

Draft Committee Annual Report

Extract for Knowledge, Research and Information Committee

2023/24

Introduction

Purpose of the Report

Public Health Wales has a range of Board Committees, which have key roles in the system of governance and assurance. The Board has five Board Committees established, whose purpose is to support the Board in the delivery of its role, the points below summarise the role of Committees:

- ❖ The organisation's activities are vast and complex: the Committees support the Board in covering the depth and breadth of the organisation's activities.
- ❖ Committees have a defined role which allows for a higher / deeper degree of scrutiny on behalf of the Board.
- ❖ Committees help ensure that the organisation operates effectively and meets its strategic objectives.
- ❖ Provides the Board with assurance that this is the case, obtaining assurance that systems and controls are working as they were designed to do.

During 2023/24 all five of the standing Board Committees were in operation, chaired by Non-Executive Directors. The Committees have key roles in relation to the system of governance and assurance, decision-making, scrutiny, development discussions, assessment of current risks, and performance monitoring.

The main purpose of this annual report is to summarise the work of the Committee during 2023/24, to assure the Board that the system of assurance is fit for purpose and operating effectively.

The report summarises the key areas of business activity undertaken by the Committee during 2023/24.

The Terms of Reference for each of the Committees are reviewed and approved by the Board on an annual basis.

The Terms of Reference are available here: <https://phw.nhs.wales/about-us/publication-scheme/committee-and-sub-groups-terms-of-reference/>

This year, the Committee Annual Report has been combined into a single report to summarise the work of the four standing Committees:

- Quality, Safety and Improvement Committee
- Audit and Corporate Governance Committee
- People and Organisational Development Committee
- Knowledge, Research and Information Committee

A summary of the Remuneration and Terms of Service Committee is provided as part of the Remuneration Report, within the Annual Report 2023/24.



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Committee Membership



Committee Membership

Committee	Chairperson	Committee Members	Executive Leads *
Audit and Corporate Governance Committee	Nick Elliot, Non-Executive Director	Mohammed Mehmet, Non-Executive Director Kate Young, Non-Executive Director **Tamsin Ramasut, Non-Executive Director attended 19 March 2024 meeting only	Huw George, Deputy Chief Executive and Executive Director of Operations and Finance Paul Veysey, Board Secretary
Quality, Safety and Improvement Committee	Diane Crone, Non-Executive Director	Kate Eden, Non-Executive Director (until 29 February 2024) Sian Griffiths, Non-Executive Director	Claire Birchall, Executive Director of Quality, Nursing and Allied Health Professionals (Interim) Meng Khaw, National Director of Health Protection and Screening Services, Executive Medical Director
Knowledge Research and Information Committee	Sian Griffiths, Non-Executive Director	Diane Crone, Non-Executive Director Nick Elliot, Non-Executive Director	Iain Bell, National Director Knowledge, Research and Information
People and Organisational Development Committee	Mohammed Mehmet, Non-Executive Director	Kate Young, Non-Executive Director Jan Williams, Board Chair	Neil Lewis, Director of People and Organisational Development

Other Directors and officers attended during the year to present reports which related to their areas of responsibility as required.

The Chief Executive, Tracey Cooper, was also invited to attend every meeting, and attends at least annually.

