

**Unconfirmed Minutes of the Public Health Wales  
Quality, Safety and Improvement Committee Meeting  
18 July 2023, 09:30  
Held in Capital Quarter 2 and via Microsoft Teams**

<b>Present:</b>		
Diane Crone	(DC)	Committee Chair and Non-Executive Director (University)
Sian Griffiths	(SG)	Non-Executive Director (Public Health) and Chair of the Knowledge, Research and Information Committee
<b>In Attendance:</b>		
Sumina Azam	(SA)	Executive Director of Policy and International Health, World Health Organisation Collaborating Centre on Investment for Health & Wellbeing (WHO CC)
Liz Blayney	(LB)	Deputy Board Secretary and Board Governance Manager
John Boulton	(JB)	National Director of NHS Quality Improvement and Patient Safety/Director Improvement Cymru
Angela Cook	(AC)	Deputy Director of Quality and Nursing, Quality Nursing and Allied Health Professionals
Tracey Cooper	(TC)	Chief Executive (part of the meeting, left at 11:00 am)
Paul Dalton	(PD)	Head of Internal Audit (observing)
Wayne Jepson	(WP)	Programme Lead / Improvement Advisor
Bethan Hopkins	(BH)	Audit Wales (observing)
Meng Khaw	(MK)	National Director of Health Protection and Screening Services, Executive Medical Director
Jennie Leleux	(JL)	Lead Nurse for Infection, Prevention and Control (For item 3)
Paula Mitchell	(PM)	Quality and Clinical Governance Manager (For item 4)
Olusola Okhiria	(OO)	Trade Union representative
Chris Orr	(CO)	Head of Estates and Health and Safety/ General Manager Operations and Finance (For Item 5.8)
Michelle Peters	(MP)	Network Health and Safety Manager, Microbiology (For item 5.2)
Christopher Thomas	(CT)	Governance and General Manager
Stuart Silcox	(SS)	Assistant Director of Integrated Governance
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit

<b>Apologies</b>		
Rhiannon Beaumont-Wood	(RBW)	Executive Director of Quality, Nursing and Allied Health Professionals
Kate Eden	(KE)	Vice Chair of the Board, and Non-Executive Director
Francesca Thomas	(FT)	Head of Putting Things Right
Stephanie Wilkins	(SW)	Trade Union Representative
Jan Williams	(JW)	Chair of the Board
<i>The meeting commenced at 09:30</i>		
<b>QSIC 2023.07.18/1</b>	<b>Welcome, Introductions and Apologies</b>	
<p>The Chair opened the meeting and welcomed all present.</p> <p>The Committee <b>noted</b> the apologies above.</p> <p>The Committee <b>noted</b> that the meeting was being recorded to support the accuracy of the minutes, the recording would be deleted when the minutes had been agreed at the following meeting.</p>		
<b>QSIC 2023.07.18/2</b>	<b>Declaration of Interest</b>	
<p>There were no declarations of interest in addition to those already declared on the Declarations of Interest Register.</p>		
<b>QSIC 2023.07.18/3</b>	<b>Items for Assurance</b>	
<b>QSIC 2023.07.18/3.1</b>	<b>Infection, Prevention &amp; Control</b>	
<p>AC introduced the Staff Influenza Vaccination Campaign end of year report for 2022-23, assuring the Committee of its successful delivery.</p> <p>JL highlighted the improved vaccine uptake for Public Health Wales staff of 51.6%, compared to 46.2% in 2021/22, which was attributed to the benefits of implementing a mixed model of delivery approach. JL went on to note the areas of learning identified, and suggested improvements for the 2023/24 campaign, such as further staff engagement and a focus on improving data capture and reporting.</p> <p>JL then introduced the proposed Internal Influenza Vaccination Delivery Plan for 2023-24, noting the ambition for year on year improvement to overall staff uptake through methods including a strong communication plan, increased clinics / sites and the self-reporting form.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• Noted the improving position in relation to vaccination uptake;</li> <li>• Considered the support available to improve data collection and collation, noting that this was being taken forward with Digital Health and Care Wales and reflected on by the Knowledge, Research and Information Committee.</li> </ul> <p>The Committee:</p>		

- Took **assurance** on the successful delivery of the annual Influenza Vaccine Campaign for 2022-23 and
- Took **assurance** on the proposed Internal Staff Influenza Vaccination Plan for 2023-24.

