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**Unconfirmed Minutes of the Board Meeting on 27 July 2023
Held in 3.7, CQ2 and electronically via Microsoft Teams
Livestreamed on the Internet**

Present:		
Jan Williams	(JW)	Chair
Sumina Azam	(SA)	National Director of Policy, and International Health, World Health Organisation Collaborating Centre
Rhiannon Beaumont-Wood	(RBW)	Executive Director of Quality, Nursing and Allied Health Professionals
Iain Bell	(IB)	National Director Knowledge, Research and Information
Kate Eden	(KE)	Non-Executive Director, Vice Chair
Nick Elliott	(NE)	Non-Executive Director and Chair of Audit and Corporate Governance Committee
Sian Griffiths	(SG)	Non-Executive Director (Public Health)
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director
Mohammed Mehmet	(MM)	Non-Executive Director (Local Authority)
Kate Young	(KY)	Non-Executive Director (Third Sector)
In Attendance:		
Rocio Cifuentes	(RC)	Children's Commissioner for Wales
Anwen Jones	(AJ)	Young Ambassador - Wrexham
Ben White	(BW)	Young Ambassador - Wrexham
Ioan Beecham	(IoB)	Young Ambassador - Caerphilly
Indy Bryant	(InB)	Young Ambassador - Caerphilly
Gracie Lowther	(GL)	Young Ambassador- Pembrokeshire
Lacy Roberts	(LR)	Young Ambassador- Pembrokeshire
David Twigge	(DT)	Young Ambassador- Neath and Port Talbot
Dominique Bird	(DB)	Deputy Director and Head of Quality Improvement, representing John Boulton
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager

Paul Dalton	(PD)	Head of Internal Audit
Neil Lewis	(NL)	Director of People and Organisational Development
Claire Sullivan	(CS)	Staff Side Representative
Zoe Wallace	(ZW)	Director of Primary Care
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
Junaid Iqbal	(JI)	Lead for Service User Experience, Quality Nursing and Allied Health Professionals
Angela Williams	(AW)	Deputy Director of Operations and Finance, and Head of Finance Division
Apologies:		
Tracey Cooper	(TC)	Chief Executive
John Boulton	(JB)	National Director of NHS Quality Improvement and Patient Safety/Director Improvement Cymru
Diane Crone	(DC)	Non-Executive Director (University) and Chair of Quality, Safety and Improvement Committee
Huw George	(HG)	Deputy Chief Executive and Executive Director of Finance and Operations

The meeting commenced at 10am

PHW 2023.07.27/1	Welcome and Apologies
<p>JW welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings online. She summarised the specific and collective roles of the Executive and Non-Executive Directors of the Board, who together formed the Unitary Board. This was the Governing Body of the organisation, with specific responsibilities for: strategic direction-setting; building and sustaining strategic partnerships; setting strategic risk appetite and overseeing strategic risks; scrutinising in-year delivery against plans; maintaining good governance and setting organisational tone and culture.</p> <p>On tone and culture, the Board adopted a learning culture; things did not go to plan, the Board apologised, set about putting things right and securing future improvements. The Board promoted a culture in which everyone could come to work and be their authentic, best selves, without fear of disadvantage or discrimination of any kind, including from any form of phobic behaviour. The Board had a zero-tolerance approach to this and JW encouraged anyone subject to such discrimination to use the processes available to call it out. She also asked anyone who saw/heard of any such discrimination to report it.</p> <p>The Board conducted its business in line with a formal Board Etiquette; this provided for the reading of all papers before the meeting, optimising the time</p>	

available for debate on the day. The Board also adhered to Public Health Wales' Values: Working Together, With Trust and Respect, to Make a Difference.

JW provided an overview of agenda, noting particularly the strategic partnership presentations from both Rocio Cifuentes, the Children's Commissioner for Wales, and a representative group of Public Health Wales' Young Ambassadors.

The Board **noted apologies** from Tracy Cooper, John Boulton, Diane Crone and Huw George.

