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| **Compressed Public Health Wales logo** | | | **Name of Meeting**  Board | |
| **Date of Meeting**  25 June 2020 | |
| **Agenda item**  5.8 | |
| **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 | | 19 May 2020 |
| Audit and Corporate Governance Committee | Dyfed Edwards | Huw George, Deputy CEO and Executive Director Operations and Finance | | 23 June 2020  (Verbal Update to be provided to the Board) |

| **Summary of key matters considered by the Committee and any related decisions made.** |
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| **Quality, Safety and Improvement Committee**  The Committee considered the following matters:   * **Noted** the variations to **Committee governance arrangements** in light of COVID-19, and **agreed** to increase the frequency of meetings to eight weekly * **Agreed** the need for a short summary stating the evidence source/s for policy advice given by PHW * **Received** a verbal update on the current position with the **screening programmes**, and raised issues relating to the use of technology, the use of service user experience and public messaging as resumption planning progresses * **Took** **assurance** on the actions taken in response to the impacts of COVID‑19 on **immunisation programmes** in Wales. * **Noted** for information an update on the status update regarding **Standard Operating Procedures** within Health Protection during this period of ‘enhanced Response’, and the work that was planned to address the matters raised at previous Committee meetings. * **Took assurance** from the **Corporate Risk Register** and **Strategic Risk Register.** * **Noted** the **Management of Alerts report** for Quarter 4, that it would receive the developed Quality Dashboard at the appropriate time. * **Noted** the limited assurance rating from the **Internal Audit into the Management of Alerts**, and the outstanding action from the Internal Audit report that would be reported to the Audit and Corporate Governance Committee |

| **Key risks and issues/matters of concern of which the board needs to be made aware:** |
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| **Quality, Safety and Improvement Committee**  **Management of Alerts Internal Audit Report – Limited Assurance**  The Committee received the above report for information, detailing the limited assurance rating. ACGC had received this report in March and are overseeing the recommended actions.  **COVID-19**  The Committee considered a verbal update on COVID-19. The Committee were offered reassurance that the workstreams within the operational implementation plan were being structured in a way to ensure they would provide a mechanism to provide the appropriate assurance going forward.  The Committee noted that the Board would be receiving a report at its meeting on 28 May 2020 on the COVID-19 response. The Committee asked that consideration be given within the discussion with the Board to the issues raised by the Committee at this meeting. The Committee will receive a further written report on COVID-19 at its July meeting.  **Emerging Issues:**  The Committee noted the risks that would normally be within the remit of the suspended Knowledge, Research and Information Committee, in particular the risks around quality of information and how this was being managed in the pandemic. The Committee noted the following for further consideration:   * The quality of information that PHW was currently using in its advice, how knowledge is managed in real time during the pandemic and how PHW was ensuring accurate and timely data and evidence base; * PHW’s links with Public Health England (PHE), Universities and how this was being managed as an organisation; and an * Update on the evaluation and research work currently in operation and the evidence base on which decisions were being made on.   The Committee agreed to receive a report on the incidents relating to the enclosed setting cell in its July meeting. |

| **Delegated action taken by committees:** |
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| **Quality, Safety and Improvement Committee**  The Committeereceived the **Draft Quality, Safety and Improvement Committee Annual Report 2019/20, approved** the report and agreed to submit it to the Board for assurance.    The Committee **agreed** to change to 8 weekly cycle of meetings to enable the Committee to provide the appropriate level of assurance to the Board, and that this would be kept under review. |
| *Unconfirmed Minutes for Quality, Safety and Improvement Committee 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/*](https://phw.nhs.wales/about-us/board-and-executive-team/board-committees/) |

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| **Date of next Committee meetings** | |
| Following the decision to cancel all non-essential meetings, Audit and Corporate Governance Committee; Quality, Safety and Improvement Committee and Remuneration and Terms of Service Committee will continue to operate within their scheduled meeting.  However the agenda will be reduced to cover statutory and core requirements to ensure appropriate governance arrangements are in place to provide appropriate assurance to the Board, whilst balancing the need to reduce pressure on staff during this time. These meetings will take place via electronic means, such as Skype.  The next scheduled Committee meetings are as follows (please note these are subject to change): | |
| *Audit and Corporate Governance Committee* | 13 August 2020 |
| *Quality, Safety and Improvement Committee* | 16 July 2020 |
| *Knowledge, Research and Information Committee* | To be confirmed |
| *People and Organisational Development* | To be confirmed |