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**Unconfirmed Minutes of the Board Meeting
held on 28 March 2019,
in Room 3/7, 2 Capital Quarter, Tyndall Street, Cardiff CF10 4BQ**

Present:

Jan Williams	(JW)	Chair
Tracey Cooper	(TC)	Chief Executive
Jyoti Atri	(JA)	Interim Executive Director of Health and Wellbeing
Kate Eden	(KE)	Vice Chair, Non-Executive Director and Chair of Quality, Safety and Improvement Committee
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
Stephen Palmer	(StP)	Non-Executive Director
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
Alison Ward	(AW)	Non-Executive Director (Local Authority)

In Attendance:

Mark Bellis (via Video Link)	(MB)	Director of Policy, Research and International Development
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

Claire Lewis	(CL)	Representative of Staff Partnership Forum
Stephanie Wilkins	(SW)	Representative of Staff Partnership Forum
Stuart Silcox (on behalf of John Boulton)	(SS)	Head of Business and Planning, 1000 Lives
Dr Robin Howe (for item 4.1)	(RH)	Professional Lead, Microbiology
David Heyburn (for item 4.1)	(DH)	Programme Manager, Microbiology
Sumina Azam	(SA)	Consultant in Public Health
Christopher Orr (for item 8.1)	(CO)	Head of Planning

Communication Support

Rhian Huws	Cwmni Canna Cyfyngedig (simultaneous translation)
Leah Morantz	Head of Communications
Carwyn Williams	Digital Editor

Apologies:

Sian Bolton	(SB)	Interim Transition Director, Knowledge Directorate
John Boulton	(JB)	Director for NHS Quality Improvement and Patient Safety/1000 Lives

The meeting commenced at 09:00

PHW196/2018 Welcome
<i>RH and DH 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 .
PHW197/2018 Apologies
The Board noted the apologies for absence.
PHW198/2018 Declarations of Interest
No additional declarations of interest were received to those already recorded.

PHW199/2018 Minutes from the Board Meeting on 24 January 2019

The Board **approved** the minutes as an accurate record of the meeting 24 January 2019, subject to amendment of the typographical errors ([ref 3.1.280319](#)).

PHW200/2018 Board Action Log

The Board **noted** the Action Log ([ref 3.2.280319](#)) and the open action due for completion on 1 October 2019. The Board **approved** closure of the actions marked as complete.

31/05/2018 3.1 Service user story: Bevan Health Technology Exemplar Project report (minute ref PHW60/2018).

JW advised that this would be circulated to the Board when available and would be removed from the Board action log.

PHW201/2018 Matters Arising

There were no matters arising.

PHW202/2018 Chief Executive's report

The Board **received** the Chief Executive's Report ([ref 3.4.280319](#)).

TC drew attention to *Building a Healthier Wales* and the Health and Social Care Leadership conference, on 12 March 2019, which was the culmination of intense engagement with partners.

Board members discussed the actions needed to ensure the success of this partnership engagement and considered the following issues:

- the need for shared prevention targets across health and local government;
- successful engagement with key partners, including Regional Partnership Boards;
- encompassing all relevant national initiatives e.g. Health Wise Wales;
- Public Health Wales providing leadership as the National Public Health Institute for Wales;
- the benefit of the legislative and policy environment through the Wellbeing of Future Generations Act, Social Services and Wellbeing Act and the Public Health Act.

During discussions, SP declared an interest as the Scientific Lead for HealthWise Wales.

JW expressed her appreciation of the significant system leadership that TC had discharged throughout the process. The Board **noted** the conference validation of the 5 priority areas discussed at the conference and the proposed next steps.

PHW203/2018 Service Story: Year-end update on Microbiology Stabilisation

QS and RH provided the Board with background to the Microbiology Stabilisation programme and highlighted some of the challenges the service was facing, also identifying the opportunities for the future. RH also provided the Board with a service story.