PHW 2023.07.27/2	Declarations of Interest
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Board members declared no interests in addition to those recorded already on the Declarations of Interest Register.

PHW 2023.07.27/3	Strategic Partnerships
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PHW 2023.07.27/3.1	Children's Commissioner for Wales
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On behalf of the Board JW extended a warm welcome to RC, the Children's Commissioner for Wales, joining the Board for the first time in this role. She advised RC that Public Health Wales' Young Ambassadors were holding a two-day Residential in the building, and had joined the Board meeting. JW then invited RC to share the strategic priorities that would underpin her term in office.

Using a slide presentation, RC drew attention to the following :

- Her initial investment in time spent listening to children and young people across Wales; this had resulted in the recently published three year Strategy, also informed by a national survey undertaken in 2022, involving over 8000 children and young people.
- The functions delivered by the Commissioner's Office including: policy input and advice; investigative case work; and participation.
- The vision for the Office of speaking up for children and young people to ensure the protection of their rights.
- The work undertaken to redefine the purpose of the Office into four distinct areas of work:
 - (i) An emphasis on diversity, visibility and accessibility for all children and young people;
 - (ii) Acting as a 'rights realiser', helping children and young people to recognise their rights;
 - (iii) Being a 'truth teller to power' through events, conferences and the communication plan;
 - (iv) Acting as a challenger to Welsh Ministers, Welsh Government and other public bodies.
- The work undertaken on inequalities and the impact on disadvantaged children; this had identified food poverty and identity-based bullying in schools as key issues and had prompted specific project work.

RC noted the synergy between her priorities and those of Public Health Wales and the opportunities for both organisations to work together and deliver enhanced benefit for children and young people across Wales.

JW thanked RC for her inspirational presentation and invited comments and questions:

SA welcomed the focus on poverty and reflected on the role of food poverty and how its impact would reach into the future, affecting wellbeing on a long-term basis. RC agreed and reflected on the productive collaborative work undertaken with SA to develop joint recommendations and solutions.

KY asked about the withdrawal of free school meals in Wales over the school holiday period and the impact on the prevention agenda. RC outlined her concerns and noted the role and value of such provision and of other locally-based services in enhancing children's lives; these included play areas and libraries, services which were at risk due to financial constraints. She had called on Welsh Government to extend the Children's Measure, to apply it to local authorities as well as Welsh Government, to deliver on the rights of children and young people. On nutrition, RC noted that the quality as well as the type of food was crucial to the prevention agenda, to avoid the long-term consequences of poor diet. RC also referred to free public transport as a high value opportunity to improve the lives of children and young people.

Thanking RC for her visionary presentation, JW reinforced the synergy between the Commissioner's priorities and those of Public Health Wales, these would form the basis of an ongoing strategic partnership. JW invited RC to remain for the presentation from the Young Ambassadors, given the complementarity of the collective priorities

PHW 2023.07.27/4	Board Assurance Framework
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PHW 2023.07.27/4.1	Young Ambassadors
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RBW welcomed the Young Ambassadors to the meeting, reflecting on the value of them hearing directly from RC about her priorities. The Residential had provided a great opportunity to debate and prioritise the topics for presentation to the Board; as ever, RBW expressed her sense of pride at the way in which the Young Ambassadors developed their priorities, bringing their lived experience to bear. KY noted the positive and impressive nature of the feedback event and the high levels of energy and enthusiasm in the room; she was inspired by the rich discussions and proud of all the Young Ambassadors for their contributions.

RBW invited the Young Ambassador representatives to present on their discussions and their approach to agreeing the three priority issues. The Board then heard from all the representatives, who confirmed the three priority issues as being:

- Mental health and wellbeing
- Substance Abuse
- Sexual health and healthy relationships

On mental health and wellbeing, the representatives noted the worsening anxiety levels amongst young people, subsequent to the COVID-19 pandemic; this had impacted adversely on the lives of many children and young people, including the impact resulting from the illness and loss of loved ones. The role of community support options and social prescribing in building resilience were significant and the need was ongoing.

