

 <b>GIG CYMRU NHS WALES</b>	Iechyd Cyhoeddus Cymru Public Health Wales	<b>Name of Meeting</b> Board
		<b>Date of Meeting</b> 26 May 2022
		<b>Agenda item</b> PHW 4.7

## Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of last meeting
Knowledge, Research and Information Committee	Sian Griffiths	Iain Bell, National Director Public Health Data, Knowledge and Research	10 March 2022
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy CEO and Executive Director Operations and Finance	16 March 2022
		Helen Bushell, Board Secretary and Head of Board Business Unit	5 May 2022
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	7 April 2022
Quality, Safety and Improvement Committee	Kate Eden	Rhiannon Beaumont-Wood, Executive Director Quality, Nursing and Allied Health Professionals.  Meng Khaw, National Director Health Protection and Screening, Executive Medical Director.	18 May 2022

*Please note, due to the timings of the Quality, Safety and Improvement Committee the Chair will provide a verbal update.*

*The Audit and Corporate Governance Committee meeting held on 16 March, and the Knowledge, Research and Information Committee held on 10 March, were also verbally reported to the Board on 31 March 2022.*

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

### Knowledge, Research and Information Committee

**10 March 2022**

The Committee:

- **Considered** an update on the development on the Research and Evaluation Strategy, and noted the progress to date.
- **Considered** a report and presentation detailing the role of PHW in providing strategic oversight for Covid vaccine trials in Wales.
- Considered a verbal of the development by the Welsh Government of the Digital and Data Strategy for the Health and Care system in Wales.
- Took **assurance** that the Organisation's Strategic and Corporate risks were being managed appropriately.
- **Considered** a presentation and a demonstration of the 'Living with Covid' Dashboard.

### Audit and Corporate Governance Committee

**16 March 2022**

The Committee:

- **Considered** the Audit Wales Progress Update.
- **Considered** and **noted** 'Taking Care of the Carers?' Audit Wales Report
- **Reviewed** the internal audit final report on IP5 Laboratory, which received a reasonable assurance rating.
- **Reviewed** the internal audit final report on **Concerns and Grievances**, which received a reasonable assurance rating.
- **Considered** a verbal update on the current financial position, focusing on the completion of the end of year closure of the accounts. The Committee **noted** that a Financial Report would be submitted to the Board at its meeting on 31 March 2022.
- **Took assurance** that procurement activity was being undertaken in line with Standing Financial Institutions.
- **Took assurance** on the losses and Special Payments which included a specific update consumable testing stock.
- **Took assurance** that the NHS Wales Health Collaborative had complied with the hosting arrangements as stipulated in the hosting agreement.
- **Took assurance** on the implementation of the Declarations of Interest, Gifts, Hospitality and Sponsorship Policy and the Declarations of Interest, Gifts, Hospitality and Sponsorship Procedure.
- **Considered** the Strategic and Corporate Risk Registers and took **assurance** that the organisation's Strategic and Corporate risks were being managed appropriately.
- **Took assurance** that the Information Governance Management System was working effectively.
- **Considered** an update on Cyber Security Update, **noting** that Digital Health Care Wales (DHCW) were currently undertaking a review of cyber security arrangements of all NHS Bodies in Wales. Following the completion of this review, a deep dive would be considered by the Committee, including any management actions identified.

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

### 5 May 2022

The Committee:

- **Took assurance** that the Finance Delivery Unit had complied with its hosting agreement as stipulated in the hosting agreement.
- **Considered** the Annual accounts, noting their submission to Audit Wales on 29 April.
- **Considered** the draft Annual Governance Statement, and the Remuneration and Staff report, and approved for submission to Audit Wales and Welsh Government for review in draft form.
- **Considered** the Draft Head of Internal Audit Opinion and Annual Report, noting that the overall assurance rating for the organisation was reasonable.
- **Reviewed** the internal audit final report on Stock Management, which received a substantial assurance rating.
- **Reviewed** the internal audit final report on Welsh Risk Pool, which received a reasonable assurance rating.
- **Considered** the Risk Development Plan, and took **assurance** on the system for the management of risk within the organisation.
- **Considered** the Audit Wales Plan for 2022.

