



**GIG**  
CYMRU  
**NHS**  
WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**  
**Board**

**Date of Meeting**  
29 July 2021

**Agenda item:**  
3.5

## Board and Committee Governance Arrangements (2021/22)

<b>Non-Executive Lead:</b>	Jan Williams, Chair
<b>Executive lead:</b>	Tracey Cooper, Chief Executive
<b>Author:</b>	Helen Bushell, Board Secretary and Head of Board Business Unit

<b>Approval/Scrutiny route:</b>	Jan Williams, Chair Tracey Cooper, Chief Executive
---------------------------------	---

### Purpose

To provide a number of updates on Board governance arrangements during the continuing COVID-19 pandemic; to seek Board approval for further changes from August 2021 onwards.

### Recommendation:

APPROVE <input checked="" type="checkbox"/>	CONSIDER <input checked="" type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
--	---	---------------------------------------	-----------------------------------	---------------------------------------

The Board is asked to:

- **approve** the resumption of the Knowledge, Research and Information Committee in quarter three of 2021/22;
- **approve** the methods of holding meetings as set out above;

## **1. Introduction**

Throughout the last twelve months, the Board has reviewed its governance arrangements and has made a number of changes to its way of working.

For ease of reference, the changes made in recent months are available to view in the following papers:

- [Board Governance changes, 26 March 2020](#)
- [Board Governance changes, 30 April 2020](#)
- [Board Governance changes, 30 July 2020](#)
- [Board Governance changes, 29 October 2020](#)
- [Board Governance Changes, 25 February 2021](#)

The ongoing organisational response to COVID-19, coupled with other priority areas, made it timely to review the arrangements again in February 2021, within which a commitment was made to further review in July 2021. This paper sets out some recommendations for Board consideration, to take effect from August 2021.

## **2. Context**

The organisations response to COVID-19 remains a significant priority for the organisation. On the 24 June 2021, the Board approved the revised Operational Plan for 2021/22 clearly setting out the organisational focus whilst maintaining a key focus on the pandemic. As the organisation, and wider system, starts to move to recovery from the pandemic, wider changes to regulations and rules at a Governmental level are also evolving.

As agreed in February 2021, it is important the Board continues to ensure the following:

- that the right touch governance principles remain in place for 2021/22, to facilitate effective Board leadership, oversight and assurance;
- that the executive team has the appropriate time and space to continue meeting the health protection response, whilst also focussing on other key areas of work, as set out in the Operational Plan 2020-22. These include the further transformation of health protection services, a major focus on the broader harms resulting from COVID-19, and that have exacerbated long-standing health inequalities, and the reactivation of agreed services; and
- that the full Board has the time and space to return to the strategy development work that had been a key feature, prior to 2020.

### **3. Board and Board Committees**

#### **Board Committee - Knowledge, Research and Information Committee**

In February 2021 a series of changes to the Board and Committee meeting rhythm was agreed, these are set out in the paper here for ease: [Board Governance Changes, 25 February 2021](#). In summary, Formal Board meetings returned to being held bi-monthly, Board Development sessions were reintroduced bi-monthly, Board briefings reverted to paper based briefings and the People and Organisational Development Committee was reinstated. The Knowledge, Research and Information Committee remained suspended.

Following further review of our governance requirements and consideration of the Government regulations and surveillance data, it is proposed that the following changes now be implemented:

Knowledge, Research and Information Committee	<ul style="list-style-type: none"><li>• Resumption of the Committee in quarter 3 of 2021/22 (scheduled for Dec 2021)</li><li>• Scheduling of an informal meeting in October 2021 to review the Committee focus and terms of reference</li></ul>
---	---

**Recommendation – That the Board approves the resumption of the Knowledge, Research and Information Committee in quarter three of 2021/22.**

#### **Methods of Holding Meetings**

Taking into account a number of factors including current Government guidelines and regulations; maximising our resources and use of time; the need to spend time together as a Board and environmental considerations, it is proposed the Board and Committees operate as follows until the 31 Dec 2021:

Formal Board meetings	<ul style="list-style-type: none"><li>• Continues to meet virtually <i>Noting some colleagues and Board members may operate out of PHW buildings where appropriate</i></li></ul>
Board Development sessions	<ul style="list-style-type: none"><li>• Meets both virtually and in person Colleagues and Board members make their own choice if they join from home or within a PHW</li></ul>

	building. Sessions will continue to be held as if virtual with the appropriate social distancing and other safety measures in place
Committees	<ul style="list-style-type: none"> <li>• Continues to meet virtually</li> <li>• <i>Noting some colleagues and Board members may operate out of PHW buildings where appropriate</i></li> </ul>

**Recommendation – That the Board approves the methods of holding meetings as set out above.**

The following principles continue unchanged:-

- the construct of Board and Committee meeting agendas to reflect and agile and risk- based approach to the selection of agenda items;
- the use of means other than formal papers to assist flexibility and ease the administrative burden. These means include the use of briefing papers and presentations where appropriate, and circulation of more material outside meetings. All presentations given during open Board and Committee meetings will be available through the web-site;
- the Committee Chair, Lead Executive and Board Secretary will consider the attendance needed at each meeting, and will be mindful both of pressures on executives and the need to provide development opportunities for deputies or equivalent senior personnel;
- the Chair and Chief Executive will continue to call urgent meetings outside the regular schedule, if the need arises; and
- the Board and Committees will continue with/introduce live streaming of open meetings in 2021/22. Committee live streaming will be phased into action within quarter 3 and 4 of 2021/22.

**4. Recommendation**

That the Board:

- **approves** the resumption of the Knowledge, Research and Information Committee in quarter three of 2021/22;
- **approves** the methods of holding meetings as set out above;