On substance misuse, the high-risk implications and stigma combined to reduce sympathy for users. More recent substance abuse risks, including vaping, constituted a public health emergency; being seen as 'trendy' made it hard to get messages about 'health harm' across.

On Sexual health and healthy relationships, the increase in sexually transmitted diseases was a major concern, acknowledging a reduction in teenage pregnancies. The pressures on young people to share personal images and the lack of awareness on how to access help against abuse were added concerns.

Work had then been undertaken to prioritise these three issues the result being: sexual health and health relationships; substance misuse; and mental health and wellbeing were prioritised in that order.

Feeding back on the Residential more widely, the Young Ambassadors welcomed the frequent opportunities for breakout sessions, the fact that it was all Wales and that interactions were so positive.

JW thanked the Young Ambassadors for their impressive presentation and for the clear rationale underpinning their choice of priorities; she then invited comments.

NL congratulated the Young Ambassadors on their work throughout the Residential; the priorities resonated with the Long-Term Strategy and would feature prominently in organisation-wide work.

SA expressed interest in the process used to identify the priorities, noting the engagement at local community level and the importance of this approach.

IB also extended his thanks for an informative presentation. He commented on the lack of any data, other than anecdotal, on vaping and the work underway to address this. He sought advice on how best to access young people's views and opinions on vaping and welcomed the Young Ambassadors' input on this. IB would explore this outside the meeting.

Action: IB

MM welcomed the presentation and looked forward to the Young Ambassadors continuing to help shape Public Health Wales' agenda.

AW reflected on vaping and preventing the sale of vaping products to underage children and young people.

JW reiterated her thanks to the Young Ambassadors for their inspiring, informative and enthusiastic presentation. She then asked RC to make any final comments. RC congratulated the Young Ambassadors on setting out their priorities in such a structured way: she looked forward to hearing more about the way in which Public Health Wales responded to the issues raised. On vaping, she had similar concerns and noted the risk of vaping gaining ground in primary schools, as well as secondary schools. RC confirmed that vaping was an emerging priority for her Office and welcomed a joint approach.

JW closed the item by thanking RBW for her expert leadership of the Young Ambassadors' Programme; this continued to go from strength to strength and she hoped that RBW would take great pride in its achievements. JW confirmed that she would write to the Young Ambassadors on behalf of the Board, setting out the Board's response to their priorities

Action: JW

PHW 2023.07.27/4.2 | Chief Executive's Report

Introducing the Chief Executive's Report on behalf of TC, NL drew attention to:

- The COVID-19 Public Inquiry: Dr Quentin Sandifer had represented Public Health Wales at the Module 1 public hearing on 4th July. NL extended his thanks to Dr Sandifer, the Public Health Wales team, and the legal team for their work on Module 1. He confirmed that a decision on whether to submit a closing statement, in addition to the clarifications provided already, was imminent.
- The very positive and constructive 2022/23 end of year Joint Executive Team (JET) meeting with Welsh Government on 27 June 2023. The meeting focused on the year-end position and accountability conditions, along with the plans for addressing Ministerial priorities and risks/risk mitigation in 2023/24. NL extended his thanks to the exceptional staff across the organisation for their commitment and professionalism. The September 2023 Board meeting would include a more detailed briefing.
- The comprehensive review of Public Health Wales Emergency Response Plan; this was a statutory requirement, reflecting the organisation's role as a Category One responder.

Thanking NL for the update, JW then invited other Board members to comment.

- Adding detail on the COVID-19 Public Inquiry, PV confirmed the expected receipt of the Module 1 Report in 2024. Modules 2 and 2b focussed on the Welsh Government's political and administrative decision making, and so were highly relevant to Public Health Wales. Planning for these modules was underway, together with the planning and preparation for Modules 3, 4 and 5. He provided the Modular timetable through to 2024.
- SA provided an update on the recent launch of the Welsh Health Equity Solutions Platform (Solutions Platform); this was a live portal structured to reflect the World Health Organisation's five main determinants of health; it would inform and support policy making, concentrating on the building blocks for healthy lifestyles. The Platform would continue to evolve, driven by stakeholder engagement and the Knowledge, Research and Information Committee (KRIC) would oversee progress.