As Chair of the Quality, Safety and Improvement Committee (QSIC), KE thanked RH and DH; she explained that the QSIC had taken a keen interest in the stabilisation and modernisation programme and commended the team on the progress made to date.

The Board discussed the innovative and creative approach taken to develop the service and noted: the operational difficulties; that focus had remained on the future strategic vision; the successful relationship with academia and research; and the significant improvement in statutory and mandatory training compliance.

On behalf of the Board, JW assured microbiology staff that Board members understood the scale of the challenge facing the service and were committed to supporting the ongoing programme of work.

The Board **noted** the update on the Microbiology Stabilisation Programme, and the opportunities for the future; the Board **agreed** to receive the full presentation slides outside the meeting.

Action HB

RH and DH left the meeting at 10.00

PHW203/2018 Memorandum of Understanding (MOU) between Public Health Wales and Natural Resources Wales

The Board **received** the Memorandum of Understanding between Public Health Wales and Natural Resources Wales (Ref [5.1.280319](#)).

TC introduced the Memorandum of Understanding, explaining that it fulfilled the Board's policy and commitment to developing strategic partnerships and wellbeing objectives.

The Board received assurance: that the MOU would be underpinned by a joint workplan; and that the audit and Corporate Governance Committee would monitor progress against key deliverables.

The Board **agreed** to invite Clare Pilman, Chief Executive of Natural Resources Wales to attend a future Board meeting.

Action: HB

The Board **resolved to adopt** the Memorandum of Understanding between Public Health Wales and Natural Resources Wales.

Action: HB

PHW204/2018 Integrated Performance Report

HG reminded the Board of the work underway to design an organisation wide approach to value, impact and outcome measurement. The June 2019 Board development day would include a session on this work. In the meantime, the performance report on the agenda included some impact statements being trialled for the first time. Board members comments on the impact statements were welcome and would help refine the approach.

The Board **received** the performance report ([ref 6.1.280319](#)). The Board considered each aspect of the report and noted the following key areas:

Operational performance

QS drew Board member's attention to the following areas:

- Diabetic Eye Screening;
- Newborn Bloodspot Screening;
- Breast Test Wales; and
- Bowel Screening Wales.

The Board was **assured** that the delay in sending results letters to Diabetic Eye Screening patients did not have a significant impact on the clinical management of patients. The Board was also **assured** that actions were being taken to address the delay in completing Newborn Bloodspot Screening for babies.

The Board **noted** the investigation underway to identify the causes of delays in providing patients with the results of screening mammograms; there was no impact on clinical outcomes, but QS acknowledged that patients could be experiencing raised levels of anxiety. He also noted that the slight delay in inviting patients for colonoscopy could have a clinical impact. QS went on to advise the Board of the actions being taken to reduce delays.

Board members **noted** that performance was generally on target across the organisation and commented on the benefit of introducing new ways of working and methods of communication to engage hard to reach populations in terms of screening. The 'love your cervix' campaign was an innovative example of promoting the Cervical Screening Wales service and had attracted positive feedback. Members conveyed their thanks to all involved in the campaign.

People and Organisational Development

The Board **noted**: that My Contribution compliance remained an area of challenge and that this would be addressed in 2019/20.

Quality

The Board **noted** the work undertaken to review complaints' response time and the continued development of the health and care standards.

Financial performance

The Board **noted**: the anticipated break-even position, in line with the Integrated Medium Term Plan (IMTP); the work to ensure that Directorates had plans in place to achieve the revenue position; the status of the capital programme and the work in place to ensure expenditure against the programme; and the intention to meet fully the public sector pay requirements.

The Board resolved to receive **assurance** from the performance report noting the areas raised above.

Comfort break at 10.45 for 15 mins

PHW205/2018 Update on the Impact of Leaving the European Union

The Board **received** an update on the impact of leaving the European Union ([ref 6.2.280319](#)).

The Board **resolved** to:

- **receive assurance** in relation to the programme arrangements; progress to date; and further planned action in relation to EU Transition and
- **noted** that full assurance on surveillance, early warning and reporting was subject to discussions that could not take place prior to an exit plan being agreed by the UK Government.

