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Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
Board

Date of Meeting
29 July 2021

Agenda item
3.5

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	7 June 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	16 June 2021
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	8 July 2021

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

Audit and Corporate Governance Committee

None to report.

Quality, Safety and Improvement Committee

16 June Meeting

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

- **Took assurance** from the deep dive into Screening Recovery:
The deep dive covered the impact of COVID-19 on service provision; and the estimated recovery times for the service; the Committee was **assured** the recovery was well structured, and **noted** the planned next steps;
- **Noted** the progress made against the Breast Test Wales (HIW) Action Plan;
- **Took assurance** from a report detailing the current position on Medical Revalidation and Job Planning, that process were in place to support the dental and medical staff as required by the Medical and Dental contract;
- **Took assurance** on the management of risks within the Corporate Risk Register;
- **Took assurance** the Internal Flu Vaccine Campaign Report that the Campaign had been effectively managed;

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

- **Took assurance** that appropriate governance and operational measures were in place to ensure the effective functioning of the Trust's Health and Safety Group;
- **Noted** the Bi-Annual Policy Update.

People and Organisational Development Committee

8 July 2021 Meeting

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

- **Took assurance** from the presentation using live data from the Performance and Assurance Dashboard, and **noted** the planned next steps.
- **Noted** the Welsh Language report detailing how statutory obligations were being met and highlighted actions being taken;
- **Took assurance** from a report detailing Recruitment Update including the Health Protection Case, that steady recruitment was continuing and heard how delays in joining following appointment was frequently due to the requirement to give long notice periods;
- **Considered** a presentation on the People Strategy presentation which highlighted the interdependencies with other Strategies and Plans within Public Health Wales;
- **Considered** a presentation outlining the results of the 'Our Conversation' exercise was summarised and discussed areas to be considered as part of the next steps of this work.

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

The Committees meeting on 7 June was specifically to consider the Annual Accounts and Accountability Report for 2020/21, and agree to recommend these to Board for approval. This was provided verbally to the Board meeting on 10 June 2021.

People and Organisational Development Committee

The Committee **considered** its Terms of Reference and **agreed to recommend** to the Board that no changes were made to the Committee's Terms of Reference.

Delegated action taken by committees:

Quality, Safety and Improvement Committee

The Committee **approved**

- **Approved** the Quality and Improvement Strategy Implementation Plan (Year1), noting how the plan would build in to years 2 and 3. The Committee heard how staged improvement in future years was planned;

Delegated action taken by committees:

- **Approved** the revised Terms of Reference for the Health and Safety Group;
- **Approved** proposed changes to the Strategic Risk Register action plan to close actions and amend deadline dates;
- **Approved** the Quality and Clinical Audit Plan for 2021/22;
- **Approved and took assurance** from the Public Health Wales Infection Prevention and Control Annual Report for 2020/21;
- **Approved and took assurance** from the Safeguarding Annual Report 2020/2021 on how the organisation has discharged its Safeguarding responsibilities during reporting period April 2020 to March 2021.

Audit and Corporate Governance Committee

None to report.

People and Organisational Development Committee

The ratified the use of Chairs action to approve the All Wales Respect and Resolution 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

- 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
- Knowledge, Research and Information Committee remain postponed pending Board discussion at 29 July meeting.

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

<i>Audit and Corporate Governance Committee</i>	15 September 2021
<i>Quality, Safety and Improvement Committee</i>	19 August 2021
<i>People and Organisational Development</i>	14 October 2021
<i>Knowledge, Research and Information Committee</i>	To be confirmed