Action: SG/SA/IB

KE welcomed the Solutions Platform as a 'brilliant resource for Wales'. She asked about the capture of usage and measurement of success. SA confirmed that the ongoing development process included measurement and evaluation. IB noted the digital approach adopted, making the site easy to use and adaptable to developing needs.

- Regarding the Emergency Response Plan, SG raised the need to ensure awareness of the Plan across the organisation; she reflected on the COVID-19 Public Inquiry to date; this had demonstrated the need for future preparedness, particularly on pandemic prevention. SC also noted the recent production of the UK Health Security Agency (UKHSA) Strategic Plan; she sought assurance on Wales' engagement and sighting on this work.

MK responded to both of these queries. On the Emergency Response Plan, he confirmed a good level of attendance at briefing sessions for staff held during July; further training would focus on specific roles and embed the requirements on an 'everyone's business' basis. This included the possibility of including a module in statutory and mandatory training, along with induction training.

On working with the UKHSA, MK confirmed the work underway to facilitate collaboration across the four UK Nations. This included a Devolved Government Board, that had met several times, and a data sharing agreement between devolved nations and the UKHSA. Other work streams underway included one on Emergency Response and another on early communication routes.

SG welcomed the update; she was keen to ensure Wales' full engagement in any statements made in four UK Nations policy documents. JW proposed

a Briefing Note for the Board, demonstrating the range of work underway across the four UK nations.

Action: MK

Finally, JW confirmed that she would write to congratulate the WSVC team on securing World Health Organisation (WHO) designation as a National Influenza Centre (NIC). This formalised its status and recognised the team's contribution to the global surveillance community.

Action: JW

The Board **received** the Chief Executive's Report and **took assurance** from the update provided.

PHW 2023.07.27/4.3 | Latest Public Health Overview

Using the Public Health Rapid Overview Dashboard (the Dashboard) slides, IB drew attention to the following:

- No major changes to note regarding communicable diseases including COVID-19;
- No reduction in the referral to treatment times, including no reduction in over 36 week delays, despite the expectation of reduction during the summer months
- The continuation of excess mortality rates as expected for summer months;
- On healthy behaviours, some improvement in smoking behaviours; IB advised caution on this, given previous experience of fluctuation, rather than seeing it as indicator of sustained improvement;
- On wider determinants of health factors, whilst there was some welcome reduction in the rate of growth, the levels remained very high. He referred to a recent workshop held by SA on the cost of living and the progression of that work;
- Finally, on economic inactivity by reason, IB drew attention to a recent 'deep dive' exercise by the Office for Budget Responsibility (OBR) on fiscal sustainability. Key findings indicated that waiting lists were not driving economic inactivity, as these largely included people aged 65 years and over, or those in work. Instead, reasons centred probably on younger adults and included: mental health and wellbeing; potentially the impact of long covid; and some evidence of the impact of tighter conditionality of the non-sickness related elements of the welfare system. IB linked these findings with the Health Foundation Report issued recently on the prevalence of disease and forecasting.
- Work on diabetes continued, along with cardiovascular and cancers. This was starting to build a movement to reduce long term illness through collective action. Recent discussions with Health Board Chief Executives and local authorities had helped to drive recognition of the wider and long-term impacts. Public Health Wales would use this opportunity of enhanced interest

and understanding of the need to address long term conditions to work with Welsh Government, NHS and local authority partners to help drive improvement. The initial focus would probably centre on the diabetes epidemic.

Before inviting questions, JW expressed her thanks to IB and his team for their work in designing and promoting the Dashboard; this had provided the catalyst for system-wide action.

