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Public Health
Wales

Name of Meeting
Board

Date of Meeting
26 September 2019

Agenda item
7.4.1.260919

Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Quality, Safety and Improvement Committee	Kate Eden	Rhiannon Beaumont-Wood, Executive Director of Quality, Nursing and Allied Health Professionals	7 August 2019
Knowledge, Research and Information Committee	Shantini Paranjothy	Sian Bolton, Transition Director, Knowledge Directorate	24 July 2019
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy Chief Executive and Executive Director of Operations and Finance	29 May 2019

Summary of key matters considered by the Committee and any related decisions made.

Knowledge, Research and Information Committee

- Received the Research and Evaluation Strategy Implementation Plan and agreed to receive a progress report via an annual review a formal update in three years' time.
- Received the Research and Evaluation Division Academic Links report and noted that a deep dive into academic links across the wider organisation would be received at the next Committee meeting.
- Received a service user experience story on the Health Experiences of Asylum Seekers which explored the collaborative approach taken with academia and third sector partners.
- Received assurance that appropriate arrangements are in place for the Research Partnership Fund via a deep dive
- Received the Board Assurance Framework and Corporate Risk Register
- Received assurance that the Information Governance Management System was working effectively via the Information Governance Performance Report

- Received assurance that appropriate research governance arrangements are in place
- Received a deep dive into the Evidence Service (Health Intelligence) and noted: the recent developments in team capacity and capability; the challenges in responding to commissioning external services; and recommended the service link more closely with the strategic priority groups to understand what systematic reviews may be required in the future.

Quality, Safety and Improvement Committee

- Received assurance on the First 1000 Days Programme through a deep dive which included a summary of behavioural insights that had informed the programme and noted the following:
 - The importance of ensuring health and public health are engaged in policy discussions from the beginning
 - Agreed to receive a further update from the programme once the outcomes had been further developed
- Received the Board Assurance Framework and Corporate Risk Register
- Received assurance that the Bowel Screening Wales programme is being delivered safely and effectively and to expected quality standards through a service user experience story and deep dive
- Received the Quality and Clinical Audit Plan progress report for 2018/19
- Received the Putting Things Right report for quarter 4 of 2018/19 and quarter 1 of 2019/20
- Received the alerts report for quarter 4 of 2018/19
- Noted the Internal Audit Report into the Annual Quality Statement
- Noted the Putting Things Right Annual report 2018/19

Key risks and issues/matters of concern of which the board needs to be made aware:

Audit and Corporate Governance Committee

The Counter-Fraud plan was approved by the Committee and the Committee noted:

- That the days provided had been benchmarked against NHS Wales and were sufficient for the needs of the service. Additional days would be bought as required.
- Promotional plans were noted, such as a fraud awareness newsletter that would be circulated via the news round up and intranet

The plan is provided as appendix 2 for information.

The Committee also received the Counter-Fraud annual report 2018/19 and noted that the overall self assessment rating for the year was 'amber'. This was due to a full programme of awareness sessions not being able to be completed due to capacity issues in the Counter Fraud Team. Awareness sessions have now been scheduled into the Welcome, Engage, Network, Develop (WEND) session. Awareness sessions have also been scheduled for the Senior Leadership Team and Business Leads Group. Further sessions will be tailored to suit each individual Directorate, as guided by the Senior Leadership Team.

Following the Audit and Corporate Governance Committee workshop, held in May 2019 discussions are continuing with the Chair of the Committee and the Board Business Unit. A follow-up workshop/development session is planned for January 2020.

Knowledge, Research and Information Committee

- Received the Committee Workplan
- Approved the amendments to the Committee Terms of Reference and resolved to recommend them to the Board for approval
- Considered the Quality and Engagement (Wales) Bill and agreed the areas that would be covered in the organisation's response to the Bill.

Quality, Safety and Improvement Committee

- The Quality, Safety and Improvement Committee held a workshop on 7 August 2019 to consider the following:
 - The context the Committee operates in
 - Review the current workplan
 - Consider the vision/future direction
 - Identify next steps and actions

The workshop was attended by Committee members; lead Executive Directors; and regular attendees to the Committee. There was positive discussion with key areas for focus and improvement identified:

- Mapping assurances received by Committee against all areas of the organisation to identify any gaps
 - Review way in which risks are considered and scrutinised by the Committee
 - Frequency and length of the meetings
- Agreed to add an 'emerging issues' item to the agenda, similar to that included on the Board agenda.

Delegated action taken by committees:

Knowledge, Research and Information Committee

- Noted that the Committee had delegated responsibility for the Research Misconduct procedure, which was under review and would be circulated for consultation in September.

Quality, Safety and Improvement Committee

- Received assurance on the prioritisation and progress being made to review policies, procedures and written control documents and approved the closure of archived policies.
- Approved the Corporate Safeguarding Annual report and approved the sharing of the report with Regional Safeguarding Boards

Cross-cutting issues and matters delegated to other Committees

Quality, Safety and Improvement Committee

- Received assurance on the progress of the programme to stabilise Microbiology services and transform the services into a National Health Protection Service.
- Received the Quality and Clinical Audit Plan for 2019/20 and requested further work be completed to ensure the plan included a more representative picture of quality and clinical audits being undertaken across all Directorates and Divisions

Unconfirmed Minutes for the *Knowledge, Research and Information Committee* on 24 July 2019 and the *Quality, Safety and Improvement Committee* on 6 August 2019 are available on request. Previously confirmed minutes can be found on the website at <https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/>

The Knowledge, Research and Information Committee Terms of Reference are included as item 7.5.2, appendix 1 for the Board to approve.

Date of next meetings	<i>People and Organisational Development Committee</i>	2 October 2019
	<i>Quality, Safety and Improvement Committee</i>	12 November 2019
	<i>Knowledge, Research and Information Committee</i>	9 October 2019
	<i>Audit and Corporate Governance Committee</i>	25 September 2019