

**Confirmed Minutes of the Board Meeting held on 26 July 2018, in Cardiff and Vale College, Dumballs Road, Cardiff, CF10 5FE**

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| **Present:** |
| Jan Williams | (JW) | Chair |
| Tracey Cooper | (TC) | Chief Executive |
| Sian Bolton | (SB) | Interim Executive Director of Quality, Nursing and Allied Health Professionals |
| Kate Eden | (KE) | Vice Chair, Non-Executive Director and Chair of the Audit and Corporate Governance and Quality, Safety and Improvement Committees |
| Dyfed Edwards | (DE) | Non-Executive Director |
| Shantini Paranjothy | (SP) | Non-Executive Director |
| Chrissie Pickin | (CP) | Executive Director of Health and Wellbeing |
| Judi Rhys | (JR) | Non-Executive Director |
| Terence Rose | (TR) | Non-Executive Director and Chair of the People and Organisational Development Committee |
| Quentin Sandifer | (QS) | Executive Director of Public Health Services/Medical Director |
| Alison Ward | (AW) | Non-Executive Director |
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| **In Attendance:** |
| Sally Attwood(on behalf of Huw George) | (SA) | Deputy Director Strategy and Planning |
| Phil Bushby | (PB) | Director of People and Organisational Development |
| Alisha Davies(on behalf of Mark Bellis and for item PHW102/2018) | (AD) | Head of Research & Development |
| Angela Fisher(on behalf of Huw George) | (AF) | Deputy Director of Finance |
| Cathie Steele | (CS) | Acting Board Secretary and Head of Corporate Governance |
| Stephanie Wilkins | (SW) | Representative of Staff Partnership Forum |
| John Lawson(for item PHW93/2018) | (JL) | Senior Risk Officer(09:30 – 10:15hours) |
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| **Observers** |  |  |
| Eleanor Higgins |  | Corporate Governance Manager |
| Reanne Reffell |  | Corporate Governance Officer |
| Gabrielle Smith |  | Wales Audit Office |
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| **Communication Support** |
| Leah Morantz |  | Head of Communications |
| Carwyn Williams |  | Web Officer, Communications |
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| **Secretariat:** |
| Cathie Steele | (CS) | Deputy Board Secretary |
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| **Apologies:** |
| Mark Bellis | (MB) | Director of Policy, Research and International Development |
| Huw George | (HG) | Deputy Chief Executive and Executive Director of Finance and Operations |
| Claire Lewis | (CL) | Representative of Staff Partnership Forum |
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*The meeting commenced at 09:30*

