

**Unconfirmed Minutes of the Board Meeting on 26 October 2023**  
**Held in 3.7, CQ2 and electronically via Microsoft Teams**  
**Livestreamed on the Internet**

<b>Present:</b>		
Jan Williams	(JW)	Chair
Tracey Cooper	(TC)	Chief Executive
Sumina Azam	(SA)	National Director of Policy, and International Health, World Health Organisation Collaborating Centre
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Claire Birchall	(CB)	Interim Executive Director of Quality, Nursing and Allied Health Professionals
Diane Crone	(DC)	Non-Executive Director (University) and Chair of Quality, Safety and Improvement Committee
Kate Eden	(KE)	Non-Executive Director and Vice Chair
Nick Elliott	(NE)	Non-Executive Director and Chair of Audit and Corporate Governance Committee
Huw George	(HG)	Deputy Chief Executive and Executive Director of Finance and Operations
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director (via livestream)
Kate Young	(KY)	Non-Executive Director (Third Sector)
<b>In Attendance:</b>		
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager
John Boulton	(JB)	National Director of NHS Quality Improvement and Patient Safety/Director Improvement Cymru
Neil Lewis	(NL)	Director of People and Organisational Development
Jim McManus	(JM)	National Director of Health and Wellbeing
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
<b>Apologies:</b>		
Sian Griffiths	(SG)	Non-Executive Director and Chair of the Knowledge, Research and Information Committee

Mohammed Mehmet	(MM)	Non-Executive Director and Chair of the People and Organisational Development Committee
Claire Sullivan	(CS)	Staffside representative

*The meeting commenced at 14:48*

<b>PHW 2023.10.26/1</b>	<b>Welcome and Apologies</b>
<p>JW welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings online. She noted that this was an extraordinary, single-issue meeting of the Board, resulting from the required response date to Welsh Government.</p>	
<b>PHW 2023.10.26/2</b>	<b>Declarations of Interest</b>
<p>JW sought Declarations of Interest other than those recorded already on the Declarations of Interest Register. There were no such declarations.</p>	
<b>PHW 2023.10.26/3</b>	<b>Speaking up Safely Framework Action Plan</b>
<p>PV introduced the report: Welsh Government had issued the Speaking up Safely Framework to NHS Health Boards, Special Health Authorities and Trusts. It called on all health bodies to complete a self-assessment to determine a baseline against the Framework requirements and to draw up an action plan. The report included a draft action plan for consideration, approval and submission to Welsh Government by 30 October 2023.</p> <p>JW noted that MM had forwarded the following comments: he supported the plan and was of the view that it would complement the ongoing work on organisational culture. MM highlighted the importance of distinguishing between this Framework and the processes already in place for raising grievances and of meeting Welsh Language requirements. MM concluded by noting that the People and Organisational Development Committee was well-placed to take assurance on delivery against the plan, on behalf of the full Board.</p> <p>PV confirmed that he had factored MM's comments into the self-assessment action plan, also including training and a communications plan. The Business Executive Team has considered the plan on 17<sup>th</sup> October and had strengthened its provisions in respect of ongoing cultural development work, together with the involvement of Staff Network chairs.</p> <p>The Board:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the report,</li> <li>• <b>Adopted</b> the Speaking Up Safely Framework</li> <li>• <b>Considered</b> and <b>approved</b> the Speaking Up Safely Action Plan for submission to Welsh Government.</li> </ul>	



<b>PHW 2023.10.26/4</b>	<b>Date of Next Formal Meeting of the Board</b>
The next formal meeting of the Board will be 30 November 2023.	
<b>PHW 2023.10.26/5</b>	<b>Close of Public Meeting</b>
The meeting closed at 14:05	

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