

Unconfirmed Minutes of the Board Meeting on 26 September 2024
Held in 3.0, CQ2 and electronically via Microsoft Teams
Livestreamed on the Internet

Present:		
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)	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
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
Tamsin Ramasut	(TR)	Non-Executive Director (Equality and Diversity)
In Attendance:		
Stefanie Humphries (Minute taker)	(LB)	Board Support Officer, Board Business Unit
Tom Fowler	(TF)	Deputy National Director of Screening and Health Protection Services
Jim McManus	(JM)	National Director of Health and Wellbeing
Neil Lewis	(NL)	Director of People and Organisational Development
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
Apologies:		
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director (Withdrew for item 4.1)
Claire Sullivan	(CS)	Staff Side Representative
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 11:00

PHW 2024.09.26/1	Welcome and Apologies
<p>NE welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings online.</p> <p>The Board noted apologies as noted above.</p>	
PHW 2024.09.26/2	Declarations of Interest
<p>NE sought Declarations of Interest other than those recorded already on the Declarations of Interest Register. There were none.</p>	
PHW 2024.09.26/3	Board Assurance Framework
PHW 2024.09.26/3.1	Chief Executive's Report
<p>Introducing the Chief Executive's Report, TC took the report as read and drew attention to a few key highlights:</p> <p>TC thanked the teams for their work on the Strategic Plan, which has now been approved by Welsh Government. TC noted that the approval of the Strategic Plan comes with a number of accountability conditions, which have now been embedded in our work plan.</p> <p>TC highlighted the mpox update and gave assurance to the Board that we currently do not have any mpox cases in the UK. TC added that there is a lot of preparedness work happening across the system in Wales and within the organisation.</p> <p>TC drew attention to item 4, 'Meeting of the Chief Executives of the UK Public Health Agencies', which took place in person in Belfast in August for the quarterly meeting. TC added that it was a good session that covered a wide agenda and created useful actions for the four Nations.</p> <p>TC highlighted the updates on the UK Covid-19 Public Inquiry and thanked the team for their work on the modules. TC added that the team have been working on preparing a number of statements to support the inquiry and which will likely result in colleagues being asked to attend the public hearings coming up.</p> <p>Finally, TC congratulated JM on being made a Visiting Professor in the Centre for Health and Economics and Medicines Evaluation (CHEME) at Bangor University.</p> <p>TC asked JM to update the Board on the nominations PHW received at the Welsh Pharmacy Awards 2024 last night. JM informed the Board that two applications relating to the work of the Primary Care Division had been shortlisted for the Welsh Pharmacy Awards 2024, both for the Sustainability in Healthcare Award. JW was pleased to announce that the Primary Care Divisions' co-authored work with All Wales Therapeutics and Toxicology Centre (AWTTC) on inhaler use and disposal across Wales won the Sustainability Award. JM thanked the team for their work on this, which will reduce plastic in prescribing.</p> <p>The Board noted the Chief Executive's Report and took assurance from the Report and the discussions at the Board meeting.</p>	

PHW 2024.09.26/3.2

Integrated Performance Report (Month 4), Finance Report and Strategic Risk Register

In introducing the Integrated Performance Report, NE invited HG to introduce the key developments to the Board.

Integrated Performance Report

- HG explained to the Board that the IPR report format has been redesigned and is now divided into three sections; Governance & Accountability, Service Delivery and Strategy Delivery.
- HG informed the Board that we are still refining these sections and working through the challenges. For example, in section 2 there are key questions about how relevant it is for monthly reports for some of these indicators, we want this to measure the impact.
- HG noted that the next phase of redesigning the report will look at the measuring system which will look at how we link the overall outcomes from our strategy into this performance report.
- HG added that we are working on route maps for each priority in terms of how they deliver 2035. These will be brought to the Board Development session in December so that Board members can contribute to planning and formulating those for the IMTP for next year.

Section 1 - Governance and Accountability

- HG talked through each section of the report with input from other Executives.
- HG asked NL to comment on Section 1. NL highlighted a good news story, stating our appraisal compliance has now hit target.
- PV highlighted the Board Assurance Framework audit report, which is a joint piece of work between BBU and QNAPS. TC thanked and congratulated the team for their work on this.
- CB highlighted that the process around FoI's and subject access requests has changed, and we are now trying to put in performance management around that to tighten up response times. CB added that there is work happening on overdue incidents, a number of incidents relate to technical IT issues and system issues, which have been discussed with the IT team and we have a solution going forward.

Section 2 - Service Delivery

- HG highlighted that there are new sub sections in Section 2 which gives us directorate coverage that we did not have in previous years.
- TR raised that the breast cancer screening figures look alarming and queried whether this was due to Covid-19 backlogs. TF responded that the recovery has been focused on offering participants breast screening within 3 years of their last screening, we expected to recover by quarter 2 of the Financial Year in 2024/25, which was achieved. TF added, not represented in the figures here because it is reported as the

capture, the indicator in the performance is slightly different, this is the number of women requiring assessments offered an appointment within three weeks of screening. The standard we have for that is 90%, which is currently not being met, the average wait across Wales is 4.6 weeks. TF added that these areas are being worked on. TC suggested including the distribution and explanation in the next IPR, TF agreed. NE asked DC to raise this with the QSIC committee.

ACTION: TF & DC.

- CJ questioned why there seems to be a drop off on the 16-week review on the National Exercise Referral Programme (NERS). JM responded that the 16 weeks is always a concern, we have implemented an engagement tracker which will check. JM explained we do not know whether the drop in participation in the reviews is because people have stopped exercising, we need to get the numbers of people doing it consistently. JM added that there is a bundle of issues that need more focus to get NERS up to where we want.