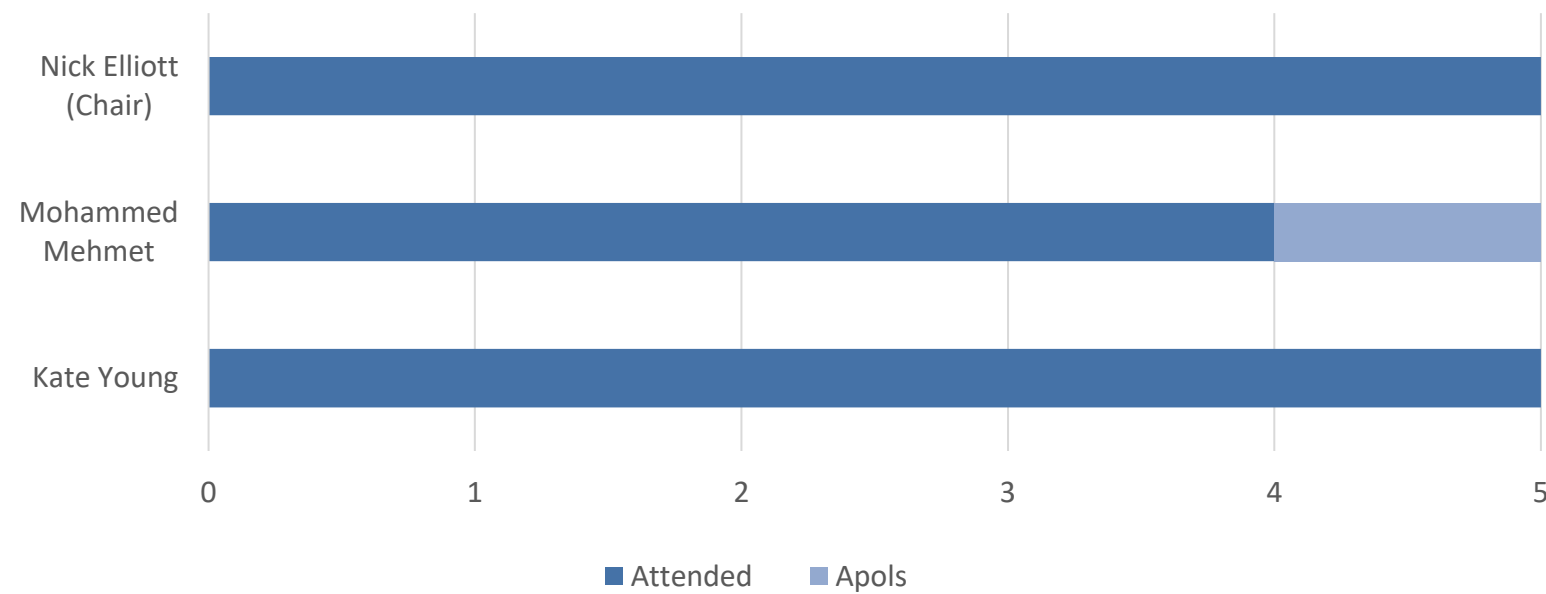
The Chair of the Board, Jan Williams, has a standing invite to attend Committee meetings, and attends at least annually.

Representatives from the Local Partnership Forum have a permanent invite to attend the Committee.

Committee Member Attendance

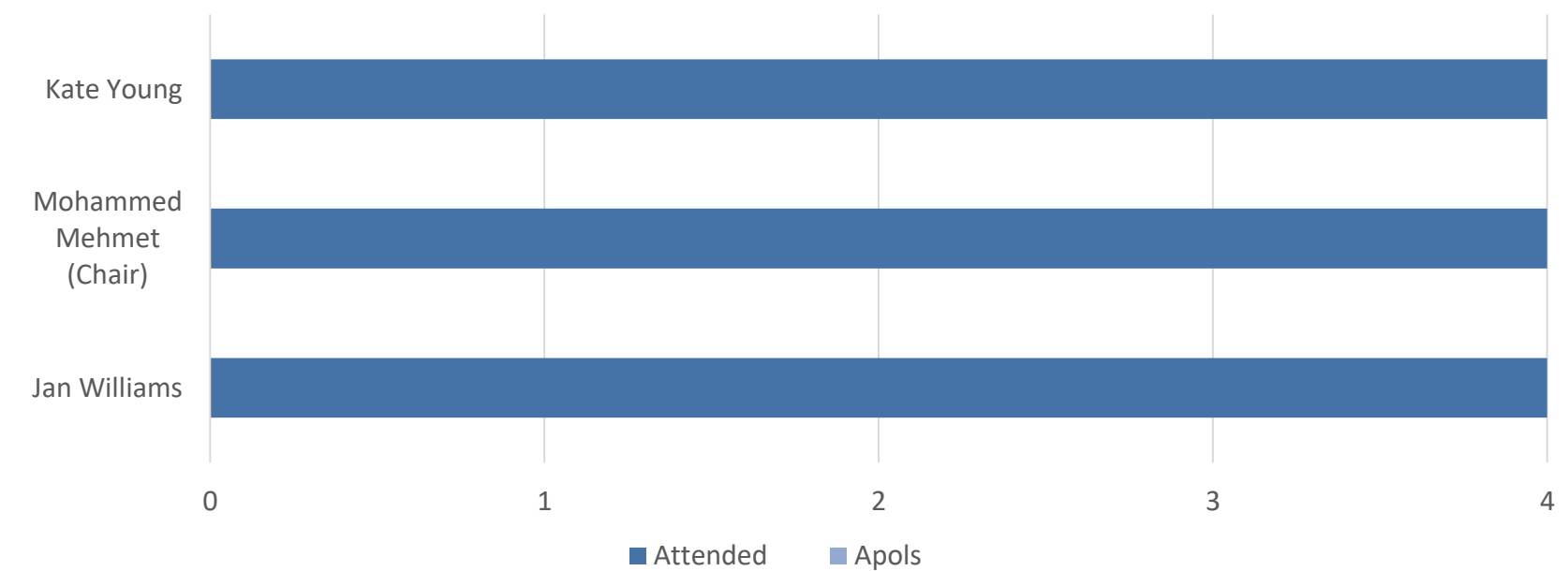
Audit and Corporate Governance Committee

