

RAG Rating/Status

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| At risk | Red - Action date passed or revised date needed |
| On track | Yellow - Action on target to be completed by agreed/revised date |
| Complete | Green- Action complete |
| No longer needed | Blue - Action to be removed and/or replaced by new action |

| FORMAL BOARD | | | | | | | | |
|---|------------------|------|---|--|--|--------------------------|---------------------|-------------------|
| Meeting Item Reference | Action Reference | Lead | Meeting Item Title | Details of action | Update on progress | Original target date | Revised target date | RAG rating/Status |
| OPEN ACTIONS FOR REVIEW | | | | | | | | |
| PHW 2021_05_27/251.1/ 2021 | PHW 2021 | RB-W | Quality and Improvement Strategy | Progress discussions on the Quality Improvement Hub outside the meeting. | <p>27.01.22 Update - update remains valid from last meeting. The Business Executive Team considered new proposals for the theme of work on the 17 January, further details will follow to Board in due course. Revised target date requested.</p> <p>22.11.21 Update- Executive colleagues are currently working the mechanics of the hub and will update Board in due course.</p> <p>23.9.21 Update As identified in the Quality and Improvement implementation approved plan, the Improvement Hub is due to be established by November 2021, a draft proposal for the hub is currently in development and will be considered by</p> | 30/11/21 then 31/1/22 | 31/3/22 | At risk |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | RB-W | Integrated Performance and Finance Report, Month 7- Theme 3, Organisational quality and access to high quality services | On risk management, RB-W reminded the Board that, following a review, the June 2021 Board meeting had reached agreement on five strategic risks, reduced to four at the September meeting, with Strategic risk 2 being redesignated as a corporate risk. A further period of reassessment was now underway, including consideration of the optimum management of risks relating to innovation and improvement. In response to a query from JW, RB-W confirmed that it would be possible to bring an update report to the January 2022 Board meeting. | <p>27.01.22 Update - further assessment is underway and also needs to be considered with the refresh of the Long Term Strategy and risk appetite. The revised corporate risk remains in place during this period of further assessment. Further work is also underway in relation to the approach to Quality and Improvement at an organisational level which will need to inform risk management in this area.</p> <p>Revised target date requested.</p> | 27/1/22 | 31/3/22 | At risk |
| OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE | | | | | | | | |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | MK | Integrated Performance and Finance Report, Month 7- Theme 3, Organisational quality and access to high quality services | DE highlighted the opportunities when reactivating screening services to consider whether the current measures used to capture performance remained appropriate or whether alternative/extra indicators could be added at this point. MK supported a review of the metrics in place currently and confirmed that he would consider this further. | <p>27.01.22 Update - Consideration of the points raised are in progress. The action is on track for the target date.</p> | 30/6/22 | | On track |

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| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | KE, DE, MM, SG (Committee Chairs) | Integrated Performance and Finance Report, Month 7- Theme 4, Improved population health and well- being | HG also confirmed the intention to continue with the themed approach set out in this report; JW asked Committee Chairs to review their Committee agendas, to ensure appropriate coverage against the themes | 27.01.22 Update - action in progress for 2022/23 planning as well as remaining agendas for 2021/22. The topic will form part of a specific item at a joint Committee Chairs and Lead Executive meeting early March 2022. | 31/3/22 | | On track |
| ACTIONS RECOMMENDED TO BE CLOSED AT (DATE) MEETING | | | | | | | | |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | MM / NL | Integrated Performance and Finance Report, Month 7- Theme 1, maintaining a healthy and sustainable workforce | SG noted a recent national report that had highlighted the mental health impact of COVID- 19 and asked whether the increase in staff sickness/absence could, in part, relate to this. NL made reference to the Staff Survey underway currently; this would provide real- time intelligence; MM added that the People and Organisational Development (POD) Committee would be scrutinising this issue closely, taking account of the differential | 27.01.22 Update - Business Executive Team have received an early copy of the Staff survey, further work is underway to develop action plans with relevant internal groups. This will be further explored at the People and OD Committee in February. Recommended for closure on this basis. | | | Complete |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | KE / RB-W | Integrated Performance and Finance Report, Month 7- Theme 3, Organisational quality and access to high quality services | KE expressed her concern at the themes relating to language and communication with service users; she raised the possibility of QSIC considering this matter further, given that it concerned service quality. RB-W confirmed that the outcome of the investigation could well involve a revised process to sign off public-facing information. JW asked KE and RB-W to include further consideration of the issue on the next QSIC agenda. | 27.01.22 Update - the action is contained in the agenda for the February Quality, Safety and Improvement Committee so recommended to close on that basis | | | Complete |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | HG | Integrated Performance and Finance Report, Month 7- Theme 4, Improved population health and well- being | MM acknowledged the possible need to transfer work into 2022-23 and asked that the Board be made aware of the detail; he sought confirmation that any transfer would be assessed against a prioritisation process. HG gave that confirmation and agreed to update the Board accordingly. | 27.01.22 Update - ongoing assessment has taken place during the monthly reviews. Further information will be provided within the Performance Report (month 9) item at the Board meeting | | | Complete |
| PHW 2021_11_25/317.2/ 2021 | PHW 2021 | TC | Integrated Performance and Finance Report, Month 7 | The Board also asked Executive Directors to stress the continuing pressure under which all staff found themselves, having to reactivate services whilst maintaining a COVID-19 response; 20 months on from the start of the pandemic, staff were exhausted and, yet, continued to strive to protect the health of the people of Wales and to provide high quality services. The Board was proud of all Public Health Wales' staff and wanted WG officials to note that | 27.01.22 Update - Comments from Board reiterated in relevant meetings with Welsh Government and will be noted as part of the Joint Executive Team meeting at the end of January 2022. | | | Complete |
| PHW 2021_11_25/317.4/ 2021 | PHW 2021 | MM / NL | Committees of the Board: Report from Committee Chairs | The POD Committee would have a major focus in the area of workforce information and analysis of workforce recruitment matters in the coming months. | 27.01.22 Update - this work has been scheduled into the forward look for the Committee and will be reported back to Board through the Committee report in due course | | | Complete |

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| PHW 2021_11_25/317.5/ 2021 | PHW 2021 | LM | Winter Planning Update | HG indicated that LM could provide a short briefing note for the Board on the <i>Vaccination Saves Lives</i> campaign, the key messages and the issue of 'myth busting'. JW confirmed that this would be most helpful. | 27.01.22 Update - briefing due to be circulated to Board 21 January 2022 so action proposed to be closed on that basis. | | | Complete |
| PHW 2021_11_25/317.6/ 2021 | PHW 2021 | HB | KRIC Terms of Reference | The Board approved the allocation of both cyber security and Information Governance to the Audit and Corporate Governance Committee; for which the terms of reference would be updated. | 27.01.22 Update - action completed | | | Complete |