

**Draft Notes of the Annual General Meeting held on 26 September 2024**  
**Held in 3.0, CQ2 and electronically via Microsoft Teams**  
**Livestreamed on the Internet**

<b>Present:</b>		
Nick Elliott	(NE)	Interim Chair
Tracey Cooper	(TC)	Chief Executive
Sumina Azam	(SA)	National Director of Policy, and International Health
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Claire Birchall	(CB)	Executive Director of Quality, Nursing and Allied Health Professionals
Huw George	(HG)	Deputy Chief Executive, Executive Director Operations and Finance
Sian Griffiths	(SG)	Non-Executive Director (Public Health) and Chair of the Knowledge, Research and Information Committee
Clare Jenkins	(CJ)	Vice Chair of the Board and Non-Executive Director
Tamsin Ramasut	(TR)	Non-Executive Director (Equality and Diversity)
<b>In Attendance:</b>		
Tom Fowler	(TF)	Deputy National Director of Screening and Health Protection Services
Jim McManus	(JM)	National Director of Health and Wellbeing
Rebecca Masters	(RM)	Consultant in Public Health
Jan Mellowship	(JM)	Staff Network Co-Chair
Neil Lewis	(NL)	Director of People and Organisational Development
Claire Sullivan	(CS)	Staff Side Representative and Staff Network Co-Chair
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
<b>Apologies:</b>		
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director
Diane Crone	(DC)	Non-Executive Director (University) and Chair of Quality, Safety, and Improvement Committee
Kate Young	(KY)	Non-Executive Director (Third Sector) and Chair of the People and Organisational Development Committee
Mohammed Mehmet	(MM)	Non-Executive Director (Local Authority) and Chair of the Audit and Corporate Governance Committee

*The meeting commenced at 13:30*

<b>AGM 2024.09.26/1</b>	<b>Welcome and Apologies</b>
<p>NE welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings in person and online. He noted that the purpose of this Annual General Meeting of the Board was to review the achievements of the year 2023-2024 including the Financial position, discuss the opportunities and challenges ahead, as well as an opportunity to and engage with the public and staff.</p> <p>NE summarised the changes to the Board in year, including farewells to Jan Williams, Kate Eden, and Mohammed Mehmet, and welcomed new members Claire Jenkins, Tamsin Ramasut, and Claire Birchall.</p> <p>The Board <b>noted apologies</b> as listed above.</p>	
<b>AGM 2024.09.26/2</b>	<b>Financial Statements 2023/24</b>
<p>HG presented the financial position of Public Health Wales for 2023/24, highlighting that the organisation had met all financial targets and statutory duties, and maintained a strong financial footing.</p> <p>He emphasised the following key points:</p> <ul style="list-style-type: none"> <li>• The organisation met all financial targets and statutory duties.</li> <li>• The accounts were approved by the Board in July and submitted to the Welsh Government in line with the reporting requirements and deadlines.</li> <li>• The organisation reported a small surplus of £51,000 for the year.</li> </ul>	
<b>AGM 2024.09.26/3</b>	<b>Summary of Activity – Annual Report 2023/24</b>
<p>TC provided a summary of the year's activities which were presented as part of the Public Health Wales Annual Report for 2023/24.</p> <p>TC thanked the staff at Public Health Wales, emphasising the dedication and talent of the nearly 2,500 staff members. She also thanked Board Members with specific reference to the contributions of former Chair Jan Williams who had left the organisation in June 2024.</p> <p>She emphasised the achievements across each of the strategic priorities:</p> <ul style="list-style-type: none"> <li>• <b>Influencing Wider Determinants of Health:</b> <ul style="list-style-type: none"> <li>○ Focus on tackling the cost of living crisis, employment, education, and health equity.</li> <li>○ Supported Welsh Government's memorandum with the World Health Organization.</li> </ul> </li> <li>• <b>Promoting Mental and Social Well-being:</b> <ul style="list-style-type: none"> <li>○ Initiatives in schools, trauma-informed practice, and violence prevention.</li> <li>○ Established a Wales-wide potential surveillance system for crime prevention.</li> </ul> </li> </ul>	

- **Promoting Healthy Behaviours:**
  - Collaborated on healthy weight, smoke-free Wales, and physical activity in schools.
  - Supported primary care in shifting to prevention.
- **Supporting NHS Sustainability:**
  - Focus on diabetes, oral health, and safeguarding services.
  - Developed tools and interventions for primary care.
- **Health Protection and Screening Services:**
  - Managed infectious diseases, provided strategic advice, and maintained screening programs.
  - Recovered from COVID-19 disruptions and expanded bowel screening.
- **Tackling Climate Change:**
  - Conducted a health impact assessment on climate change.
  - Implemented sustainable practices in primary care and screening services.
- **Enabling Functions:**
  - Emphasised the importance of quality governance, digital enablement, and strong communications.
  - Highlighted the development of strategies for digital data, research, and international health.
- **Cultural and Organisational Development:**
  - Focused on leadership, management, and embedding equality, diversity, and inclusion.

TC also made specific reference to importance of staff networks and their contributions to Public Health Wales, and their role in shaping the organisations culture.

**AGM 2024.09.26/4**

**Staff Networks Engagement**

CS and JM presented to the Board on the key achievements of the Staff Networks during 2023/24, highlighting their role in promoting inclusivity and providing a safe space for staff to share experiences.

Successes included the Co-Chairs attending Board on a rolling 2 year programme to provide a summary of activity as well as ask the Board for support in the development of the work of the networks.

CS and JM also referenced the first Network Conference held in May 2023, and summarised the various network campaigns that had been implemented in year.

They concluded with a summary of the key challenges facing the networks including time demands on the co-chairs, ensuring effective communications and ensuring that the networks continue to create a safe space for staff.

**AGM 2024.09.26/5**

**Focus on Climate Change**

SA, RM, and HG discussed the organisation's efforts in addressing climate change.

The following key points were highlighted:

- The development of a climate change route map outlining our strategic response to adapting to and mitigating against the harms of climate change.
- Strengthening the partnership arrangements with the wider health system, academia, and international health partners.
- Internal initiatives to reduce carbon footprint and promote sustainable practices such as the decarbonisation programme.

**AGM 2024.09.26/6**

**Question and Answer Session**

There were no questions from the public to consider.

**AGM 2024.09.26/6**

**Summary and Close**

NE closed the meeting and thanked all for their contributions.

Closed at 15:30

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