

 GIG CYMRU NHS WALES	lechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Board
		Date of Meeting 29 September 2022
		Agenda item 7.2

Composite Committee report for Board

Reporting Committee	Chair	Lead Executive Director	Date of meeting
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	7 July 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.	20 July 2022
People and Organisational Development Committee	Mohammed Mehmet	Neil Lewis, Director of People and Organisational Development	6 September 2022
Knowledge, Research and Information Committee	Sian Griffiths	Iain Bell, National Director Public Health Data and Knowledge.	21 September 2022

Links to the agenda and papers for these meetings are included on the dates above.

The People and Organisational Development Committee meeting on 7 July 2022 and the Quality, Safety and Improvement Committee meeting held on 20 July 2022 were verbally reported to the Board on 28 July 2022.

The Knowledge, Research and Information Committee meeting held on [21 September 2022](#) will be verbally reported to the Board on 29 September 2022.

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

People and Organisational Development Committee

7 July 2022

The Committee:

- **Considered** a presentation on the People and Organisational Development Directorate Priority 2 – Developing a Behavioural framework lined to values.
- **Considered** a presentation of the refreshed Performance Assurance Dashboard.
- Took **assurance** on the management of strategic risk within the remit of the Committee.

Quality, Safety and Improvement Committee

20 July 2022

The Committee:

- **Considered** an update on progress of 'Our Approach to Engagement'
- Took **assurance** that the Year 2 Implementation Plan for 'Our Approach to Engagement' was progressing and that the CIVICA Experience system had been implemented with ongoing work to embed its capability across the organisation.
- Took **assurance** on the management response and plan to address the recommendations identified in the Audit Wales *Review of Quality Governance Arrangements – Public Health Wales NHS Trust* report.
- **Considered** the Strategic Risk Register and took **assurance** on the effectiveness of the management of risk relating to the Committee's remit.
- Took **assurance** on the effective management of Putting Things Right and **considered** the Quality Dashboard extract of the Performance Assurance Dashboard, examining the Nationally Reportable Incidents and No Surprises and Complaints Dashboard, and noted the intention to build in informal complaints.
- Took **assurance** that an effective management system for distribution, monitoring and record keeping for alerts / safety notices received and welcomed a future update on the new development.
- **Considered** a verbal update on the Health Protection Winter Plan focusing on COVID response; COVID testing; revision of the National Outbreak Control Plan; Vaccine Preventable Disease Programme; and key learning from pandemic response and recovery.
- **Considered** a verbal update on the Organisation's Influenza Vaccination Campaign for 2022/23, and asked for the plan to be circulated once finalised.
- **Considered** a report on the Office of the Medical Director, **noted** and took **assurance** on the roles and responsibilities of the Executive Medical Director and the overview of the functions of the Office of the Medical Director.
- **Considered** the Health and Safety report for Quarter 1, 2022/23 and took **assurance** that appropriate measures were in place to monitor compliance and to address areas identified for improvement.

Summary of key matters considered by the Committee and any related decisions made:
<ul style="list-style-type: none"> • Considered and noted the respective Infection Prevention and Control Group and Safeguarding Group Terms of References. • Took assurance and accepted the Putting Things Right Annual Report 2021-22.
People and Organisational Development Committee
6 September 2022 <ul style="list-style-type: none"> • None

Key risks and issues/matters of concern of which the Board needs to be made aware:
People and Organisational Development Committee
7 July 2022 None
Quality, Safety and Improvement Committee
20 July 2022 None
People and Organisational Development Committee
6 September 2022 None

Delegated action taken by committees:
People and Organisational Development Committee
7 July 2022 The Committee: <ul style="list-style-type: none"> • Approved the Welsh Language Standards Annual Report.
Quality, Safety and Improvement Committee
20 July 2022 The Committee: <ul style="list-style-type: none"> • Approved the revised Health and Safety Policy. • Approved the Claims Management Policy and Procedure. • Approved the Quality and Clinical Audit Procedure. • Took assurance on the progress of the Quality and Clinical Audit Plan for 2021-22 and approved the Quality and Clinical Audit Plan for 2022-23

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Delegated action taken by committees:

People and Organisational Development Committee

6 September 2022

The Committee:

- **Approved** the Adverse Weather Conditions/Transport Disruption Policy.
- **Approved** the Mental Wellbeing Policy.
- **Approved** the Substance Misuse (Drugs and Alcohol) Policy.
- **Approved** the Retirement Procedure.
- **Approved** the Personal Relationships at Work Policy.

Date of next Committee meetings

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

<i>Knowledge, Research and Information Committee</i>	8 December 2022
<i>Audit and Corporate Governance Committee</i>	13 October 2022
<i>People and Organisational Development Committee</i>	06 October 2022
<i>Quality, Safety and Improvement Committee</i>	19 October 2022

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