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**Confirmed Minutes of the Board Meeting
held on 25 July 2019,
at University of South Wales Newport Campus, Usk Way, Newport
NP20 2BP**

Present:

Jan Williams	(JW)	Chair
Tracey Cooper	(TC)	Chief Executive
Jyoti Atri	(JA)	Interim Executive Director of Health and Wellbeing
Rhiannon Beaumont-Wood	(RBW)	Executive Director of Quality, Nursing and Allied Health Professionals
Kate Eden	(KE)	Non-Executive Director & Vice Chair
Dyfed Edwards	(DE)	Non-Executive Director and Chair of Audit and Corporate Governance Committee
Huw George	(HG)	Deputy Chief Executive and Executive Director of Finance and Operations
Shantini Paranjothy	(ShP)	Non-Executive Director (University)
Judi Rhys	(JR)	Non-Executive Director (Third Sector) and Chair of the People and Organisational Development Committee
Quentin Sandifer	(QS)	Executive Director of Public Health Services/Medical Director

In Attendance:

Mark Bellis (from item 4)	(MB)	Director of Policy, Research and International Development
Sian Bolton	(SB)	Interim Transition Director, Knowledge Directorate
John Boulton	(JB)	Interim Director for NHS Quality Improvement and Patient Safety/1000 Lives
Phil Bushby	(PB)	Director of People and Organisational Development

Helen Bushell	(HB)	Board Secretary and Head of Board Business Unit
Eleanor Higgins	(EH)	Corporate Governance Manager
Matt Jukes	(MJ)	Chief Constable, South Wales Police
Leah Morantz	(LM)	Head of Communications
Sarah Morgan (for item 9.5)	(SM)	Diversity and Inclusion Manager
Junaid Iqbal (for items 9.5 & 10)	(JI)	Service User Engagement Lead

Communication Support

Rhian Huws		Cwmni Canna Cyfyngedig (simultaneous translation)
Carwyn Williams		Digital Editor
Jamie Topp		Digital Assistant

Apologies:

Stephen Palmer	(StP)	Non-Executive Director
Alison Ward	(AW)	Non-Executive Director (Local Authority)
Stephanie Wilkins	(SW)	Representative of Staff Partnership Forum

The meeting commenced at 09:00

PHW28/2019	Welcome
<i>MJ joined the meeting at 09:00</i>	
JW opened the meeting and welcomed all present.	
JW reminded the Board of the etiquette adopted during each meeting.	
JW also welcomed all those joining via livestreaming, confirming that the papers were available on the Public Health Wales internet . JW also confirmed that the Board welcomed contributions in Welsh and that simultaneous translation was available.	
PHW29/2019	Apologies
The Board noted the apologies for absence.	
PHW30/2019	Declarations of Interest
There were no additional declarations of interest.	

PHW31/2019 Matt Jukes, Chief Constable, South Wales Police

JW extended a warm welcome to Matt Jukes, Chief Constable, South Wales Police who had agreed to present to the Board on the partnership working between Public Health Wales, South Wales Police and the policing and criminal justice community more widely in Wales.

MJ began by commenting on the all Wales partnership working, the benefits being accrued from the Early Action Together programme and the opportunities presented by the Home Office sponsored work around violence prevention and reduction.

MJ added his reflections on the effectiveness of the partnership approach around civil contingencies, local resilience and the preparations for leaving the European Union.

MJ advised that the ACE agenda had supported policing in Wales in shifting its focus onto prevention. A large part of this shift had concentrated on sensitising the policing and support workforce to individual and community vulnerability. He highlighted the following examples:

- A move from asking 'what is wrong with you' to 'what has happened to you'.
- A pilot programme looking at early help and support through bringing together the police, health and education professionals on a face to face basis, via face-to-face meetings rather than through the submission of referral forms
- Compassion from those attending sexual violence incidents that had led to South Wales Police being the least complained about force in Wales.
- Improvement in staff sickness absence rates, in particular absence related to mental ill health.

MJ concluded by explaining the challenges and areas for focus in the future. He described the complexities of navigating the health and social care system and the opportunities available to improve public health approaches across health and social care. He also referenced the benefits of learning from Scandinavia and other small nations.

Members discussed the common themes in tackling inequalities and deprivation; using a multi case conference approach to build on the successes of the ACE hub to support the creation of an ACE informed nation; the ways that Building a Healthier Wales could be an appropriate vehicle to tackle substance misuse in Wales and the potential for an MOU with the whole criminal justice system to support this; and the support that Public Health Wales could provide to engage further with health visitors, school nurses and midwives.

TC explained that she would be presenting a paper from the Building a Healthier Wales group to the NHS Wales Executive Board, describing the shift

of prevention by partners to achieve more value for money. She agreed to share this with MJ.

Action: TC

The Board thanked MJ for his thoughts and reflections and reinforced its commitment to enhancing further the public health approach to policing and criminal justice, in partnership with the four Police and Crime Commissioners and the police forces in Wales.

