

 <b>GIG</b> CYMRU <b>NHS</b> WALES	Iechyd Cyhoeddus Cymru Public Health Wales	<b>Name of Meeting</b> Board
		<b>Date of Meeting</b> 30 September 2021
		<b>Agenda item</b> 4.6

### Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy CEO and Executive Director Operations and Finance	15 September 2021
Quality, Safety and Improvement Committee	Kate Eden	Rhiannon Beaumont-Wood, Executive Director Quality, Nursing & Allied Health Professionals/ Meng Khaw National Director of Health Protection and Screening Services and Medical Director	19 August 2021

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

#### Audit and Corporate Governance Committee

##### 15 September 2021 meeting

The Committee considered the following matters for **assurance**:

- **Took assurance** from a presentation and paper update on Cyber Security.
- **Received** the Internal Audit Final Report for the Operational Plan, noting the substantial assurance rating received.
- **Received** the Internal Audit Final Report for Staff Wellbeing, noting the reasonable assurance rating received.
- **Received** the Collaborative Procurement Advisory, Internal Audit Report, noting the actions for improvement identified.
- **Took assurance** that procurement activity was being undertaken in line with Standing Financial Institutions.
- **Took assurance** that all losses and special payments had been made in accordance with the requirements of the Standing Financial Institutions.
- **Accepted** the Corporate Risk Register presented and **agreed** to accept the proposed changes to the action target dates.
- **Took assurance** that the Information Governance Management System was working effectively from the Information Governance Performance Report (Quarter 4 2020/21 and Quarter 1 2021/22).
- **Took assurance** from an update on the data breach on the progress being made against the action plan.

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

- **Took assurance** on the progress of the work on the Integrated Governance model.
- **Took assurance on the assurance** on the implementation of the Declarations of Interest, Gifts, Hospitality and Sponsorship Policy and the Declarations of Interest, Gifts, Hospitality and Sponsorship Procedure.
- **received** the Counter Fraud Progress Report Paper.

## Quality, Safety and Improvement Committee

### 19 August 2021 meeting

The Committee considered the following matters for **assurance**:

- **Took assurance** on the progress to date in taking forward the Safeguarding Maturity Matrix improvement plan, and that there were appropriate safeguarding arrangements in place within Public Health Wales;
- **Took assurance** on the development of quality indicators as part of the ongoing work with the Performance Assurance Dashboard;
- **Took assurance** on the management of risks within the Corporate Risk Register;
- **Took assurance** on the progress of the implementation of the Healthcare Support Workers Framework within Public Health Wales;
- **Took assurance** on the work that had been undertaken to strengthen the governance of medical devices;
- **Took assurance** that Public Health Wales had implemented effective project management and control over the implementation of the Once for Wales Concerns Management System (Datix) and requested an update on the implementation plan at the next Committee meeting;
- **Took assurance** on Health Inspectorate Wales annual report 2020-21 findings;
- **Took assurance** on the management of alerts received by Public Health Wales;
- **Took assurance** on the quarterly Putting Things Right Report and the effectiveness of the management of concerns (incidents, complaints and claims);
- **Took assurance** on the quarterly Health and Safety report, and that appropriate governance and operational measures were in place to monitor compliance.

## Key risks and issues/matters of concern of which the Board needs to be made aware:

### Quality, Safety and Improvement Committee

No key risks or matters of concern to raise at this time.

### Audit and Corporate Governance Committee

### Additional Hours and Overtime Internal Audit Final report – Limited Assurance

## Key risks and issues/matters of concern of which the Board needs to be made aware:

The Committee received the Additional Hours and Overtime Internal Audit Final report, which had received a limited assurance rating. The Committee received assurance on the management of the action plan by the Business Executive Team to address the issues raised through the Audit. The Committee agreed to consider an update on this matter at its next meeting in January, including an update on progress against the action plan.

## Delegated action taken by committees:

### Quality, Safety and Improvement Committee

The Committee **approved**

- **Approved** the recommendation that outstanding actions from the self-assessment of Quality Governance arrangements be absorbed into other relevant work streams monitored by the Business Executive Team and Committees;
- **Approved and took assurance** the Putting Things Right Annual Report 2020/21

### Audit and Corporate Governance Committee

The Committee **approved**

- Approved changed to the Internal Audit Action log, to change the date on ten actions and **approved** the closure of seven actions.
- **Ratified** Chairs Action that was taken to approve the All Wales Information Governance Policy, the All Wales Information Security Policy, the All Wales Internet Use Policy, and **took assurance** that the actions were taken in accordance with Section 2 of Standing Orders.

*Unconfirmed Minutes for Committees are available on request.*

*Previously confirmed minutes can be found on the website at*

*<https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/>*

## Date of next Committee meetings

The Board considered a governance report at its meeting on 25 March 2021 and agreed the following:

- Quality, Safety and Improvement Committee to operate within their scheduled meeting pattern; increased to 5 meetings during 2021/22;
- *Audit and Corporate Governance Committee* to operate within their scheduled meeting pattern of 5 meetings during 2021/22;
- People and Organisational Development Committee resume as of 1 April 2021, and operate within their scheduled meeting pattern of 4 meetings during 2021/22

The Board agreed at its meeting on 29 July that:

- Knowledge, Research and Information Committee will resume in Quarter 3 2021/22

The next scheduled Committee meetings are as follows (please note these are subject to change):

<i>People and Organisational Development</i>	14 October 2021
<i>Quality, Safety and Improvement Committee</i>	10 November 2021
<i>Knowledge, Research and Information Committee</i>	TBC (prior to Xmas 2021)
<i>Audit and Corporate Governance Committee</i>	19 January 2022