PHW206/2018 Annual Operational Plan

CO joined the meeting at 11.05

The Board **received** the Annual Operational Plan ([ref 8.1.280319](#)).

HG introduced the report and reminded Board members that the Annual Operational Plan represented year one of the 2019-2022 IMTP. The Board **noted** that the Minister for Health and Social Services had approved the IMTP in a letter to the Chair of 26 March 2019.

The Board reviewed the content of the plan, including the key content areas in each of the 7 strategic priority areas. Board members acknowledged the governance and escalation arrangements in place for each of the Strategic Priorities, should further Board level discussion be required.

Board members commended all those with budget management responsibility and gave particular thanks to Chris Orr and his team.

The Board **resolved to approve** the Annual Operational Plan and Annual Budget Strategy for 2019/20.

CO left the room 11.25

PHW207/2018 Public Health (Wales) Act 2017: update on implementation

The Board **received** an update about the implementation of the Public Health (Wales) Act 2017 (ref [9.1.280319](#))

The Board **resolved** to receive assurance in relation to Public Health Wales' role in implementing the Act.

The Board **agreed** to receive future updates as appropriate.

PHW208/2018 Pathology Strategic Outline Business Case (South West Wales)

The Board **received** the Pathology Strategic Outline Business Case (ref [9.2.280319](#)).

QS presented the report and informed the Board of the extensive discussions that had taken place over the last 4 years to develop the strategic outline business case. The paper presented a proposal for the development of a regional centre of excellence for pathology services, including microbiology and infectious disease diagnostics, to the population of South West Wales. Public Health Wales, Abertawe Bro Morgannwg University Health Board and Hywel Dda University Health Board had developed the options, working together as a South West Wales Regional Pathology Re-configuration Project Board.

QS explained that option 3 was the preferred way forward and that the Board was asked to approve this option, as set out in the Strategic Outline Business Case. He assured the Board that the approval did not include any specific costings at this stage.

QS drew the Board's attention to the earlier presentation on microbiology stabilisation and explained that the business case supported the option for an enhanced service in South and West Wales.

Board members noted that the proposed new service would improve processing and standardisation of tests; consolidate clinical services alongside national and regional service; ease recruitment and retention of medical staff allowing for workforce redesign; and that staff engagement was extremely important.

<p>The Board resolved to:</p> <ul style="list-style-type: none"> • Note the development of business continuity plans for the service; • Note the short-listed options with estimated capital and revenue costs and identification of the preferred way forward (Option 3); • Approve the Strategic Outline Business Case and agree to its' submission to Welsh Government, to support the project progressing to Outline Business Case stage. Members noted that this approval did not include specific costings at this stage 	
<p>PHW209/2018 Wales Audit Office Annual Audit Report</p> <p>The Board received the Wales Audit Office Annual Audit Report (ref 9.3.280319 and 9.3.280319)</p> <p>DE presented and commended the report to the Board and commented on the rigour and financial discipline evident across the organisation.</p> <p>The Board resolved to receive the Wales Audit Office Annual Audit Report.</p>	
<p>PHW210/2018 NHS Wales Health Collaborative - Extension of Hosting agreement</p> <p>The Board received the NHS Wales Health Collaborative – Extension of Hosting Agreement (ref: 9.4.280319)</p> <p>The Board resolved to approve the hosting of the NHS Wales Health Collaborative for a further 12 months.</p>	
<p>PHW211/2018 Board Assurance Framework</p> <p>The Board received the Board Assurance Framework (ref 9.5.280319).</p> <p>The Board noted some inaccuracies on the cover sheet and received assurance that there were no significant changes in risk ratings.</p> <p>The Board noted the updates provided since the Board meeting held on 24 January 2019 and resolved to approve the revised “due dates”.</p>	
<p>PHW212/2018 Approval of Policy/Written Control Document: Incident Management Policy</p> <p>The Board received the Incident Management policy and procedure (ref: 9.6.280319 and 9.6.280319)</p> <p>The Board resolved to approve the Incident Management policy and procedure.</p>	
<p>PHW213/2018 Approval of Policy/Written Control Document: Voluntary Early Release Scheme</p>	

The Board **received** the Voluntary Early Release Scheme (ref: [9.7.280319](#) and [9.7.280319](#))

The Board **resolved to approve** the Voluntary Early Release Scheme.