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| **PHW86/2018** | **Welcome** |
| JW opened the meeting and welcomed all present, particularly Alison Ward (AW) attending her first meeting as Non-Executive Director, Cathie Steele attending her first meeting as Acting Board Secretary and Sally Attwood and Angela Fisher attending on behalf of Huw George.JW also welcomed all those joining via livestreaming and indicated that the papers were available on the Public Health Wales [internet](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/8E1025B44A05087C802582CF005B34E9?opendocument). |
| **PHW87/2018** | **Apologies and Introductions** |
| JW introduced the agenda, noting that the Board was responsible for: formulation of strategic direction; overseeing delivery; setting risk appetite and overseeing strategic risks; and setting tone and culture for the organisation. The July agenda, of necessity, included a number of 2017/18 year-end reports, all of which signalled that Public Health Wales had enjoyed a successful year, with a number of key achievements. The agenda also included key ‘future focus’ items, notably the IANPHI Review report and the Long Term Strategy. The integrated performance report also enabled members to exercise oversight of delivery against the 2018/19 Operational Plan.The Board **noted** the apologies for absence. |
| **PHW88/2018** | **Declarations of interest** |
| There were no declarations of interest. |
| **PHW89/2018** |  **Minutes and action from the previous meeting**  |
| **Minutes from the Board Meeting on 30 May and 31 May 2018** The Board **approved** the minutes as an accurate record of the meetings 30 May and ([ref 3.1.a.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/381FA5D3951CDAD4802582FA004B477C?opendocument)) and 31 May 2018 ([ref 3.1.b.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/6A32CAC8D5B5D4FC802582FA004B5656?opendocument)).**Board Action Log**The Board **noted** the Action Log ([ref 3.2.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/bb65cde6542173068025750b003c6378/3cfe5c6818892568802582fa004b65c3/%24FILE/3.2.260718%20Action%20Log.pdf)). The Board **agreed** to close the actions marked as completed. **Matter Arising - Minute Reference PHW65/2018: Welsh Language Compliance Notice**PB reported receipt of the awaited draft compliance notice from Welsh Language Commissioner’s Imposition Team. The People and Organisational Development Committee would receive a report at the September meeting.  |
| **PHW90/2018**  | **Chief Executive’s report** |
| The Board **received** the Chief Executive’s Report ([ref 4.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/889CA07B1058DF9C802582FA004B7574?opendocument)). TC drew attention to the following: the suspension of membership of new fellows to the European Programme for Intervention Epidemiology Training (EPIET) until the outcome of the United Kingdom leaving the European Union was known; the achievement of a Silver Corporate Health Standard, and the work of Jane Rees and the team in achievement of this standard; and TC’s attendance with HG and QS at a Health, Social Care and Sport Committee evidence session. The Board **agreed** to receive the response to the questions asked at the Health and Social Care Committee outside the meeting.**Action: CS***09:45 Quentin Sandifer joined the meeting*The Board discussed the impact of leaving the European Union and **agreed** to discuss this further at a Board Development session, prior to receipt of a report at the November Board meeting.**Action: QS/MB** |
| **PHW91/2018** | **Annual Report** |
| The Board **received** the [annual report](http://www.wales.nhs.uk/sitesplus/888/opendoc/328626) ([ref 5.1.a.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/54B7CC437E468610802582CF005AA2A8?opendocument))In introducing the report, TC thanked all involved in its production, particularly Daniel Owens, Communications Manager and Melanie Westlake, former Board Secretary. TC noted that Melanie Westlake had taken up a secondment as the Head of NHS Board Governance at Welsh Government. The Board **approved** the Annual Report, for formal launch at the Annual General Meeting. |
| **PHW92/2018** | **Annual Quality Statement** |
| The Board **received** the [Annual Quality Statement](http://www.wales.nhs.uk/sitesplus/888/opendoc/328593) (AQS) and the [Young Person’s Quality Statement](http://www.wales.nhs.uk/sitesplus/888/opendoc/328597) (YPQS) ([ref 5.1.b.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/8EACFC096C3D3290802582CF005AD627?opendocument)). SB introduced the AQS, noting the statutory requirement to publish a statement, and the YPQS, which represented good practice.KE reported that the Quality, Safety and Improvement Committee had received the statement and members had been impressed with the quality. She noted that the priorities chosen by the young people within the YPQS reflected those of the Board.The Board discussed the report noting specifically high standard, digital accessibility, and presentation of YPQS. The Board **agreed** to forward the AQS and the YPQS to Vaughan Gething, Cabinet Secretary for Health and Social Services and the YPQS with Huw Irranca-Davies, Minister for Children, Older People and Social Care.**Action: JW**The Board **approved** the AQS and the YPQS for formal launch at the Annual General Meeting (AGM). |
| **PHW93/2018** | **Board Assurance Framework** |
| The Board **received** the [Board Assurance Framework](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/5A725516999A4956802582FA004DC7A9?opendocument) (BAF) ([ref 5.2.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/AFAE9CB636A2B876802582FA004B8670?opendocument)).TC introduced the framework, noting the progress made and the work still ongoing.JW noted that, as the detail around risk 4, cyber security, was confidential Board members had received further detail outside the meeting.JL explained the new framework in detail.The Board discussed the BAF, noting that best practice in risk management involved managing risk registers dynamically and using escalation and de-escalation.The Board:* **Considered** the revised BAF; and
* **Approved** the closure of the 2017/18 BAF.