The Committee met 5 times this year and was quorate on all occasions.



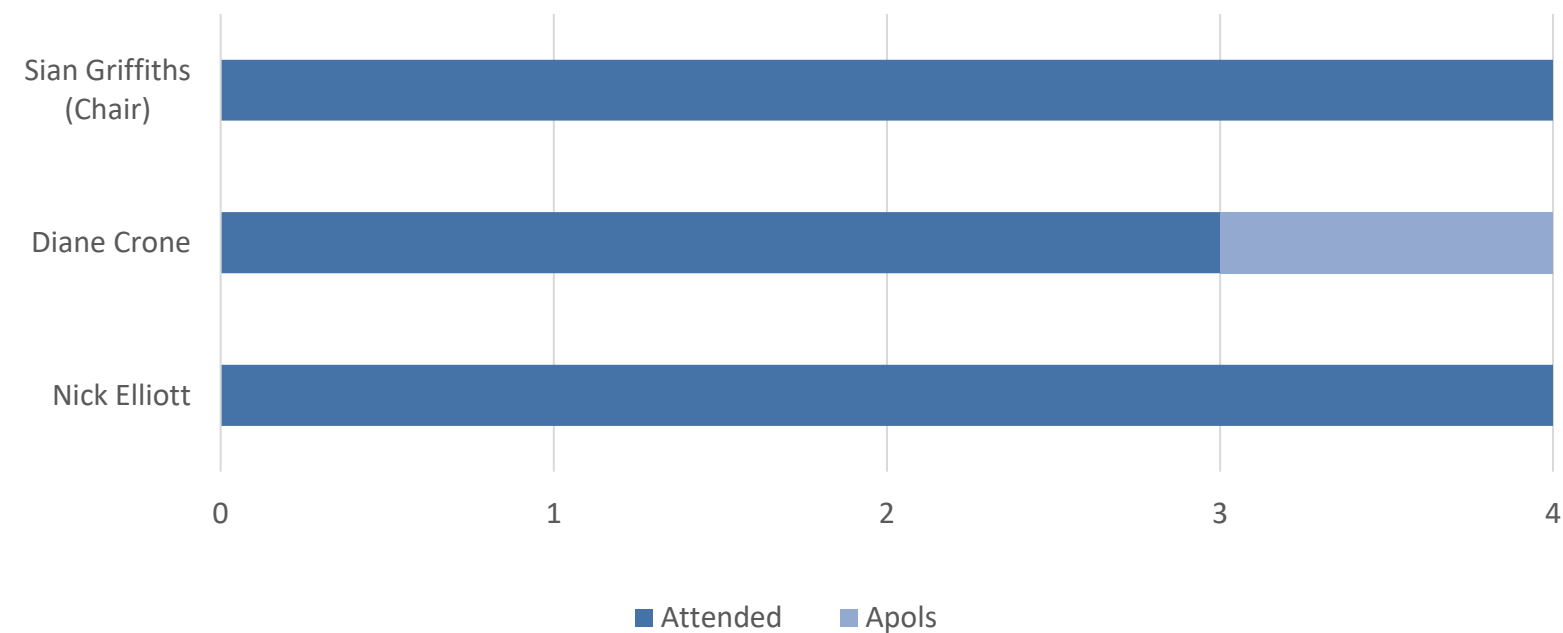
People and Organisational Development Committee

The Committee met 4 times this year and was quorate on all occasions.



