Name of Meeting
Board
Date of Meeting
25 July 2024
Agenda item:
4.4

Composite Committee Report for Board			
Reporting Committee	**Chair**	**Lead Executive Director**	**Date of meeting**
Knowledge, Research and Information Committee	Siân Griffiths	Iain Bell, National Director Public Health Data and Knowledge.	6 June 2024
People and Organisational Development Committee	Kate Young	Neil Lewis, Director of People and Organisational Development	9 July 2024
Audit and Corporate Governance Committee	Mohammed Mehmet	Huw George, Deputy Chief Executive, Executive Director Operations and Finance Paul Veysey, Board Secretary and Head of Board Business Unit	10 July 2024
Quality, Safety and Improvement Committee	Diane Crone	Claire Birchall, Interim Executive Director Quality, Nursing and Allied Health Professionals. Meng Khaw, National Director Health Protection and Screening, Executive Medical Director.	24 July 2024*

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

*A verbal update on the 24 July 2024 Quality, Safety and Improvement Committee will be provided at the 25 July 2024 Board meeting and a written update will be provided at the 26 September Board meeting.

Executive Summary

This report covers the period since the Board last met on 30 May 2024.

A detailed summary of the matters considered at each of the Committee meeting is contained in Section 1 below.

Cross Committee Working
As part of the development of the Cross Committee working, this report has been updated to include a summary of any issues raised within the work of the Committee where there is an impact on the other Committees. This has been included at section 2.

Quality, Safety and Improvement Committee:

The Quality Safety and Improvement Committee meetings on 24 July and a verbal update will be provided. The full agenda is available here: 24 July 2024

As part of this agenda, the Committee will be considering the Emergency Preparedness Resilience and Response (EPRR) Annual Emergency Planning Report for 2023-24 which will be of particular interest to the Board. Links to the report are available below for reference:

https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/committee-meetings/quality-safety-and-improvement-committee/202425/24-july-2024/papers-24-july-2024/5-3a-qsic-2024-07-24-cover-report-phw-2023-24-annual-eprr-report/

https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/committee-meetings/quality-safety-and-improvement-committee/202425/24-july-2024/papers-24-july-2024/5-3b-qsic-2024-07-24-phw-2023-24-annual-eprr-report/

The Committee will be asked to approve the report; a verbal update on the outcome of the Committees consideration will be provided at the Board meeting.

Section 1: Summary of the Committee Meeting since last reported to Board on 28 March 2024

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

Knowledge, Research and Information Committee (6 June 2024)

The Committee:
- **Noted** the Screening programme report and **considered** and **accepted** the recommendations.
- Took **assurance** that Public Health Wales, and the Research and Evaluation team were delivering on the core elements of the Research and Evaluation strategy.
- Took **assurance** on the progress being made against the IMTP objectives and on the range of other activities being undertaken by the Genomics programme. They also **endorsed** the aim to collaboratively develop key plans for analysis, data and research aspects of activity in a cross-organisational way.
- **Noted** the workplans for Artificial in Public Health Wales and the collaborative work underway across the health and social care system (and PHW's contribution to this).
- **Considered** Strategic Risk 1 and 2 and took **assurance** on their management.
- Took **assurance** on the updated Corporate Risk Register and on the management of risks within the remit of the Committee.
- Took **assurance** on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.

People and Organisational Development Committee (9 July 2024)

The Committee:
- Took **assurance** that progress continued with evaluation of the results of the Staff Survey 2023 and identification of high-level priority areas for improvement.
- Took **assurance** from the information contained within the Performance Assurance Dashboards and of ongoing analysis and monitoring or specific areas.
- **Considered** the advice from the Director of People and Organisational Development in relation to Statutory and Mandatory training, and agreed not to take any further action, noting the rationale provided for not mandating the training modules.
- **Considered** the Strategic Risks and took **assurance** on the management of Strategic and Corporate Risks within the organisation, within the remit of the Committee.
- Agreed to receive the verbal update on safeguarding risk 1541 provided for **assurance**, and **noted** the intention for a written paper to be submitted to the October meeting.
- Received and took **assurance** on the update provided on the Local Partnership Forum
- Took **assurance** that the NHS Wales Anti Violence Collaboration Guidance has been published.
- **Noted** the Chair's action to approve the All-Wales Medical Approval Policy and took **assurance** that the action was taken in accordance with Section 8 of the Standing Orders.
- **Noted** the Audit Tracker updates relevant to the Committee.

Audit and Corporate Governance Committee (10 July 2024)

The Committee:
- **Considered** and **noted** three final Internal Audits

- o Incident Reporting
  - o IT Infrastructure
  - o Contract Management
- **Considered** the Head of Internal Audit Opinion and Annual Report 2023/24.
- **Considered** the Audit Wales Annual Opinion (including ISA 260).
-

Key risks and issues/matters of concern of which the Board needs to be made aware:
Knowledge, Research and Information Committee (6 June 2024)
None
People and Organisational Development Committee (9 July 2024)
None
Audit and Corporate Governance Committee (10 July 2024)
None.