The following items for **assurance** were considered in the 'to note' section of the agenda:

- Audit Wales Progress Update.
- Quality and Clinical Audit Plan 2021/22.
- Corporate Risk Register.
- Counter Fraud Quarterly Update and the Counter Fraud Annual Plan.
- Losses and Special Payments report.
- Procurement Report.

## People and Organisational Development Committee

### 7 April meeting

The Committee:

- **Considered** and had a discussion on a presentation on the People and Organisational Development Directorate Priorities, the 'Big 5' cross cutting People and Organisational Development led projects, organisational developments and engagement plans:
  1. Providing Leadership to Shape PHW Culture and Values
  2. Developing a Behavioural Framework linked to Values
  3. Developing our Employee Value Proposition
  4. Supporting Organisational Change
  5. Process Transformation
- **Considered** and had a discussion on a presentation on the priorities for Equality, Diversity and Inclusion throughout 2022-23.
- **Considered** an update on Organisational redesign affecting Health and Well-Being (HWB) and World Health Organisation Collaborating Centre (WHO CC) directorates report, and took **assurance** that there was a robust and inclusive programme implementation approach in place to deliver the above organisational changes.

<b>Key risks and issues/matters of concern of which the Board needs to be made aware:</b>
<b>Knowledge, Research and Information Committee</b>
<b><u>10 March 2022</u></b> None.
<b>Audit and Corporate Governance Committee</b>
<b><u>16 March 2022</u></b> None.
<b><u>5 May 2022</u></b>  The Committee: <ul style="list-style-type: none"> <li>• <b>Considered</b> the outcome of the review of Committee Performance and Effectiveness, a summary of which has been provided to the Board at its meeting on 26 May 2022.</li> <li>• <b>Recommended</b> the Committee Annual Report for submission to Board for assurance that the Audit and Corporate Governance Committee Committee was fit for purpose and operating effectively in fulfilling its terms of reference, this is also on the agenda for 26 May 2022 Board Meeting.</li> <li>• <b>Recommended</b> the draft revised terms of reference to the Board for approval, this is also on the agenda for 26 May 2022 Board Meeting.</li> </ul>
<b>People and Organisational Development Committee</b>
<b><u>7 April meeting</u></b>  The Committee: <ul style="list-style-type: none"> <li>• <b>Considered</b> the outcome of the review of Committee Performance and Effectiveness, a summary of which has been provided to the Board at its meeting on 26 May 2022.</li> <li>• <b>Recommended</b> the Committee Annual Report for submission to Board for assurance that the People and Organisational Development Committee was fit for purpose and operating effectively in fulfilling its terms of reference, this is also on the agenda for 26 May 2022 Board Meeting.</li> </ul>

<b>Delegated action taken by committees:</b>
<b>Knowledge, Research and Information Committee</b>
<b><u>10 March 2022</u></b> None
<b>Audit and Corporate Governance Committee</b>
<b><u>16 March 2022</u></b> The Committee: <ul style="list-style-type: none"> <li>• <b>Approved</b> the Internal Audit Work Plan for 2022-2023.</li> <li>• <b>Considered</b> and <b>approved</b> the amendments to the Audit Action Log;</li> <li>• <b>Ratified</b> the receipt reports that have been circulated to the Committee outside of the usual meeting process and confirmed that no further action was required</li> </ul>

**Delegated action taken by committees:**

- Audit Report 2021;
- Audit Action Log;
- Internal Audit IP5 report
- Welsh Health Circulars Bi-Annual Update.

**5 May 2022**

The Committee **approved** the draft Protocol for the reporting and oversight of Internal and External Functions within Public Health Wales.

**People and Organisational Development Committee****7 April meeting**

None

**Date of next Committee meetings**

The next scheduled Committee meetings are as follows (please note these are subject to change):

<i>People and Organisational Development</i>	07 July 2022
<i>Audit and Corporate Governance Committee</i>	07 June 2022
<i>Quality, Safety and Improvement Committee</i>	20 July 2022
<i>Knowledge, Research and Information Committee</i>	16 June 2022