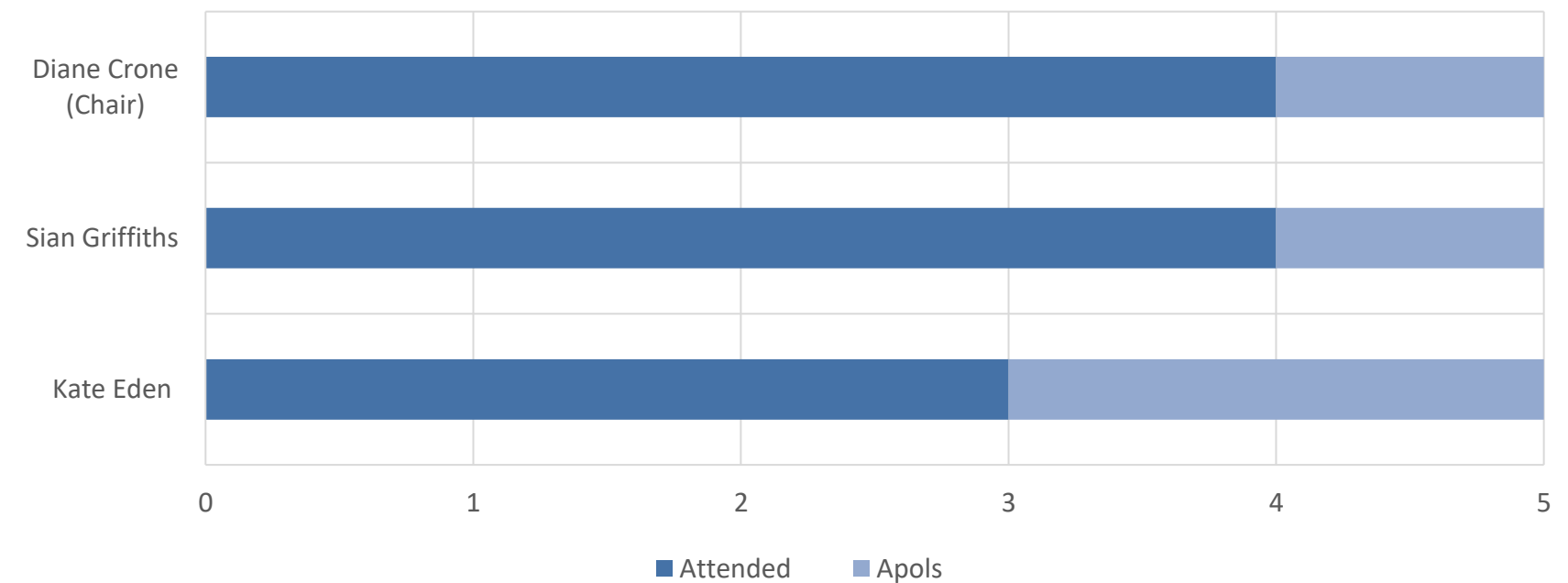
Knowledge, Research and Information Committee

The Committee met 4 times this year and was quorate on all occasions.



Quality, Safety and Improvement Committee

The Committee met 5 times this year and was quorate on all occasions.





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Committee Governance



Committee Governance Arrangements

Reporting to Board

The Committee reported to the Board through a composite Chair's report, providing an overview of items considered by the Committee and highlighting any cross-committee issues / themes or items needing to be brought to the Board's attention.

The Composite Chair's report and confirmed minutes are published with the Board papers.

Reporting outside of Committee / Chairs Action

There is a process in place to approve reports out of Committee meeting where required; this is consistent with the Chairs Action process in place for Board.

There have been no reports that have been considered out of committee this year.

Workplans

The Committee Work Plans ensure that the Committees discharge their responsibilities in a planned manner.

It assists with agenda planning and is updated during the year to ensure that the Committee considers any additional items which may arise during the year.

Each of the Committees has had a work plan in place this year, and reported to Board in May 2023 for assurance.

The 2024/25 Work Plans are being finalised and will be submitted to Board in May 2024. This year, the workplans include an assurance map and reference to the cross Committee working arrangements.

Action Log

In order to monitor progress and any necessary follow up action, the Committee has an Action Log that captures all agreed actions. This provides an essential element of assurance to the Committee and from the Committee to the Board.

Committee Governance Arrangements

Cross Committee Working

The Committee has continued to work closely together this year, and has been developing and strengthening the approach.

This year, any referrals between Committees have been managed via coordination through the Board Business Unit. There have been referrals this year between the Committees, including a number of issues relating to statutory and mandatory training, which were referred to the People and Organisational Development Committee for consideration. These will be reported to the Board in the Chairs composite report in May 2024.

