

 <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> 31 March 2022
		<b>Agenda item</b> PHW 5.5

### Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Quality, Safety and Improvement Committee	Kate Eden	Stuart Silcox, Assistant Director of Integrated Governance represented Rhiannon Beaumont-Wood, Executive Director Quality, Nursing & Allied Health Professionals /  Eleri Davies, Interim Deputy Medical Director and Head of HARP Programme represented Meng Khaw National Director of Health Protection and Screening Services and Medical Director	15 February 2022
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	16 February 2022
Knowledge, Research and Information Committee	Sian Griffiths	Iain Bell, National Director Public Health Data, Knowledge and Research	10 March 2022
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy CEO and Executive Director Operations and Finance	16 March 2022

*Please note, due to the timings of the Audit and Corporate Governance and the Knowledge, Research and Information meeting, the Chairs will provide a verbal update*

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

#### Quality, Safety and Improvement Committee

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

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

- Considered the Quality section of the Performance Assurance Dashboard and took **assurance** on the effective management of Putting Things Right.
- Took **assurance** on the Health and Safety report, and that appropriate measures were in place to monitor compliance and to address areas identified for improvement.
- Took **assurance** on the effective management system for distribution, monitoring and record keeping for alerts / safety notices received.
- Took **assurance** on the progress of the Quality and Clinical Audit Plan for 2021/22 and noted the proposed improvement initiatives.
- Took **assurance** that the organisation's Strategic and Corporate risks were being managed appropriately and **approved** a request for changes to Strategic Risk 1.

The Committee considered the recommendations made within the Internal Audit Final reports on the Reactivation of Screening Services and the IP5 Lab, and took **assurance** that the monitoring of any actions from these reports would be undertaken through the Audit and Corporate Governance Committee.

The Committee took **assurance** that plans to implement 'Our Approach to Engagement' were progressing and **approved** the proposed refocus and actions for Year 2 of implementation. The Committee **noted** the planned approach to improve the quality assurance of public information following a concern regarding the British Sign Language (BSL).

## People and Organisational Development Committee

### 16 February meeting

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

- Took **assurance** that extensive work had been undertaken to progress the Diversity and Inclusion agenda in Public Health Wales.
- Took **assurance** that the organisation had the appropriate plans in place to meet the Welsh Language statutory requirements, to reinvigorate the organisations' bilingual culture and to consolidate awareness across the organisation of each teams' compliance obligations.
- Took **assurance** that work on the 'Our Conversation' was progressing well, noting that the Principles for the Future of Work was on course to commence immediately once the Welsh Government relaxed the legal requirement for staff to work from home.
- Took **assurance** on the planned next steps identified in the management response to the 'Taking Care of the Carers' Audit Wales Report.
- Took **assurance** that the Organisation's Strategic and Corporate risks were being managed appropriately.

The Committee considered the live presentation of the Performance Assurance Dashboard, focusing on: sickness absences; Staff vaccinations; recruitment; turnover and annual leave.

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

The Committee considered a verbal update on Partnership working, noting recent topical discussions with the local partnership forum, and the inclusion of four new trade union representatives for the Committees.

The Committee considered the recommendations made within the Internal Audit Final reports for Recruitment, Additional Hours and Overtime and Staff Wellbeing and took **assurance** that the monitoring of any actions from these reports would be undertaken through the Audit and Corporate Governance Committee.

The Committee considered the Wellbeing Survey and Engagement presentation, noting the ongoing work with staff networks and trade union colleagues, and next steps to support the workforce.

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

### Quality, Safety and Improvement Committee

None

### People and Organisational Development Committee

None

## Delegated action taken by committees:

### Quality, Safety and Improvement Committee

The Committee **approved** the Safeguarding Policy and three associated procedures: Adults at Risk; Children at Risk and Violence against Women, Domestic Abuse and Sexual Violence.

### People and Organisational Development Committee

The Committee **approved**:

- The Gender Pay Gap Report
- Raising Concerns All Wales Policy

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

<i>People and Organisational Development</i>	07 April 2022
<i>Audit and Corporate Governance Committee</i>	05 May 2022
<i>Quality, Safety and Improvement Committee</i>	18 May 2022
<i>Knowledge, Research and Information Committee</i>	16 June 2022