



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
People and Organisational
Development Committee

Date of Meeting
18 April 2023

Agenda item:
5

Review of Committee Terms of Reference

Executive lead:	Liz Blayney, Acting Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Acting Board Secretary and Head of Board Business Unit

Approval/Scrutiny route:	Discussion with the Chair, Committee Members and Executive Lead.
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Purpose

The Committees Terms of Reference were last approved by the Board in October 2022. Terms of Reference should be reviewed annually to ensure compliance with Standing Orders.

A review of the Committee Terms of Reference has taken place and suggested amendments are presented to the Committee, for a recommendation to the Board for approval.

Recommendation:

APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input checked="" type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
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The Committee is asked to:

- **Consider** the proposed changes to the Committees terms of reference;
- **Recommend** the revised terms of reference to the Board for approval.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
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Summary impact analysis	
Equality and Health Impact Assessment	Not required
Risk and Assurance	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
Financial implications	N/A
People implications	N/A

1. Purpose / situation

The purpose of this report is to present proposed revisions to the Committees terms of reference for consideration, and to recommend to the Board for approval.

2. Background

The Committees Terms of Reference were last reviewed in May 2022.

The Terms of Reference of Committees should be reviewed at least annually to ensure compliance with Standing Orders. A review of the Terms of Reference has taken place and suggested amendments are presented to Committee, to recommend to the Board for approval.

3. Summary of changes to Committee Terms of Reference

The proposed changes are intended to clarify the role and purpose of the Committee, and to fully articulate its remit. These changes are detailed in the table below.

A full copy of the revised terms of reference are included at appendix 1.

Section	Proposed Amendment
Throughout	Minor changes to the text for consistency with other committee Terms of Reference.
Remit	Addition of : That there is an appropriate change management process in place within the Organisation, and that this is managed effectively.

4. Recommendation

The Committee is asked to:

- **Consider** the proposed changes to the Committees terms of reference;
- **Recommend** the revised terms of reference to the Board for approval.