During 2023/24, the Committee Chairs have agreed an approach to Cross Committee working to be implemented in 2024/25, to manage referrals and items for which there is crossover with other Committees, this is has then been developed and mapped against the work plans.

We have identified the following cross over areas:

Current Cross Cutting Issues - Summary		
Current Cross Cutting Issues	Primary Committee	Secondary Committee/s
Information Governance	ACGC	KRIC
Internal and External Audit	ACGC	All
Risk	ACGC	All
Workforce	PODC	All
Data and Digital	KRIC	QSIC, ACGC
Service Delivery	QSIC	KRIC, PODC
Equality:		
1. Our Workforce, Board and Committees	PODC	QSIC, KRIC
2. Listening to and Understanding our People	PODC	QSIC, KRIC
3. Fair Pay	PODC	QSIC, KRIC
4. Culture and Leadership	PODC	QSIC, KRIC
5. Data and Systems	KRIC	QSIC, PODC
6. Access to Services and our Environment	QSIC	KRIC, PODC

The outcome of this work and the approach for 2024/25 will be presented to the Board in May 2024 for assurance

Committee Effectiveness

During the year the Committee has continued to review and revise its ways of working to optimise the need for a robust governance approach and balance the need reduce pressure on staff during this time.

The Committees continued to review its effectiveness thorough the year, to ensure effective use of time and ensure it fulfilled its role to provide assurance to the Board, this includes a formal Committee effectiveness review process which took place in March 2024.

Key themes emerging from this include:

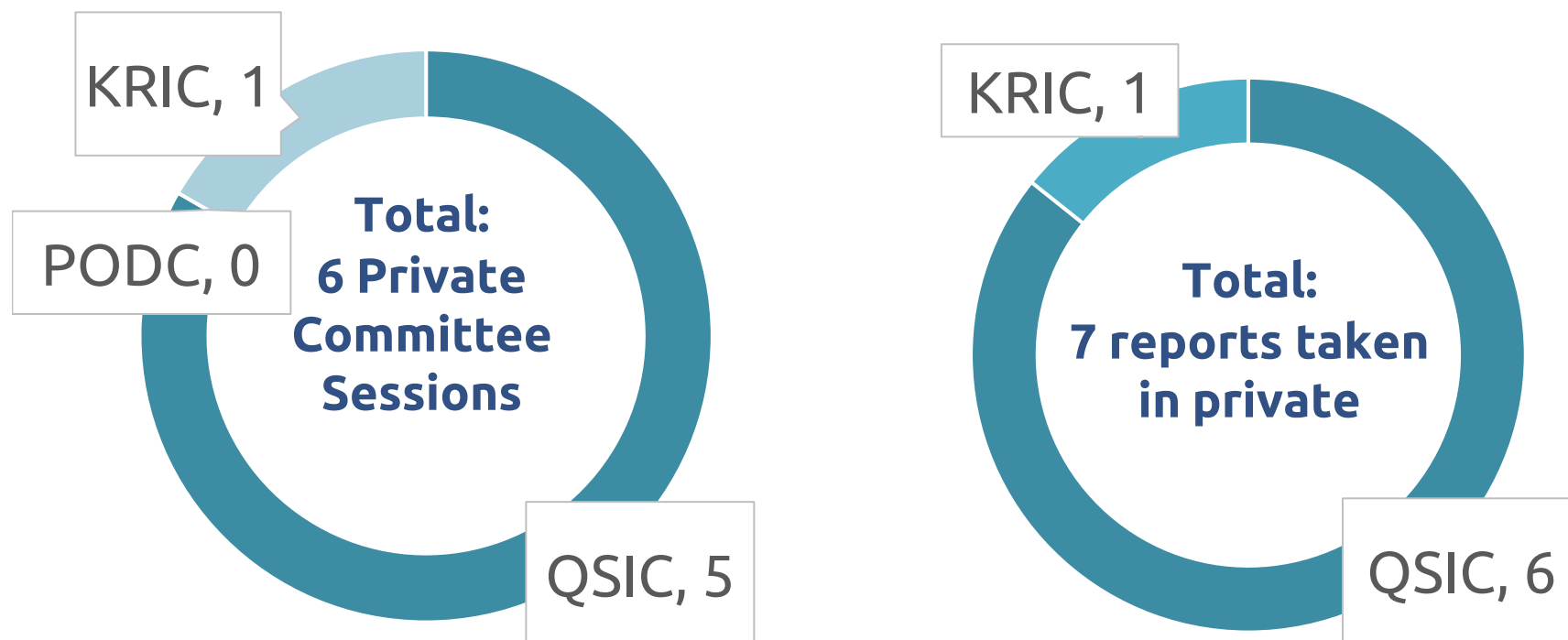
- Positive comments on the Chairing, and clear roles understood by Committee Members
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- +++++
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- ++

The outcome and recommendations following this review will be reported to each of the Committees, and the Board in Quarter 1 2024.

