop at the December 2023 Committee meeting to focus on further development of the screening report.
- Took **assurance** on the management of strategic risks within the remit of the Committee (Strategic risks 1, 2, 3, 5 and 6).
- Took **assurance** on the progress underway to meet the requirements of the Duties of Candour and Quality in Public Health Wales.
- Took **assurance** that the Safeguarding Maturity Matrix Improvement Plan and associated work of the Safeguarding Group ensured that arrangements to safeguard and promote the welfare of children, young people and adults at risk were in place and monitored.
- Took **assurance** from this mid-year report that the IPC Group and Lead Nurse for IPC (Corporate) ensured that the Organisation was meeting its Infection Prevention and Control responsibilities.
- Took **assurance** that there were processes in place to manage and support the revalidation of medically qualified colleagues across the organisation.
- Took **assurance** that arrangements were in place within Public Health Wales to ensure all Nursing and Midwifery Council, Health and Care Professions Council and General Medical Council Registrants were registered with the appropriate statutory regulating body and that a similar system was in place for all Consultant Public Health Practitioners.
- **Considered** an update on progress with arrangements for medical devices management, noting the position in respect to recruitment, and policy review.
- Took **assurance** that a revised Health and Care Standards process had been completed for 2022-23. The Committee **noted** that future reporting requirements would be taken forward as Health and Care Quality Standards.
- Took **assurance** on the prioritisation and progress being made to review corporate policies and procedures within the remit of the Committee.
- Took **assurance** from the update on planning, preparation and progress for Health Protection and Microbiology Services for Winter 2023/24.
- **Noted** the approval of the Clinical Governance Framework, Clinical Supervision Framework and Career Frameworks by the Business and Executive Team.

People and Organisational Development Committee (08 November 2023)

The Committee:

- **Considered** a Deep Dive on Managing Change within the Organisation.
- Took **assurance** on the update provided on the work of the Local Partnership Forum.
- Considered and took **assurance** on the Performance Assurance Dashboard Update.

- Took **assurance** on the management of strategic risk within the remit of the Committee (Strategic risk 4).
- **Considered** the People Strategy Report and took **assurance** on the progress of work.
- Received a verbal update and **assurance** on the management of grievances reported to the Organisation.
- **Considered** the Raising Concerns Speaking Up Annual Report and took **assurance** on the work in place to fully adopt the Speaking Up Safely Framework.
- Took **assurance** on the prioritisation and progress on the management of policies within the Committee's remit.
- Took **assurance** on the Staff Engagement Plan and outcomes update.

Key risks and issues/matters of concern of which the Board needs to be made aware:

Knowledge, Research and Information Committee (13 September 2023)

None.

Audit and Corporate Governance Committee (19 September 2023)

None.

Quality, Safety and Improvement Committee (12 October 2023)

None.

People and Organisational Development Committee (08 November 2023)

None.

Delegated action taken by committees:

Knowledge, Research and Information Committee (13 September 2023)

The Committee:

- **Approved** the Misconduct Policy.

Audit and Corporate Governance Committee (19 September 2023)

The Committee:

- **Considered** and **recommended** the adoption of the changes to the Standing Orders and Standing Financial Instructions to the Board.

Quality, Safety and Improvement Committee (12 October 2023)

The Committee:

- **Approved** the Safeguarding Policy
- **Approved** the Adults at Risk Procedure
- **Approved** the Child at Risk Procedure
- **Approved** the Violence Against Women, Domestic Abuse and Sexual Violence Procedure.

People and Organisational Development Committee (08 November 2023)

The Committee:

- **Approved** the Work How It Works Best Policy
- **Approved** the Trans Inclusion Policy
- **Approved** the Learning and Development Policy
- **Approved** the Employing Ex-Offenders and People with a Criminal Record Policy
- **Approved** the My Contribution Policy
- **Approved** the Mobilisation Procedure
- **Approved** the Employee Recognition Procedure
- **Approved** the Workforce Annual Report
- **Approved** the Annual Equalities Report
- **Endorsed** the revised Committee Terms of Reference for recommendation to the Board.

Date of next Committee meetings

The next scheduled Committee meetings are as follows:
(please note these are subject to change):

<i>Knowledge, Research and Information Committee</i>	5 December 2023
<i>Quality, Safety and Improvement Committee</i>	13 December 2023
<i>Audit and Corporate Governance Committee</i>	29 January 2024
<i>People and Organisational Development Committee</i>	6 February 2023