QSIC 2023.07.18/4

**Quality Management System  
Clinical Governance Framework**

AC introduced the draft Clinical Governance Framework, which supported the introduction and compliance with the Health and Social Care Act (Quality and Engagement) (Wales) Act (2020). MK advised of the Framework's joint Executive accountability between the Executive Director of Quality, Nursing and Allied Health Professionals and National Director of Health Protection and Screening Service/ Executive Medical Director. He endorsed the collaborative approach between the directorates to develop the Framework, which was a much needed part of setting the foundations of quality. AC also referenced the respective Clinical Supervision and Career Frameworks, which would support the Clinical Governance Framework.

WJ outlined the background and context to the Clinical Governance Framework and the focus to date around engagement and gap analysis. PM continued the presentation by noting that the quality enablers and Clinical Governance framework would help to ensure the Organisation met the Duty of Quality and Duty of Candour Act and associated reporting requirements. All three Frameworks would be submitted for approval by the Business Executive Team at its next meeting.

The Committee thanked WJ and PM for the comprehensive presentation and discussed:

- An Implementation plan was key to embedding and operationalising the Frameworks throughout the organisation;
- The need to ensure clarity around the expectation of staff, particularly from those delivering clinical services;
- That this was an opportunity to set standards and facilitate cultural change, and that monitoring structures and reporting should include sections around clinical governance and compliance with the quality standards/ always on reporting;
- Noted that the national team around duty of quality would be moving under Improvement Cymru/NHS Executive from 1 August 2023, which provided an opportunity to feed into the work around reporting requirements.

The Committee:

- **Noted** the Draft Clinical Governance Framework was in the final stages of development and would be submitted for approval to the Business Executive Team on 19 July 2023;
- **Took assurance** on the direction and development of the Clinical Governance Framework in support of Public Health Wales' compliance with the Health and Social Care Act (Quality and Engagement) (Wales) Act (2020);
- **Agreed** to review the implementation of the framework during Feb 2024.

<b>QSIC 2023.07.18/5</b>	<b>Items for Assurance Continued</b>
<b>QSIC 2023.07.18/5.1</b>	<b>Update on Implementation of Duty of Candour and Duty of Quality</b>
<p>AC introduced the report, noting its development in conjunction with the Improvement Cymru team.</p> <p>AC advised on progress to date to implement the Duty of Candour, noting cross collaborative work with the People and Organisational Development Directorate around staff training and use of the Electronic Staff Record Management System, and noted that the learning from the Organisations' first case of duty of candour case would be considered during the private session of the Committee.</p> <p>JB went on to provide an update against actions to implement the Duty of Quality, highlighting the majority of completed actions to date, and collaborative working to establish governance, accountability, reporting, and information mechanisms.</p> <p>DC thanked AC and JB for their updates, noting the iterative process to implement the duties.</p> <p>The Committee took <b>assurance</b> on the progress underway to meet the requirements of the Duties of Candour and Quality in Public Health Wales.</p>	
<b>QSIC 2023.07.18/5.2</b>	<b>Putting Things Right Q1 2023-24 including National Reportable Incidents</b>
<p>AC introduced the Putting Things Right report for quarter 1, 2023 – 24, highlighting one national reportable incident, and a reduction in the number of reported incidents. AC commented on the support provided to Directorates to improve the quality of reporting and noted that the following case study highlighted the benefits of collaborative working.</p> <p>PM and MP presented a case study related to improving Datix reporting across the Microbiology service, which centred around a Plan, Do, Study, Act (PDSA) approach to a retrospective review and recoding of incidents in order to improve data collection. They also noted a downward trend in other classification following the PDSA cycle and noted the intention to continue with reclassification and adaption of training to further improve reporting.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• Thanked PM and MP for providing the comprehensive case study, noting that collaboration had been key for improvement and that it was good to see improvement in action;</li> <li>• Highlighted the importance of continued, sustained progressive improvement.</li> </ul> <p>The Committee <b>considered</b> the Putting Things Right Q1 2023-24 report and <b>took assurance</b> on the effective management of Putting Things Right.</p>	
<b>QSIC 2023.07.18/5.6</b>	<b>Update on Medical Devices Management</b>