The Board also **agreed** to record the impact of leaving the European Union as a corporate risk.**Action: JL***John Lawson left the meeting (10:15)* |
| **PHW94/2018** | **Health and Safety: Health and Safety Executive Inspections Report** |
| The Board **received** the Health and Safety: Health and Safety Executive Inspections Report([ref 5.3.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/AF288D96907143FC802582FA004BF625?opendocument) and [5.3.260718 App 1](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/76710D48F2D7A6D7802582FA004BFFC5?opendocument)).SA introduced the report, noting the two improvement notices[[1]](#footnote-1), the actions taken to address the containment issue identified in University Hospital Llandough (UHL) and the detailed action plan to address the issues identified in the laboratories in University Hospital of Wales (UHW).QS provided further detail relating to the laboratories in UHW. TR commented on his communications with the Head of Estates and Health and Safety, Mark Parsons, and noted the constructive working relationship with the HSE Inspector.Members discussed the report, acknowledging that the improvement notice came at a time of organisational challenged in the microbiology laboratory at UHW. The Board was aware of the wider microbiology stabilisation plan and the strenuous efforts being made by laboratory staff and managers. UCAS accreditation was testament to their good work.The Board **noted** the actions being taken to resolve the HSE improvement noticeand **agreed** to receive an update in August 2018 outside the meeting[[2]](#footnote-2).**Action: HG/QS**  |
| **PHW95/2018** | **Report following the peer review by the International Association of National Public Health Institutes (IANPHI)** |
| The Board **received** the report following the [peer review](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/9A34D8CAAB65225F802582FA004C2181?opendocument) by the International Association of National Public Health Institutes (IANPHI) ([ref 5.4.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/25D3EFB17EFE9406802582FA004C16C4?opendocument)).QS introduced the report and summarised the key findings. The Executive Team had identified five themes to underpin a formal action plan: clarification of system leadership; exploitation of technology; sustainability of cross-sectoral partnerships; strategic and comprehensive approach to research; and alignment of resources. In the meantime, PHW emerged clearly from the review as the Public Health Institute for Wales, with significant opportunities to position the organisation as a key source of expert advice and support across the public policy spectrum.The Board:* **Commended** QS and his time;
* **Noted** the opportunities presented; and
* **Agreed** to receive the action plan at a future Board meeting.

**Action: QS** |
| **PHW96/2018** | **Public Health Wales Review of Board Committee Structures** |
| The Board **received** the Public Health Wales Review of Board Committee Work Structures ([ref 5.5.a.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/523CC78F722161F7802582FA004C2CCB?opendocument)). TC thanked MW, former Board Secretary, for her work with the Committee Chairs to complete the annual refresh of the terms of reference. She then summarised the proposal to introduce a new Knowledge, Research and Innovation Committee and the Technology and Information Advisory Forum.JW commented on the work underway to enhance the assurance role of Board committees, enabling the full Board to focus more on strategic direction. The four Committees would be in place from 2019, and the terms of reference would be reviewed to assess the impact of the Knowledge, Research and Innovation Committee and the Technology on the work of others.The Board:* **Approved** the amendments to the Terms of Reference and membership of the existing Board Committees.
* **Agreed** to the establishment of a Knowledge, Research and Information Board Committee and a Technology and Innovation Advisory Forum to the Board.
* **Approved** the Terms of Reference for the Knowledge, Research and Information Board Committee and a Technology and Innovation Advisory Forum.
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| **PHW97/2018** | **Quality, Safety and Improvement Committee Work Plan** |
| The Board **received** the proposed Quality, Safety and Improvement [Committee Work Plan](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/85c50756737f79ac80256f2700534ea3/cec161910edd87d0802582fa004ee81a?OpenDocument) for 2018/19 ([ref 5.5.b.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/D9F6B69C0DA86AA8802582FA004C52D2?opendocument)).The Board: * **Approved** the work plan whilst **noting** that it would develop to underpin the delivery of the Integrated Medium Term Plan and Operational Plan.
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| **PHW98/2018** | **Committees of the Board – approved minutes and the opportunity for Chairs to provide oral updates** |
| The Board **received** the report ([ref 5.6.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/85c50756737f79ac80256f2700534ea3/92088a7b7160e3d9802582fa004c62f3?OpenDocument)) and the approved minutes from the:* Audit and Corporate Governance Committee meeting of [2 May 2018](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/AA734BDE646A402C802582FA004F1E04?opendocument).
* Quality, Safety and Improvement Committee meeting of [10 April 2018](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/733679A03B9586F0802582FA004F2747?opendocument).