Section 3 - Strategy Delivery

- HG explained that this is the first time Board members have seen Section 3 of the report which presents our delivery of the strategic milestones. HG added that 90% of the milestones are already complete or on track to complete and there are 7 red milestones, 6 of which have had requests for change, that Execs approved last month.
- HG highlighted that the Strategic Change Programmes have been introduced and have been defined into tier 1 & tier 2, which are being assessed on a monthly Delivery Confidence Assessment (DCA).
- Board members praised the new format of the report and thought defining the report into the 3 sections was helpful.
- TR raised a concern that the report lacked clear visibility on inequalities. SA explained that we have a Health Inequalities group which is across the organisation, which has been identifying our priorities and data is one of those priorities. SA continued that we now need to identify what gaps we are missing and develop this. HG added that we will look at building this in during phase 3 of developing this report.
- TC suggested having a bespoke section in the report around inequalities. TR & NE agreed that would be a good idea.

Finance Report

HG introduced the report and explained to Board that he and TC have worked with the other Executives individually over the past few weeks on their monthly positions and their plans for year end and we are confident that we will deliver break even position. HG added that we are ahead of planning on our Capital Plan, Welsh Government have been given assurance on that. HG informed the Board that there are a few items which are subject to conversation with Welsh Government such as non-pay costs for Covid testing, which is exceeding what we were expecting, although were confident this will not affect our own position.

CJ questioned the underspend, HG responded that there are two elements of the underspend. Firstly, what the slippage has already been to date which is what has been discussed with Executives to rectify. Secondly, we are assessing if there is anything that will

affect our position, we are currently holding a contingency that we are not likely to need. HG stated that there are conversations happening to decide what we could use the contingency funds on and are hoping to finalise a plan by next Friday.

The Board **considered** and received **assurance** on the organisation's Integrated Performance Report, Finance Report and Strategic Risk Register.

PHW 2024.09.26/3.3	Committees of the Board: Report from Committee Chairs
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NE took the papers as read and noted that last week's QSIC meeting (16th September 2024) was not included in the papers and asked DC to give a verbal update.

Quality Safety and Improvement Committee (QSIC)

DC informed the Board that at the meeting on the 16th of September the committee took assurance on; the NHS Wales Safeguarding Network Annual Report, TB Action Plan and the QSIC Medicines Management Report. DC noted that there was an update provided on where Public Health Wales are in their engagement of our services review, and we had a deep dive on Oral Health & Dental Programmes.

Audit and Clinical Governance Committee (ACGC)

No comments from ACGC.

People and Organisational Development Committee (PODC)

No comments from PODC.

Knowledge, Research and Information Committee (KRIC)

SG drew attention to the work on academic Public Health, which Public Health Wales are leading, adding concern that when you look at the results of the review that has been done, Wales are not doing well in general. SG suggested that we need to work cooperatively across the system to try and improve the standard of Public Health. SG added that the academic work provides us with evidence to put into practise and help us develop our policies and strategy. SG noted that the work ongoing is brilliant, but we need to think about how we take this forward, NE agreed. IB assured the Board that there is a meeting set with the Vice Chancellors next week to create a strategy and vision in partnership to take this work forward.

The Board **noted** the report and **took assurance** from the content and the updates provided at the meeting.

PHW 2024.09.26/3.4	Corporate Risk Register
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CB took the papers as read and introduced the highlights of the report and explained the updates within the report since last reported to Board. CB reminded Board that the paper is presented for assurance around the management and oversight of the Corporate Risk Register. CB highlighted that 3 of the risks relate to DBS checking, these have been separated out on this month's register as there were different risks articulations for each of those. CB assured the team that there has been a lot of work on this from the Executive team and solutions have been thought out to mitigate these risks. CB noted that the proposed solutions will be coming to BET and PODC in the next 2 months.

NE thanked CB and the team for their work on this and supported the next steps process.	
NE noted the Board's assurance from the report.	
PHW 2024.09.26/4	Items for Approval
PHW 2024.09.26/4.1	Board Minutes and Action Log from the 25 July Meeting
The Board approved the Minutes of 25 July 2024 as accurate records of the meeting, and the closure of completed actions on the Action Log.	
The Board considered the Action Log. There was one specific action that required review, which was related to the withdrawal of the diabetic diagnostic tool. IB provided an update, explaining that we are working closely with Digital Health and Care Wales (DHCW) to address the issue and that a full documented risk assessment has been completed. IB is awaiting further updates from DHCW regarding the solution and the Board would be further updated.	
PHW 2024.09.26/4.2	Standards of Behaviour Policy
PV introduced the paper and explained that the revised Standards of Behaviours Policy and the supporting document, which is the process, has come to Board today for approval. PV explained that the policy is part of our commitment as an NHS body to have the highest standards of conducts and behaviour. PV added that this is an existing policy which is up for renewal and has been reviewed through our consultation database where staff have had the opportunity to comment on the policy.	
The Board considered and approved Standards of Behaviour Policy.	
PHW 2024.09.26/5	Items for Noting
PHW 2024.09.26/5.1	Private Chair's Report
The Board noted the Private Chair's Report.	
PHW 2024.09.26/5.2	Board Forward Plan
The Board noted the Board Forward Plan.	
PHW 2024.09.26/5.3	Private Board papers
None.	
PHW 2024.09.26/6	Date of Next Formal Meeting of the Board
NE thanked everyone for their contributions to the meeting and reminded of viewers online of our Annual General Meeting happening this afternoon.	
The next meeting would be held on 28 November 2024.	
The meeting closed at	