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Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Unconfirmed Minutes of the Extraordinary Public Board Meeting  
held on 24 June 2021,  
(held electronically via Microsoft Teams and livestreamed via the  
web)**

<b>Present:</b>		
Jan Williams	(JW)	Chair
Tracey Cooper	(TC)	Chief Executive
Rhiannon Beaumont-Wood	(RB-W)	Executive Director of Quality, Nursing and Allied Health Professionals
Diane Crone	(DC)	Non-Executive Director (University)
Kate Eden	(KE)	Non-Executive Director, Vice Chair and Chair of Quality, Safety and Improvement Committee
Dyfed Edwards	(DE)	Non-Executive Director and Chair of Audit and Corporate Governance Committee
Huw George	(HG)	Deputy Chief Executive and Executive Director of Finance and Operations
Sian Griffiths	(SG)	Non-Executive Director (Public Health)
Meng Khaw	(MK)	National Director Health Protection and Screening Services, and Medical Director
Judi Rhys	(JR)	Non-Executive Director (Third Sector)
<b>In Attendance:</b>		
Sally Attwood	(SA)	Deputy Director Strategy and Planning
Aled Bishop	(AB)	Communications support
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager
John Boulton	(JB)	Director of NHS Quality Improvement and Patient Safety/Director Improvement Cymru
Helen Bushell	(HB)	Board Secretary and Head of Board Business Unit
Martin O'Brien	(MOB)	Operational Manager
Neil Lewis	(NL)	Director of People and Organisational Development

Paula Walters	(PB)	Head of Programme Management Office
Stephanie Wilkins	(SW)	Trade Union representative
<b>Apologies:</b>		
Mark Bellis	(MB)	Director of Policy and International Health, WHO Collaborating Centre on Investment for Health and Well-being
Mohammed Mehmet	(MM)	Non-Executive Director (Local Authority) and Chair of the People and Organisational Development Committee

*The meeting commenced at 13.00pm*

<b>PHW 263/2021 Welcome and Apologies</b>
<p>JW welcomed everyone to the meeting, noting the availability of a livestream link on the website; she extended a particular welcome to those observing the meeting online. JW also welcomed SA and congratulated her on her recent appointment as the Transition Director for Health and Wellbeing; SA would join the Executive team from the 1 July 2021.</p> <p>JW summarised the items on the agenda, confirming that this was a short, extraordinary meeting to consider the updated version of the Operational Plan for 2021/22. The Board had considered a draft plan at its March 2021 meeting.</p> <p>JW summarised the role of the Board as being the Governing Body of the organisation, with specific responsibilities for: strategic direction-setting; building and sustaining strategic partnerships; setting risk appetite and overseeing strategic risks; scrutinising in-year delivery against plans and setting the organisational tone and culture. The Board was committed to ensuring that every member of staff could come to work and be their best selves, without fear of disadvantage or discrimination of any kind.</p> <p>JW advised that the Board conducted its meetings, in line with a formal Board Etiquette, details of which could be found on the website: <a href="https://phw.nhs.wales/about-us/board-and-executive-team/board-etiquette/">https://phw.nhs.wales/about-us/board-and-executive-team/board-etiquette/</a> The Board conducted its meetings on the basis that members had read all papers beforehand, thereby optimising the time available for debate.</p> <p>The Board <b>noted</b> the apologies for absence.</p>
<b>PHW 264/2021 Declarations of Interest</b>
Board members made no declarations of interest in addition to those already recorded on the Declarations of Interest Register.
<b>PHW 265/2021 Items for Approval</b>
<b>PHW 265.1/2021 Operational Plan</b>
HG introduced the paper, summarising the work undertaken to revise the draft Operational Plan 2021/22 (the Plan) approved in principle at the March 2021

Board meeting. Today's papers presented the revisions, together with the supporting financial plan, budgetary control framework and revised strategic risk descriptors.

HG reminded the Board of comments made about the achievability of the Plan in its earlier form; the Executive and wider team had reviewed all milestones and timelines in line with known resource availability and the remobilisation of staff back onto their substantive roles. PW presented two slides that set out the changes and deletions to milestones and timelines, noting the extension to some timelines and the addition of 1,721 days to Plan timescales. HG commented on the revisions to the financial plan and budgetary control framework, to reflect the capital and revenue requirements of the revised plan, including a request for an additional £1.1m funding for the full reactivation of screening programmes. HG confirmed that the revisions also took account of feedback from Welsh Government and the Finance Delivery Unit.

RB-W provided an overview of the proposed five strategic risk descriptors, requesting Board approval of these; a number of Board members had participated in the work to draft the descriptors and, subject to Board approval, work would begin on populating the detail of each.

HG confirmed that Welsh Government had received a copy of the revised draft Plan and budget, following a request to all NHS organisations two weeks earlier.

JW thanked HG, his team and all members of staff involved in the significant work to develop the final Plan, noting the revisions made following the Board's comments on the earlier draft.

KE welcomed the revised Plan, including changes to milestones; she reported that the Quality, Safety and Improvement Committee (QSIC) had undertaken a deep dive into the reactivation of screening services at its last meeting on the 16 June, taking assurance from the discussion.

DE added his support for the revised Plan, reinforcing the importance of not resuming at the point that the organisation had left off prior to the pandemic; the environment post pandemic presented both challenges but also new opportunities and Public Health Wales was very well-placed to build on the many innovations introduced during the last year. The Board supported this approach.

The Board resolved to **approve** the:

- Operational Plan 2021-22 for submission to Welsh Government;
- Updated Financial Plan and Budgetary Control Framework 2021/22, **noting** the ongoing review and scrutiny process;

- Five revised Strategic Risk Descriptors, **noting** the intention to provide further details on the controls, action plan and mitigations in respect of each descriptor.

<b>PHW 266/2021</b>	<b>Date of Next Formal Meeting of the Board</b>
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The next meeting was scheduled for 29 July 2021.
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<b>PHW 267/2021</b>	<b>Close of Public Meeting</b>
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The meeting closed at 13:25.
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