The Chair invited the Committee Chairs to bring any specific matters to the attention of the Board.**Audit and Corporate Governance Committee**KE reported that the Committee had met on two occasions during May 2018, for the first of which, on 2 May 2018, the Board had the minutes. KE reported on the Committee’s assurance work on: an update on progress against the actions following the Wales Audit Office review of Local Public Health Teams; the NHS Collaborative assurance statement; the substantial assurance report from Internal Audit following the review of Health and Care Standards; and the reasonable assurance report from Internal Audit, following the review of training and staff development.**Quality, Safety and Improvement Committee**KE reported that, at its April meeting, the Committee had focused on: an update on microbiology stabilisation and the future operational model and a service user story on the virtual hospital model rolled out to schools. At its 10 July meeting, the Committee had considered a progress report following a Diabetic Eye Screening Wales incident and a further update on the microbiology stabilisation plan.**People and Organisational Development Committee**TR reported that members had reviewed the actions following the last staff survey and the current Public Health Wales opportunities for apprenticeship and training schemes.  |
| **PHW99/2018**  | **Ratification of Chair’s Action and Affixing of the Common Seal** |
| The Board **received** the Ratification of Chair’s Action and Affixing of the Common Seal Report ([ref 5.7.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/61C0449588512666802582FA004C6E95?opendocument)).The Board:* **Ratified** the Chair’s Action to approve the settlement of a compensation claim to the value of £625,000.