JW then invited comments and questions:

MM emphasised the value of the presentation. He noted that the data related primarily to adults; reflecting on the discussions with the Young Ambassadors, he asked about the inclusion of data on children and young people. MM also welcomed local authority interest and inputs. IB confirmed that Cardiff University conducted a biannual survey on children; this now included a dashboard specific to children's data; he would share the link to that information and consider the inclusion of specific data in the Dashboard.

Action: IB

KY noted the different position across Wales on childhood vaccination rates; she queried why the uptake in Powys appeared better than in other parts of Wales. On the point about benefits, KY noted that a recent meeting with Citizen's Advice had highlighted the income that benefits brought into Wales. This could inform the work on the cost of living crisis. IB and SA agreed to respond to these points outside the meeting.

Action: SA and IB

PHW 2023.07.27/4.4 | Integrated Performance and Finance Reports (Month 3)

Taking the reports as read, NL invited executive colleagues to identify any key points, noting the ongoing refinement of the format.

Corporate Governance

PV reported on:

- Welsh Government issue of updated Standing Orders to NHS Wales.
- Continuing work on the Board Assurance Framework, for presentation to the September Board meeting.
- A review of Committee reporting templates, with QSIC trialling the proposed changes.
- The design of the formal Board Development Programme.
- The 2022/23 Structured Assessment process.

Finance

AW drew attention to the following points:

- The completion of 2022/23 and Quarter 1 of 2023/24 budget setting.
- The identification of £63k surplus identified at the end of Quarter 1 due to higher than expected interest rates.
- The detailed financial position by Directorate, as set out in the report.
- Work underway with each Directorate to review spending plans for 2023/24 as part of the scrutiny and assurance process.

MM sought confirmation of the amount of funding not yet confirmed. AW advised that there were two anticipated funding streams: (i) screening and recovery and (ii) a grant allocation of £500k. Collectively these amounted to £1.5m. Discussions also continued on the pay award position.

Workforce

NL referred to:

- A further reduction in sickness and absence rates from 2.94% to 2.81%. Significant improvements over the past year in microbiology and screening sickness rates contributed to the downward trend.
- Statutory and mandatory training compliance was at 91%
- Further work planned on exit interviews and the reasons for staff leaving the organisation.

MM welcomed the increase in disclosure rates against protected characteristics; he noted the engagement of Staff Networks in this and other important workforce diversity matters.

Health Protection and Screening

MK drew attention to:

- A downward trend for COVID-19, both in detections and in hospital admissions. Turnaround times for both hot lab and non-urgent testing continued to meet compliance standards.
- Work was ongoing with Welsh Government regarding Healthcare Associated Infections (HAI), with a formal announcement expected on standards and annual trajectories, in line with the UK action plan. MK noted the variation identified across health boards (HBs) and the work underway individual HBs where necessary.
- On screening, Diabetic Eye Screening Wales (DESW) and Breast Screening Wales (BSW) services continued to recover. Work on development options for service transformation for both DESW and BSW continued, based on improving accessibility and delivery. Implementation of the DESW low risk pathway from June 2023 would provide a two year screening; this affected 25% of the eligible population and would secure improvements in waiting times. The use of local screening facilities, including Mountain Ash, providing services in a local setting with flexible accommodation, would improve

access further. For BSW, system flow/capacity constraints continued to impact on round lengths; work continued with Health Education and Improvement Wales (HEIW) to maximise workforce planning and scope alternative roles.

SG welcomed the update and asked about the further development of community resource options such as Mountain Ash, to accommodate other services. MK agreed to provide a further report on this outside the meeting.

Action: MK

RBW noted:

- A reduction of 28 in reported incidents; 96% of the incidents related to Health Protection and Screening Services. Assurance on these was high, with the assessed level of harm at low or no harm.
- Work continued on closure targets, with currently 65% closed within 30 days; this represented an improved position on May.
- No nationally reported incidents, no 'no surprises', no redress cases and no new claims.
- The investigation of one case under the Duty of Candour requirements; the processes in place had worked well, with the closure of the case.