MJ left the meeting 10:10

PHW32/2019 Minutes from the Board Meeting on 30 May 2019

The Board **approved** the minutes as an accurate record of the meeting 30 May 2019, subject to amending one typographical error ([ref 5.1.250719](#)).

PHW33/2019 Board Action Log

The Board **noted** the Action Log ([ref 5.2.250719](#)) and the two open actions due for completion on 1 September 2019 and 1 October 2019 respectively. The Board **approved** closure of the actions marked as complete.

PHW33/2019 Matters Arising

There were no matters arising.

PHW34/2019 Chief Executive's report

The Board **received** the Chief Executive's Report ([ref 6.250719](#))

QS provided an update on the recent visit to the Dutch National Institute for Public Health and the Environment (RIVM). Public Health Wales would continue to develop the shared themes identified during the visit, which had helped to consolidate Public Health Wales' position as a Public Health Institute on an international footing.

TC drew the Board's attention to the first Building a Healthier Wales coordinating group meeting and confirmed a further session was scheduled for November.

TC outlined the recent achievement of Gold Corporate Health Standard, the Board congratulated staff for this achievement.

TC drew attention to the World Health Organization (WHO) Europe Ministerial Health Equity Conference, 11th-13th June 2019 which she and colleagues had attended. The Minister for Health and Social Services had also attended.

It was a positive event for Wales with the opportunity to showcase the rich policy, legislative and partnership context within the country. A number of elements of the Outcome Statement of the event will involve Wales as one of five influencer countries in the WHO Europe Region and will be further developed as part of a Memorandum of Understanding between the WHO Europe and Welsh Government.

QS provided an update about the activities supporting preparedness for Brexit.

The Board thanked TC for her report.

PHW35/2019 Integrated Performance Report

The Board **received** the performance report ([ref 7.1.270719](#)). HG explained that the report was in a new format presenting performance against each of the strategic priorities. This changed approach reflected the Board's commitment to developing an outcome-focussed performance report.

HG welcomed feedback and the Board **noted** that a small group would be established to review how the report could be aligned to reflect performance against the long term organisational strategy and agreed outcome measures.

Strategic priorities
The Board **noted** the progress being made across all strategic priorities.

KE **commented** on the actions not yet completed for Strategic Priority 3 and queried the impact on the work streams for this priority. JA confirmed that these actions related to individual pieces of work that were not critical to the delivery of other work streams.

Financial Performance
The Board **noted** the financial performance.

People and Organisational Development
The **Board** noted the improvement in compliance with Statutory and Mandatory Training and absence and attendance management.

The Board **commented** on staff turnover and requested that future reports should separate turnover to include categories to cover regrettable turnover and turnover relating to promotion or fixed term contracts.

Action: PB

Quality
The Board **noted** performance against Putting Things Right; Health and Care Standards; and Quality Indicators.

The Board asked how the Health and Care Standards mapped across to the Strategic Priorities. RBW confirmed how this mapping could be best achieved will be explored as part of the future work plan for 2019/20.

The Board **considered** the report and took **assurance** from the organisation's performance at the end of June 2019. The Board agreed to receive the next item of the report at its September 2019 meeting.

PHW36/2019 Young Ambassador Programme

JI and SM joined the meeting at 11:40

The Board **received** the Young Ambassador Programme report ([ref 07.2.250719](#)).

The Board thanked JI, SB and RBW for taking this work forward and developing the programme. Members commented on the importance of this programme and committed to making the preparations needed to engage with the young ambassadors round the board table.

The Board **approved** the proposed approach to Public Health Wales Young Ambassadors programme and internships; and **approved** Public Health Wales Young Ambassadors nominated representatives to attend and participate in appropriate Board meetings and development days.

JI left the meeting at 12.00

PHW37/2019 Assessment of progress towards a Healthier Wales

The Board **received** the Assessment of progress towards a Healthier Wales (ref [7.3.250719](#))

The Board **commented** on how the links with Public Health Wales Strategic Priorities and sought further clarity on the performance measures and outcomes for the next year. JB agreed to produce an additional appendix to the report to reflect this.

Action: JB

The Board received **assurance** on the progress that Public Health Wales was making against the Year 1 milestones of A Healthier Wales. The Board would receive a Year 2 update in due course.

PHW38/2019 Board Assurance Framework

The Board **received** the Board Assurance Framework ([ref 9.1.250719](#))

The Board **noted** the updates provided since the Board meeting held on 30 May 2019 and **resolved** to approve the revised 'due dates'.