MK introduced the report, highlighting progress on the establishment of a managed and governed system for the deployment of medical devices in Public Health Wales, the review of the Medical Devices Management Policy, upcoming changes to regulatory and legal changes during 2024, and plans to appoint a clinical governance manager.

MK agreed to provide a verbal update on the progress to review the Medical Devices Management Policy, and recruitment of a Clinical Governance Manager at the next meeting of the Committee.

**Action: MK**

The Committee:

- Took **assurance** on the progress on the arrangements for the management of Medical Devices and
- **Noted** the completion of immediate priorities and the work-plan for 2023-24.

**QSiC 2023.07.18/5.7**

**Winter Planning Update (Health Protection)**

MK provided a verbal update on national and local winter planning, which focused on work underway around a revised Emergency Planning Plan, and ongoing focus to manage communicable outbreaks in Wales.

The Committee discussed:

- The Organisations' preparedness to respond to a new pandemic.
- The benefits of the Organisations 'Keep Safe in Summer' Campaign
- MK agreed to circulate a written update as part of a wider briefing to the Board and to provide a written report on seasonal planning at the next meeting of the Committee.

**Action: MK**

**QSiC 2023.07.18/5.4**

**Managing Risk – Strategic & Corporate Risk Report / Registers**

SS introduced the Strategic and Corporate risk report, highlighting progress to date around the refreshed strategic risks and strategic risk appetite. SS confirmed that all actions from the 2022-23 strategic risks had been transferred across to the new risks and noted that planned refresh of the corporate risks by the Leadership Team.

The Committee considered updates to each of the Strategic Risks, noting:

- SR1- Committee members reflected on the challenge to measure the Organisations impact in this area as a system wide approach was required. The Committee sought clarification on the actions that were within the role of Public Health Wales for this risk, noting the system wide, outward facing nature of the risk. The Committee requested Iain Bell provide a response to the Committee around this.

**Action: IB**

- SA noted the corresponding work stream in the Organisations Integrated Medium Term Plan (IMTP), such as the work and response to health inequalities. MK commented that he was comfortable that the controls set out what the