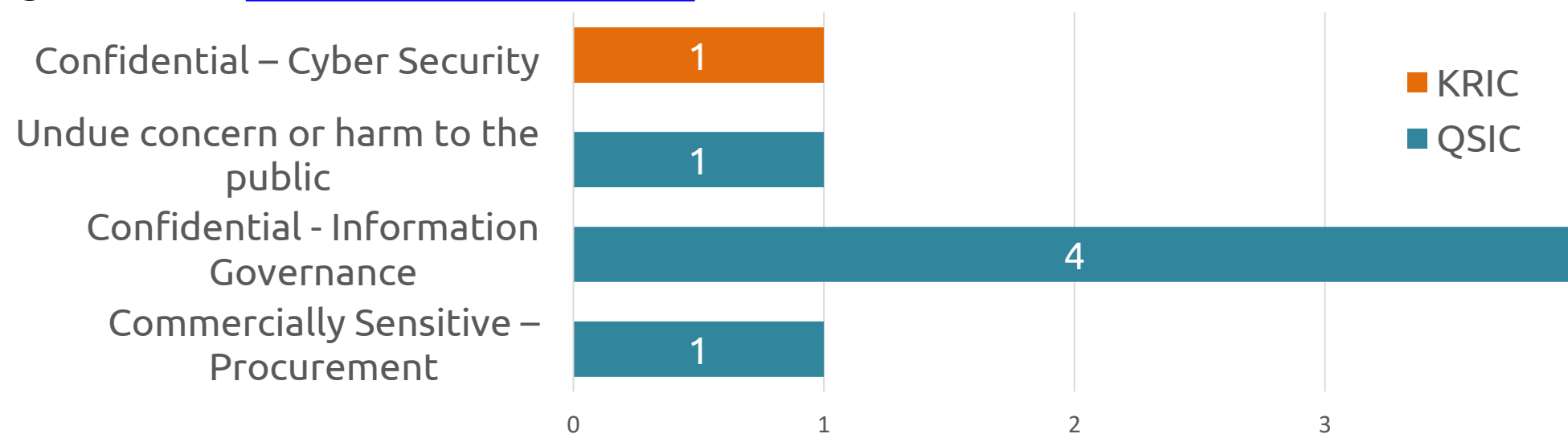
Committee Governance Arrangements

Matters in Private

The Committees held a Private Committee session where required in 2023/24 to consider business of a confidential nature, considering aspects of significant issues.



Below is a summary of the number of items considered in private session, broken down by the categories in the [Private Meeting Protocol](#):



Audit and Corporate Governance Committee

During 2023/24, the Audit and Corporate Governance Committee was held in private, with papers and minutes published after the meeting.

The following paper were not routinely published:

- Cyber Security
- Losses and special payments
- Procurement activity
- Counter Fraud.

For 2024/25, in line with other NHS bodies in Wales, Public Health Wales has made its Audit and Corporate Governance Committee a public meeting to ensure transparency. Private meetings will be held to consider those matters as required.

Quality, Safety and Improvement Committee

- Quarterly Reports for assurance on the Organisation’s effective management of Claims and Redress (4)
- Reviewed and recommended a revised emergency response plan to the Board for final approval. A redacted version of this plan was later published. (1)
- Summary of planned procurement activity within the Health Protection and screening Services Directorate. (1)

Knowledge, Research and Information Committee

- An overview of the Organisations assurance framework /processes on the Organisations digital developments following on from the Post Office Horizon IT scandal.

People and Organisational Development Committee

- No private sessions.