<p>PHW39/2019 Quality and Engagement (Wales) Bill</p> <p>The item was withdrawn from the agenda due to a change in the consultation end date. The Quality, Safety and Improvement Committee would consider this at its meeting on the 6 August 2019. It was agreed that the draft response would be circulated to all Board members for comment, before being submitted at the end of the August.</p> <p>Action: HB</p>	
<p>PHW40/2019 Ratification of Chair's Action and Affixing of the Common Seal</p> <p>The Board received the Ratification of Chair's Action and Affixing of the Common Seal report (ref 9.3.250719)</p> <p>The Board ratified the Chair's action taken to approve the annual report for 2018/19.</p>	
<p>PHW41/2019 Composite Committee Chair's report</p> <p>The Board received the composite report from the Committee Chairs (ref 9.4.250719)</p> <p>People and Organisational Development Committee JR introduced the report from the meeting on 3 July 2019, commenting on the Committee workshop and the actions identified from it.</p> <p>Audit and Corporate Governance Committee DE presented the report from the meeting on 29 May 2019, commenting particularly on the approval of the annual report of the Committee, which was included as an appendix to the paper.</p> <p>Knowledge, Research and Information Committee SP confirmed that the second meeting of the Committee had taken place on the 24 July; she would update the Board at the September meeting.</p> <p>The Board resolved to note the report from Committee Chairs, and the actions identified.</p> <p>The Board resolved to approve the annual report from the Audit and Corporate Governance Committee.</p>	
<p>PHW42/2019 Strategic Equality Objectives</p> <p>The Committee received the Draft Strategic Equality Objectives 2020-24 (ref 9.5.250719)</p> <p>The Board commented on the narrative that supported the development of the strategic equality objectives and suggested the inclusion of further text to provide greater context. SM agreed to provide a revised version to Board</p>	

members, outside a formal meeting, for information prior to the consultation commencing.
Action: SM/PB

SM left the meeting at 11.55

PHW43/2019 Items for noting

The Board **noted** the Young Person’s Annual Quality Statement (ref [10.250719](#)) and Children’s Annual Quality Statement (ref [10.250719](#)). Members congratulated all involved in the production of the statements and expressed particular appreciation of the Children’s Statement.

PHW44/2019 Date of next meeting

26 September 2019 at 09.00 to be held at Public Health Wales, 2 Capital Quarter, Tyndall Street, Cardiff. CF10 4BZ.

JW closed the meeting in public session at this point, explaining the reasons behind any subsequent meeting in private session.

The Public Session closed at 12.00

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:

Private Session

The meeting commenced at 12.05

PHW44/2019 Welcome and Apologies

JW opened the meeting and welcomed all present.

The Board **noted** the apologies for absence.

PHW45/2019 Declarations of Interest

JB declared an interest in the report from the Remuneration and Terms of Service Committee and confirmed that he would leave the room during that item (item 15).

PHW46/2019 Minutes of the Private Session of the Board held on 30 May 2019

The Board **approved** the minutes (ref PM 14.1.250719) as an accurate account of the meeting.

The Board noted there were no actions from the meeting.

PHW47/2019 Matters Arising

QS informed the Board of the sudden passing of a member of staff in the Microbiology Division, Dr Nicola Price. QS reflected on her major contributions to the service and on her many achievements. He noted that Nicky would be sorely missed and extended sincere condolences to Nicky's family, friends and colleagues. The Board stood for a minute's silence in honour of her memory.

PHW48/2019 Report from Committees of the Board

JB left the room for this item.

The Board **received** the report from the Remuneration and Terms of Service Committee (PM 15.250719).

The Board **resolved** to:

- **Ratify** the permanent appointment of Dr John Boulton, Director of NHS Quality Improvement and Patient Safety/Director of the 1000 Lives Improvement Service, following a successful interview and assessment process on 24th June 2019 (appointment was subject to a response from Welsh Government in relation to the business case submitted).

PHW49/2019 Urinalysis Managed Service Contract - commercial in confidence

The Board **received** the Urinalysis managed service contract report (ref PM 16.250719)

The Board **approved** the award of the Service Contract to the preferred provider, Sysmax UK Ltd. The Board **noted** that Welsh Government approval would be required, as the overall cost of the contract was above the delegated limits for Public Health Wales.

PHW50/2019 Matters for Information / Topical Issues

QS provided a verbal update on the Tuberculosis outbreak in Llwynhendy, Carmarthenshire and the internal review that he and StP had undertaken.

The Board agreed to discuss the matter further at the next Board Development session on 22 August 2019.

The Board **conveyed** their thanks to the team continuing to manage the outbreak.

RBW, QS, JB, JA, MB, SB, EH left at 12.20

PHW50/2019 Any Other Urgent Business
<p>TC updated the Board on the recent interviews held for the Director of Knowledge and the Director of Health and Well-being. She explained that neither interview panel had recommended an appointment at this stage and confirmed that both Sian Bolton and Jyoti Atri had agreed to continue in their interim roles. Board members joined TC in thanking both for their agreement to continue. TC indicated that the recruitment processes would continue towards the end of 2019/20. In the meantime, she would look to source additional subject matter expertise for the "Knowledge Directorate".</p> <p>Non-Executive Directors noted the update.</p>
PHW51/2019 Date and time of Next Private Session of the Board
26 September 2019, Room 3.7, 2 Capital Quarter, Tyndall St, Cardiff

The meeting closed at 12:45