<p>Organisation could do to affect the system, but these could be made more explicit.</p> <ul style="list-style-type: none"> <li>• SR2- The Committee noted the work undertaken at a strategic level to develop a Memorandum of Understanding and alignment with the third sector.</li> <li>• SR3- SA confirmed that this was an area actively being pursued and reflected on how to support and encourage individuals to engage with their own health ambitions.</li> <li>• SR5–The Committee noted the focus on actions around genomics. The Committee went on to suggest that the Business Executive Team may wish to consider strengthening the narrative around Climate Change within the Strategic Risk Register.</li> </ul> <p><b>Action: PV</b></p> <ul style="list-style-type: none"> <li>• SR6- MK referenced the need to act around specific areas to help establish better processes in some screening areas, and building workforce capacity, noting in-depth discussion at previous Committee meetings around this area, and the potential need for urgent actions around the North Wales Microbiology Service.</li> <li>• AC went on to brief the Committee on work recommencing within the area of service user experience and noted that Service User Experience would be considered by the Committee at its upcoming meetings.</li> </ul> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• <b>Considered</b> the refreshed Strategic Risks identified with relevant to the Committee’s remit.</li> <li>• Took <b>assurance</b> that a governance process had been completed to close down the previous 2022/23 Strategic Risk associated with this Committee.</li> <li>• Took <b>assurance</b> that a process was underway to review the Corporate Risks against the refreshed Strategic Risk Register.</li> </ul>	
<b>QSIC 2023.07.18/5.5</b>	<b>Alerts Report Quarter 1 2023-24</b>
<p>AC introduced the Alerts Quarter 1 report for 2023-24, noting one applicable alert relevant to the Organisation, which noted the prevalence of the influenza virus signified an end to the influenza season.</p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>• Took <b>assurance</b> on the effective management of alerts and safety notices received by Public Health Wales.</li> </ul>	
<b>QSIC 2023.07.18/5.8</b>	<b>Health and Safety Update – Q1, 2023-24 Report and Health and Safety Annual Report 2022-23</b>
<p>CO presented the Health and Safety Report for Quarter 1 2023-24, which provided an overview of health and safety activities. He noted that there were no Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDORs) reported, and highlighted improvements in terms of estates compliance and training.</p> <p>CO would amend the report to reflect that the Risk Manager was not in work during this time.</p>	

CO went on to present the Health and Safety Annual Report for 2022-23, which provided an analysis of the level of health and safety performance thought the Organisation. CO noted key challenges around RIDDORs and estates compliance, which had been discussed by the Committee at each of its meetings and highlighted several policies and procedures that had been updated.

The Committee:

- Referenced Table 3 (Health and Safety Reported Incidents by Category 2022/23) and commented that it would be useful to have a sense of the problem and impact, and whether there was a mechanism to indicate serious issues and improvements. CO agreed to provide a case study to the Committee at its December meeting which would demonstrate the reporting system benefits to addressing incidents at a system level.

**Action: CO**

The Committee:

- Took **assurance** that appropriate measures were in place to monitor compliance and to address areas identified for improvement;
- **Agreed** to consider the Quarter 2, 2023-24 Health and Safety Report via email, prior to being tabled at the December 2023 Committee meeting.

**Action: CO**

<b>QSIC 2023.07.18/6</b>	<b>Items for Approval</b>
<b>QSIC 2023.07.18/6.1</b>	<b>Policies and Procedures for Approval</b>
The Committee considered and:	
<ul style="list-style-type: none"> <li>• <b>Approved the Putting Things Right Policy and Procedure;</b></li> <li>• <b>Approved the Prevent and Referral Process Policy.</b></li> </ul>	
<b>QSIC 2023.07.18/6.2</b>	<b>Minutes, Action Log and Matters Arising of Meeting</b>
The Committee considered and <b>approved</b> the minutes of the meeting held on 16 May 2023 as a true and accurate record of the meeting.	
The Committee noted the updates to the open actions and <b>approved</b> the closure of the completed actions on the Action Log.	
<b>QSIC 2023.07.18/7</b>	<b>Items to Note</b>
<b>QSIC 2023.07.18/7.1</b>	<b>Revalidation Progress Report</b>
The Committee <b>noted</b> the Revalidation Progress Report.	
<b>QSIC 2023.07.18/7.2</b>	<b>PHW Quarterly (4) Nationally Reported Incident (NRI) Overview and Learning Report</b>
The Committee <b>noted</b> the PHW Quarterly Nationally Reported Incident (NRI) overview and Learning Report	
<b>QSIC 2023.07.18/7.3</b>	<b>Committee Workplan 2023-24</b>



The Committee <b>noted</b> the updates to the Committee workplan for 2023-24.	
<b>QSIC 2023.07.18/8</b>	<b>Closing Administration</b>
<b>QSIC 2023.07.18/8.1</b>	<b>Close of Public Meeting</b>
Members were asked to e-mail LB with any feedback on the Committee meeting.	
Date of next meeting: 12 October 2023.	
The Chair closed the meeting	
<i>The open session closed at 12:10</i>	