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| **PHW100/2018**  | **Performance Report** |
| The Board **received** the performance report (ref 6.1.260718), introduced by SA, on behalf of HG.**Operational Performance**QS provided further detail on colonoscopy and bowel screening and avoidable newborn blood spot screening performance issues. He also advised that the Executive Team would be reviewing diabetic eye screening performance in further detail.The Board discussed the operational performance and annual performance, noting the wider capacity issue in bowel screening and the request to Diabetic Eye Screening Wales for a performance improvement plan.The Board **agreed** to write to the Cabinet Secretary for Health and Social Services on the bowel cancer screening performance.**Action: JW/TC****People and Organisational Development**PB noted the improvement in Mandatory and Statutory Training compliance and the work underway in Public Health Services and Health and Wellbeing to improve compliance. He also noted the “My Contribution” (appraisal) performance figure; all managers had been encouraged to record “My Contribution” on the Electronic Staff Record, which should lead to an improvement. The Board discussed the difficulty in differentiating between work-related stress and other stress and the need for staff to have protected time with managers for appraisal.**Quality**SB provided further information regarding the concerns’ response times.**Overview of finance performance**AF drew the Board’s attention to the key performance targets as the end of quarter 1, noting the £52k under spend and the work with directorates to optimise opportunities. AF also highlighted the recommendations on page 50 of the report. She then summarized the position for hosted organisations and the ACEs Hub, together with the status of SLAs/LTAs. AF went onto highlight investments in the Balance Sheet since April 2018 and the status of the 2018/19 Capital ProgrammeThe Board **noted** the month 3 position, being a small surplus of £52k on revenue; the key issues associated with Directorate financial £400k of the £2.198m savings target; and the intention to achieve a year-end balanced financial position. |
| **PHW101/2018**  | **Public Health Wales Long Term Strategy 2018-2030** |
| The Board **received** the Public Health Wales Long Term Strategy 2018-2030([ref 7.1.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/814A92E90C19D6B1802582FA004FA93B?opendocument) and [7.1.260718 App 1](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/6CC37E0D6AB576F7802582FA004C85E7?opendocument))The Board noted the comprehensive process and timeframe involved in developing the strategy and the opportunities available for members to contribute. The Board thanked all those involved in the strategy production and looked forward to receiving the receipt of the implementation plan.**Action: TC**The Board **approved** the Long Term Strategy for distribution. |
| **PHW102/2018** | **Items for Noting** |
| The Board **received** the following items for noting:* Board and Committee Work Plans ([ref 8.1.260718](http://www2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/MeetingPublic/6F281CC63B46A3E5802582FA004C9552?opendocument))
* NHS Wales Shared Services Partnership Assurance Report ([ref 8.2.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/C1A81CD084BF7B9B802582FA004FF542?opendocument))
* Research and Development Performance Report ([ref 8.3.260718](http://nww2.nphs.wales.nhs.uk:8080/PHWPapersDocs.nsf/Meeting/808FF903257884C3802582FA004FFFAC?opendocument))
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| **PHW103/2018** | **Any Other Urgent Business** |
| There were no items of urgent business. |
| **PHW104/2018**  | **Date and time of next meeting** |
| 27 September 2018, Room 3.7, 2 Capital Quarter, Tyndall St, Cardiff |
| *The Public Session closed at 11:45hours* |
| **The Board met in Private Session to consider business of a confidential nature, publicity of which would be prejudicial to the public interest in accordance with Section 1(2) Public Bodies (Admission to Meetings) Act 1960. A summary of the items discussed is recorded below:** |
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| **Private Session** |
| **PHW105/2018**  | **Welcome and Apologies** |
| JW opened the meeting and welcomed all present, particularly Gill Richardson attending on behalf of MB.The Board **noted** the apologies for absence. |
| **PHW106/2018**  | **Declarations of Interest** |
| There were no declarations of interest. |
| **PHW107/2018**  | **Minutes and Action Log from Previous meeting** |
| 1. **Minutes of the Private Board meeting from 31 May 2018**

The Board **approved** the minutes (ref PM14.270618) as an accurate account of the meeting.1. **Action Log**

The Board **noted** that there were no open actions for discussion.1. **Matters Arising**

There were no matters arising. |
| **PHW108/2018** | **Organisational Design** |
| The Board **received** a report on Organisational Design (ref PM15.260718)The Board discussed the report and made a number of suggested amendments. TC **agreed** to incorporate these in the final version. **Action: TC** The Board **supported** the recommendations within the report. |
| **PHW109/2018** | **Committees of the Board – approved minutes of the sessions held in private and the opportunity for Chairs to provide oral updates** |
| The Board **received** a report and the approved minutes from the Quality, Safety and Improvement Committee meeting held in private session on 27 February 2018 (ref PM16.260718):The Board:* **Received assurance** that the Quality, Safety and Improvement

Committee had monitored the investigation and actions taken following the serious incident reference 138902JANUARY18.* **Received assurance** that the People and Organisational Development Committee had monitored live suspensions that exceeded a period of four months.
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| **PHW110/2018** | **Any Other Urgent Business** |
| There were no further items of urgent business to discuss. |
| **PHW111/2018** | **Date and time of Next Private Session of the Board** |
| 27 September 2018, Room 3.7, 2 Capital Quarter, Tyndall St, Cardiff |

*The meeting closed at 12:30*

1. The HSE issued an improvement notice on 9 May 2018, ref [308951767](http://www.hse.gov.uk/notices/notices/notice_details.asp?SF=CN&SV=308951767) and a second improvement notice on 29 May 2018, ref [308997374](http://www.hse.gov.uk/notices/notices/notice_details.asp?SF=CN&SV=308997374). [↑](#footnote-ref-1)
2. At the time of publication of these minutes, Public Health Wales has complied with both improvement notices. [↑](#footnote-ref-2)