Delegated action taken by committees:
Knowledge, Research and Information Committee (6 June 2024)
The Committee **approved** and recommended to the Board for assurance the following: • Committee Annual Report 2023/24 • Committee Terms of Reference • Committee Effectiveness Survey Results • Committee Work Plan 2024/25
People and Organisational Development Committee (9 July 2024)
The Committee: • **Approved** the adoption of the All-Wales Special Leave policy/changes to the VERS Scheme • **Approved** the More Than Just Words Annual Update. • **Approved** the Welsh Language Standards Annual Report.

Audit and Corporate Governance Committee (10 July 2024)

The Committee:
- Took **assurance** from the Head of Internal Audit Opinion for 2023/24.
- **Recommended** the Financial Accounts and the Audit Wales Annual Opinion (ISA 260) to the Board for approval.
- **Recommended** the Accountability Report 2023/24 for Board approval.
- **Noted** that once approved by the Board, they will be **submitted** to Welsh Government by 15 July 2024

Section 2: Cross Committee Working Summary

Summarise any considerations by Committees relating the identified cross cutting areas, such as dealing with those remitted items between committee, any escalation of the cross Committee working criteria.

Cross Committee Issues	
Information Governance	None.
Internal and External Audit	The Audit Actions Tracker was considered by the ACGC in May and where relevant have been sent to each committee in the next round of meetings for information.
Risk	**Corporate Risk : DBS Checks** **Cross over:** QSIC due to potential risk to patient safety. At PODC in July, the Committee considered a verbal update on the work undertaken to address safeguarding risk 1541 regarding DBS checks. NL summarised discussions between People & Organisational Development directorate, and Quality, Nursing and Allied Health Professionals into a better solution for addressing DBS checks, and require additional time to assess the costs and specific details. A revised plan would be brought to the Business Executive Team in August 2024, with a follow up paper brought to People and Organisational Development Committee in October. **Outcome:** Issue to be reviewed by PODC at its next meeting as an ongoing issue, and following this referral to QSIC if necessary.

Workforce	The Board and Committee's have referred a number of Statutory and Mandatory training queries to the People and Organisational Development Committee for consideration due to its overall remit for workforce matters. **Summary of discussion 11 April:** The Committee were provided with a list of queries from other Committees to consider training courses to be mandated and their regularity. The specific asks of this meeting were: - Whether Business Continuity Planning training should be mandated. - Whether the Counter Fraud/Cyber Security module interval should be changed from bi-annual to annual. - To give assurance on having a monitoring system for Health and Safety training. NL highlighted the challenges around implementation due to the All-Wales position on training standards and suggested that training could be made role specific to make more relevant to staff. RA noted that feedback was given on required training and that this may be considered at a future review. The Committee noted that some training courses were not suitable due to accessibility, such as no subtitles or having to complete them in a busy/noisy environment for those lab-based staff, and therefore may struggle with increased regularity. They questioned whether changing the Cyber Security module to annual was required or if an update / communication on new relevant threats would be more suitable. In terms of next steps, it was agreed that Neil Lewis would communicate with the relevant leads on the best way forward and this would be brought back at the next Committee meeting. At the July PODC, the Committee noted that following the in-depth discussion at the last Committee meeting and feedback from staff, the response was to not add further modules at this time and instead look into other methods to distribute necessary information. The Committee considered the advice from the Director of

People and Organisational Development in relation to Statutory and Mandatory training, and agreed not to take any further action, noting the rationale provided for not mandating the training modules.

Below is confirmation of the outcome of these two referrals relating to statutory and mandatory training:

ACGC: Business Continuity Planning Training

Referral: ACGC asked that the Committee consider and take action concerning mandating Business Continuity Planning Training

Outcome: Advice was received from the Director of People and OD (July Meeting) which set out the current Statutory and Mandatory training provision. It was not recommended we currently mandate this training given the current level of training requirements, and the need for this to be targeted to specific staff through awareness sessions. This will be worked through in conjunction with the Leadership Team. The Committee agreed not to mandate this training module.

ACGC: Counter Fraud Training

Referral: The ACGC discussed the importance of the Cyber Security Mandatory Training module and reflected on whether the interval should be changed to an annual requirement given the heightened risk posed to the Organisation of cyber-attacks. It was agreed that the Information Governance Group would consider this and highlight their findings to the Committee for consideration as part of the wider discussion on Statutory and Mandatory training.

Outcome: Advice was received from the Director of People and OD (July Meeting) which set out the current Statutory and Mandatory training provision. It was not recommended we currently increase the frequency of this training given the current level of requirements. Specific interventions in 'hotspot' areas is more appropriate. The Committee agreed not to mandate this training module.

	QSIC: Health and Safety Training **Referral**: QSIC sought assurance that there was a system in place to monitor Statutory and Mandatory training compliance for those with honorary contracts, and queried compliance levels within this specific cohort of employees, particularly those who made use of the Organisations buildings. **Outcome**: Assurance was provided to PODC that this was in place.
Data and Digital	None
Service Delivery	None
Clinical audit	None

Section 3: Dates of next Committee Meetings

Date of next Committee meetings	
The next scheduled Committee meetings are as follows: (please note these are subject to change):	
Knowledge, Research and Information Committee	5 September 2024
People and Organisational Development Committee	21 October 2024
Audit and Corporate Governance Committee	10 September 2024
Quality, Safety and Improvement Committee	16 September 2024