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Committee Assurance

Knowledge, Research and Information Committee

Knowledge, Research and Information Committee

The Committee's role is to provide assurance to the Board that there are appropriate and effective systems in place for areas within its remit, including ensuring that there are appropriate development and quality improvements. The Committee's programme of work was designed to ensure that it was able to discharge fully the provisions of its Terms of Reference and areas of remit:

Research and Evaluation

The Committee:

- Approved the **Research and Evaluation Strategy**, which aimed to make measurable improvements to the health of the population in Wales by leading and supporting population-level health research and evaluation.
- Took regular assurance on the **monitoring and implementation** of the Research and Evaluation Strategy and the approach taken towards areas of research and evaluation interest for Public Health Wales during 2023/ 2024 which documented areas of research which would be crucial to the Organisations role to deliver on its Long-Term Strategy.
- The regular updates included exploring the following areas:
 - **Academic Public Health research:** the vision and subsequent identification of relevant strategic partners,
 - **Genomics:** progress against the development of the Programme, future plans, and endorsement of the aim to develop a research plan for Public Health Genomics,
 - **Welsh Health Equity Solutions Platform** progress, and underway /planned monitoring and evaluation,
 - **Academic Institutions:** including efforts to develop strong strategic partnerships including the Open University and other Universities.

Knowledge and Impact

The Committee:

- Regularly considered updates on the monitoring and assurance of delivering against the Organisation's strategic priorities and took assurance that a system was also under development to help facilitate this.

Analysis and Data Science

The Committee:

- Took assurance on the progress made in the **Diabetic Eye Screening Wales (DESW)** Discovery and Alpha programmes.
- Took assurance on the progress of the **Breast Test Cohort Selection tool** and Diabetic Eye Screening Wales automation work, including GP referrals.
- Considered the findings of the annual **survey of Knowledge, Data Analysis and Research** products, noting the areas identified for improvement and the plans to engage with all Directorates to formulate detailed actions plans to take forward the findings.

Knowledge, Research and Information Committee

Digital

The Committee:

- Approved the **Digital and Data Strategy**, which was designed to support an All-Wales approach to digital and data, to fulfil the Organisations needs and deliver the Public Health Service for Wales in managing IT services efficiently.
- Regularly monitored the **implementation of the Digital and Data strategy**, and the deliverables from the Discovery and Alpha phases, taking assurance that the Digital and Data services teams were delivering steadily on the core elements of the Strategy and the projects it had committed to, to improve the use of digital, data and technology to deliver excellent public health services.
- Considered an update on **Public Health Wales led research into digital health inequality** and collaboration with the World Health Organisation in this field of research and took assurance on the progress being made in the digital inequalities and future use in health care setting work.
- In private session, the Committee considered an overview of the Organisations assurance framework /processes on the Organisations digital developments following on from the **Post Office Horizon IT scandal**. This was considered in private due to the confidential, cyber security nature of the item.

Risk

The Committee:

- Regularly considered and took assurance on the management of both **strategic and corporate risks** within remit of the Committee.
- Noted that the Board had approved the transfer of **Strategic Risks 1 and 2** from the Quality, Safety and Improvement Committee to the Knowledge, Research and Information Committee from January 2024.

Policies

The Committee:

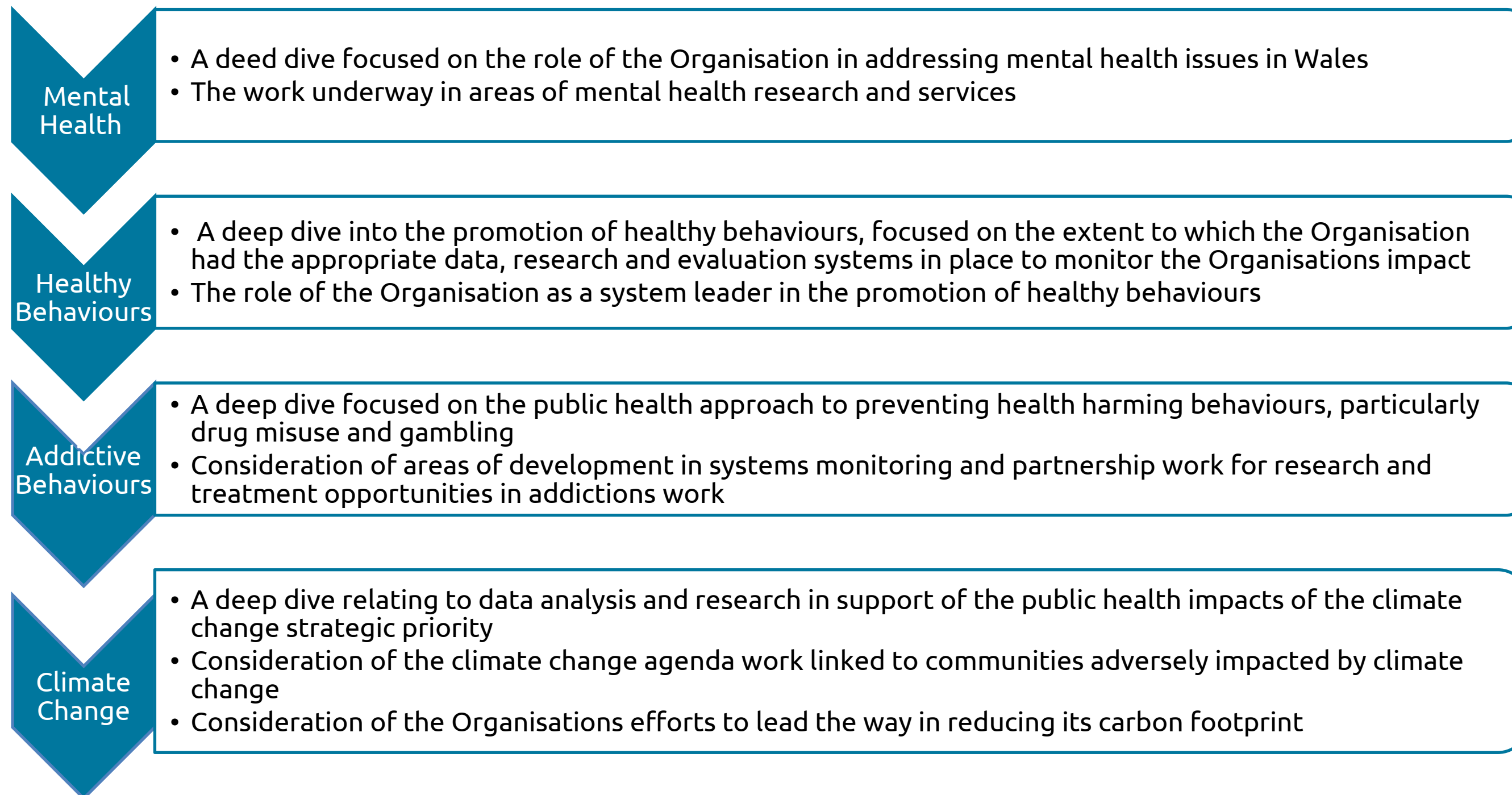
- Considered bi-annual reports on the status of policies, procedures and other written control documents within its remit, and took assurance on the management of the review of Policies within its remit.
- **Approved 2 policies** within its remit during 2023-24.

Approved
2 policies

Knowledge, Research and Information Committee

Deep Dives

The Committee undertook the following cross cutting deep dives based on the Organisation's strategic priorities:





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Assurance to Board



Assurance to the Board

2023/24

The Committees wish to assure the Board that on the basis of the work completed by the Committee during 2023/24:

- ❖ That the Committees are fit for purpose, operating effectively and fulfilling their terms of reference;
- ❖ That effective measures and processes were place to oversee and coordinate Committee activity;
- ❖ That there no outstanding issues that the Committees wishes to bring to the attention of the Board over and above the risks and issues already raised in the Committee Chairs composite report or that are already visible in the Strategic Risk Register and corporate risk register.

Planned Activity

2024/25

- ❖ The Work plans for each of the Committees will be presented to the Board for assurance on 30 May 2024; these contain a summary of how the Committees intends to fulfil their Terms of Reference next year.
- ❖ Proposed changes to the Committees terms of reference have been considered by each Committee and are recommended to the Board for approval at its meeting on 30 May 2024. This will ensure an alignment of the purpose of the Committees with the Board Assurance Framework.
- ❖ A summary of the Committee effectiveness themes and considerations for this year will be provided to the Board in May.

Key developments / improvements this year include

- ❖ Review of the deep dive guidance to consider how we can align the deep dives more between the Committees and ensure synergy to the Strategic Priorities
- ❖ Building on and implementing the Cross Committee working approach, to embed and test the approach.
- ❖ Review the Committee effectiveness feedback mechanisms to look at how this could be improved.
- ❖ Revise the Committee Chairs Composite report to include more on the thematic / cross committee working.



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i greu Cymru iachach

Working together
for a healthier Wales