PHW214/2018 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 9.8.280319](#))

The Board **resolved** to:

- **Note** the chair's action taken
- **Receive assurance** the action taken was in accordance with Section 2.1 of the Standing Orders
- **Ratify** the Chair's action

PHW215/2018 Committees of the Board: Composite Report from the Committee Chairs

The Board **received** the composite report from the Committee Chairs ([ref 9.9.280319](#)).

The Chair invited Committee Chairs to bring any specific matters to the attention of the Board.

Audit and Corporate Governance Committee
DE presented the report from the meetings on 23 January and 14 March 2019 commenting particularly on the positive internal and external auditors annual reports.

DE concluded by reminding the Board that, in May 2009, Committee members had allocated some time to consider the role of the Committee, aligning its work programme to the IMTP and ensuring that the organisation achieved its aims from a resource perspective.

Quality, Safety and Improvement Committee
KE confirmed that there was no formal report from the Committee, as the Committee had not met since the last Board meeting. KE confirmed she had met with other Committee Chairs and lead Executives to confirm oversight arrangements for microbiology stabilisation and transformation programme. The Quality, Safety and Improvement Committee would act as the lead, remitting matters to other committees as appropriate.

The Board **resolved to note** the report from Committee Chairs.

PHW216/2018 Items for Noting

There were no items included for noting.

PHW217/2018 Date of next meeting
30 May 2019 Room 3.7, 2 Capital Quarter, Tyndall St, Cardiff
JW closed the meeting in public session at this point, explaining the reasons behind any subsequent meeting in private session. <i>The Public Session closed at 12.00</i>
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 <i>The meeting commenced at 12.30</i>
PHW218/2018 Welcome and Apologies
JW opened the meeting and welcomed all present. The Board noted the apologies for absence.
PHW219/2018 Declarations of Interest
QS declared an interest in item 17; the Chair reversed the order of business, allowing him to leave the meeting at a convenient point.
PHW220/2018 Minutes of the Private Session of the Board held on 24 January 2019
The Board approved the minutes (ref PM 16.1.280319) as an accurate account of the meeting.
PHW221/2018 Board Action Log
The Board noted the Action Log (ref PM 16.2.280319). The Board noted that all actions were completed and approved the closure of all actions.
PHW222/2018 Matters Arising
There were no matters arising.

PHW223/2018 Report from Remuneration and Terms of Service Committee
The Board received the report from the Remuneration and Terms of Service Committee (PM 17.280319).
The Board resolved to: <ul style="list-style-type: none"> • Note the approval to the changes to the remuneration package of the Executive Director of Public Health Services/ Medical Director • Note the pay settlement made to Executive and Executive level Directors • Note the dismissal by reason of redundancy, including redundancy pay of £3,283.83.
PHW224/2018 Update on the impact of leaving the European Union
The Board received the Situation Reporting Arrangements and internal business impacts for the impact of leaving the European Union (ref: PM 18.280319).
The Board agreed to continue to monitor the impact on staffing and resources and to discuss the matter again at the next Board development session.
Action: TC and QS
PHW225/2018 Any Other Urgent Business
TC reminded the Board that Public Health Wales would be 10 years old in October 2019; plans to celebrate the milestone internally were under development.
JW reminded the Board that a joint Board to Board with Hywel Dda in Carmarthen/Llanelli was to take place in April in support of Building a Healthier Wales.
PHW226/2018 Date and time of Next Private Session of the Board
30 May 2019, Room 3.7, 2 Capital Quarter, Tyndall St, Cardiff

The meeting closed at 13:20