MM welcomed the update on the Integrated Medium term Plan (IMTP), noting delivery against over 92% of the milestones; he asked for further detail against those milestones subject to delay/change, where they related to mental health and well-being. This was of note, given earlier discussions.

SA provided detail on those milestones relating to her directorate and NL agreed to provide Board colleagues with a briefing. A number of requests for change centred on partners' capacity to proceed, and the briefing would note those.

Action: NL

In closing the discussion, JW thanked the Executive Team for their updates, noting the supply of additional briefings.

The Board **discussed the** paper and **took assurance** from its contents and the discussions.

PHW 2023.07.27/4.5

Break

PHW 2023.07.27/4.6

Committees of the Board: Reports from Committee Chairs

Audit and Clinical Governance Committee (ACGC)

In addition to the Report provided, NE drew attention to the receipt of final 2022/23 Head of Internal Audit Annual opinion, noting the reasonable assurance rating.

Quality, Safety and Improvement Committee (QSIC)

SG noted that the July QSIC meeting had included an update on the staff influenza vaccination programme. She noted the difficulty in accessing data on this and asked whether KRIC could consider it.

SG also reported on the presentation of the Clinical Governance Framework; the Committee had considered this in detail and had taken assurance from that consideration.

Knowledge, Research and Information Committee (KRIC)

SG provided an update on the formal consideration of the Digital and Data Strategy and the Research and Evaluation Strategy; KRIC had approved both strategies, noting that they underpinned the Long Term Strategy; both were dynamic documents and would be subject to ongoing refinement.

JW thanked SC and invited IB to comment on both strategies; he confirmed that key stakeholders had engaged in the development of each strategy, working within the resource envelopes available currently. Neither was predicated on additional resource, although IB reminded the Board of the limited funding available for research and evaluation; further work would focus on funding available from external sources, in support of Public Health Wales' system leadership role, and prioritising internal requirements.

The Board took **assurance** on the consideration and approval of the Digital and Data Strategy and the Research and Evaluation Strategy by the Knowledge, Research and Information Committee.

People and Organisational Development Committee (PODC)

MM commented on: the 'deep dive' into culture undertaken in July; the positive contribution of the Staff Networks and the level of engagement with these. PODC had also examined Welsh language complaints, including that received from the Welsh Language Commissioner. MM assured the Board that the actions taken in hand would resolve the issues.

The Board **received** this information and **took assurance** from the updates provided.

PHW 2023.07.27/4.7 | Strategic Risk

JW then adjusted the agenda to take Agenda Item 5.3 at this point, given the synergy with Agenda Item 4.7.

Agenda Item 5.3: Strategic Risk Descriptors

RBW reminded the Board of the work throughout 2022/23, as an Executive team and as a full Board, to refresh the strategic risk appetite approach. She referenced the papers supporting this item and noted:

- The clarity provided by the format;
- The risk appetite descriptor and tools used to determine the level of risk;
- The rationale and proposals that the Executive Team and, subsequently, the full Board, had considered.

RBW then took the Board through a high level summary of the risk appetite for each Strategic Risk and the determination of each; she then invited views and questions:

KE reflected on the discussions with the Young Ambassadors discussions earlier in the meeting and asked whether the Strategic Risks incorporated the risks identified in their priorities. IB noted that the risk appetites proposed reflected the current position and that this would evolve over time; the IMTP 2023/26 made reference to the Young Ambassadors' priorities and could be subject to mapping to both strategic and corporate risks. KE welcomed this clarification.

The Board **considered** and **approved** the risk appetite descriptors.

Agenda Item 4.7 Strategic Risks

RBW referenced the March 2023 Board meeting and Board Directors' approval of the Strategic Risks. A subsequent mapping exercise had produced the Strategic Risk Register, with actions and controls identified for each, together with an appropriate RAG rating; RBW was pleased to note the lack of any red ratings. Work was now underway to refresh the Corporate Risk Register.

JW thanked RBW for her leadership of the agenda around risk; this was a complex and fast moving area of Board and corporate governance and accountability and RBW had been rigorous in her focus on those risk issues that required the Board's attention.

The Board **considered** the Strategic Risk Register and took **assurance** on the management of risk within the organisation.

PHW 2023.07.27/5

Items for Approval

PHW 2023.07.27/5.1

Annual Report 2022/23

On behalf of HG, PV provided an update on the 2022/23 Annual Report, noting the requirement to produce and submit such a report to Welsh Government. The latter had received the 2022/23 report on 12 May 2023; the Board would receive a public facing Annual Report, for launch at the September Board meeting.

NE added that the Audit and Corporate Governance Committee had considered both the draft and the final draft Annual Accounts and Accountability Report and recommended these to the Board for final approval.

The Board **received** this information and **approved** the Annual Report.

PHW 2023.07.27/5.2 | Well-Being Statement

SA noted the responsibility under the Future Generations Act to produce a Well-being Statement. She outlined the way in which the objectives would help the organisation to achieve the goals, together with the engagement of stakeholders in that process. She referred to the Annex; this described the explicit relationship with well-being goals.

The Board **approved** the Well-being statement and took **assurance** that the Long-Term Strategy incorporated the requirements of the Well-being Statement.

PHW 2023.07.27/5.3 | Risk Appetite

This item was covered earlier in the agenda before item 4.7.

PHW 2023.07.27/5.4 | Review of Private Meetings 2022/23

Introducing this item, JW confirmed the Board's intention to conduct as much of its business as possible in the public session. The Board had approved a formal Protocol to underpin any discussions in private session; this was subject to annual review and JW thanked MM, PV and LB for their assistance in the 2022/23 review.

PV outlined the approach taken to review the current Protocol and the rationale for the proposed changes. These constituted refinements to the current provisions, rather than any major rethink, as the Board had applied the Protocol throughout 2022/23.

The Board took **assurance** on the management of Board business in 2022/23 in line with the extant Protocol; **noted** the outcome of the review of the Protocol at the end of 2022/23; **approved** the suggested changes to the conduct of business in private session; and **noted** the intention to publish an updated version. This would be subject to review at the end of 2023/24.

Action: JW/PV

PHW 2023.07.27/5.5 | Board Minutes and Action Log from the Meeting 25 May 2023

The Board **approved** the Minutes as an accurate record of the meeting.

The Board then considered and **approved** the Action Log.

PHW 2023.07.27/6 | Items for Noting

PHW 2023.07.27/6.1 | Chair's Report of matters taken in private session (25 May 2023)

The Board **noted** the Chair's Report of matters taken in private session (25 May 2023).

PHW 2023.07.27/6.2 | Board Forward Plan

JW referred to the updated Public Health Wales Forward Plan for 2023/24, with amendments in red.

The Plan was **noted**.

PHW 2023.07.27/7

Date of Next Formal Meeting of the Board

The Annual General Meeting and next Board meeting was scheduled for the 18 September 2023.

Close of Public Meeting

Before closing the meeting JW noted this would be RBWs last Board meeting before retirement. She reflected on RBWs extensive executive portfolio; this included major corporate roles around risk assessment and management, the quality and safeguarding agendas and strategic partnerships. RBW had been instrumental in ensuring organisational readiness for the Duty of Quality and the Duty of Candour and her work with the Young Ambassadors had been celebrated earlier in the meeting.

JW paid specific tribute to RBWs key leadership role during the pandemic, as one of the Strategic Incident Directors; this had been a key role as part of both Public Health Wales' organisational and system leadership responses.

In addition to this broad executive portfolio, RBW had been an exemplary professional head for the nursing and allied health professional families across the organisation; the esteem and respect for RBW evident at the recent Nursing and Midwifery Conference demonstrated that she was held in the highest regard across the profession in Wales. JW hoped that RBW would take great pride in her career and wished her every success for the future.

The meeting closed at 12.55pm