

 <b>GIG</b> CYMRU <b>NHS</b> WALES	lechyd Cyhoeddus Cymru	<b>Name of Meeting</b> Board
	Public Health Wales	<b>Date of Meeting</b> 30 March 2023
		<b>Agenda item</b> 3.5

## 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	<a href="#">12 January 2023</a>  <a href="#">15 March 2023</a> **
Audit and Corporate Governance Committee	Dyfed Edwards	Huw George, Deputy Chief Executive, Executive Director Operations and Finance  Liz Blayney, Acting Board Secretary and Head of Board Business Unit	<a href="#">19 January 2023</a>
Audit and Corporate Governance Committee	Nick Elliott	Huw George, Deputy Chief Executive, Executive Director Operations and Finance  Liz Blayney, Acting Board Secretary and Head of Board Business Unit	<a href="#">16 March 2023</a> **
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.	<a href="#">15 February 2023</a>
Knowledge, Research and Information Committee	Sian Griffiths	Iain Bell, National Director for Public Health Knowledge and Research	<a href="#">8 March 2023</a> **

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

*\*\* These meetings will be verbally reported to the Board on 30 March 2023.*

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

### People and Organisational Development Committee

The Committee:

- Considered a presentation on the development of the Employee Value Proposition, highlighting its cross-organisation relevancy and the alignment with Strategic Risk 4, which aimed to address workforce challenges around the attraction, recruitment and retention of staff, and noting the intention to launch in Spring 2023.
- Considered an overview and update to the Staff Network Action Plan, noting the growth of the staff networks over the past 12 months, and the establishment of two new Networks (Cymraeg Network and Men's Network). The Committee reflected on the need to engage with external stakeholders in conjunction with the newly established Engagement and Experience Network. The Committee took **assurance** on the progress made against the requests to date from the staff networks
- Considered an overview and update on the Staff Engagement Plan for 2023/24, noting: the engagement activity to date; the results of the Work How It Works Best trial; support to staff around the cost of living crisis and the ongoing and regular engagement with the Local Partnership Forum and Joint Medical and Dental Negotiating Committee.
- Considered an update on engagement with the Local Partnership Forum, noting that bi-monthly meetings were in place for 2023-24. The Committee noted ongoing work to ensure Royal College of Nursing representation on the Local Partnership Forum.
- Considered an update on Workforce stability and agility via the Performance Assurance Dashboard. The Committee noted that Workforce Planning utilised the Dashboards to target areas within the Organisation where attraction, retention and succession could be employed to good effect, which bridged the gap between workforce demand and workforce supply. The Committee would further consider data around sickness absence and turnover.
- Considered and **approved** the Gender Pay Gap Report 2022, noting that the gap had fallen to 11.5% this year, from 16.1% for the last reporting year. Noting the increased female to male workforce ratio, the Committee reflected that this trend may continue as the Organisation further developed its aim to be an inclusive and flexible employer.
- Noted the Strategic and Corporate Risk Registers relevant to the Committee's remit and agreed to consider the risks in more in-depth detail at an additional PODC meeting in March.
- Noted the Workforce Sickness Absence Monitoring Final Internal Audit Report which had received a reasonable assurance rating.

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

### Audit and Corporate Governance Committee

The Committee:

- Took **assurance** that Public Health Wales has an appropriate plan in place for the production of the Financial Statements and Accountability Report for 2022/23, in line with the statutory deadlines, whilst noting challenges and ongoing discussion around the completion of Audit Wales' Audit within the usual timescales, and resulting implications for the Organisation.
- Considered a detailed presentation on Cyber Security and the current position and held discussion around the risk ratings to Strategic Risk 6 (Cyber Security) following on from a Board request in November 2022. The Committee agreed to report back to the Board a summary of the discussion on the risk rating based on the likelihood and impact of an attack.
- Considered the Procurement report which addressed the action raised at the last meeting in relation to addressing file notes. The Committee considered the recommendations included within the report and took **assurance** that procurement activity was undertaken in line with the requirements of the Standing Financial Instructions (SFIs).
- Considered the report on Losses and Special Payments. The Committee took **assurance** that all losses and special payments had been made in accordance with the requirements of the Standing Financial Instructions
- Considered a review of Potential Debt Write Offs and **approved** the writing-off of bad debts and claims abandoned, in accordance with the requirements of the Standing Financial Instructions.
- Considered a report on the External Audit progress. The Committee noted the update and looked forward to receiving the Structured Assessment in due time.
- Took **assurance** on Internal Audit progress to date, and **accepted** the Financial Management Final Internal Audit report, which had received a Substantial Assurance.
- Considered and took **assurance** on the Information Governance Quarter Two report, which had highlighted a decrease in Freedom of Information requests post pandemic, and that no further action was required following a review of data breaches by the Information Commissioner's office.
- **Noted** the Corporate and Strategic Risk Registers, confirming that Strategic Risk 6 had been considered as part of the Cyber Security Update, an Integrated Governance Update, and a Records Management Update.

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

### Quality, Safety and Improvement Committee

The Committee:

- Discussed a deep dive into the Health and Well Being Directorate, the programmes delivered under three divisions: Wider Determinants of Health; Primary Care; and Health Improvement, and the gradual restart of various programmes and key work-streams following on from the pandemic. The Committee considered a systems approach to prevention programmes – including measurement, impact and outcomes, noting the cross-committee focus with the Knowledge, Research and Information Committee regarding data, and the Cross-Committee work on workforce data with the People and Organisational Development Committee. The Committee considered future areas for a deep dives, emphasising the need to develop / identify outcome measures and the impact the programmes had on population health as part of these deep dives.
- Considered an update on the Duty of Quality, noting: ongoing work around decision making, reporting requirements, the roll out of training, the associated development and implementation of the Quality Management System, challenges around outstanding guidance and alignment of the guidance with commissioning and hosting organisations. The Committee took **assurance** on the progress of implementation of the Duty of Quality within Public Health Wales, however the Committee **noted** strong concern around system preparedness for April 2023 due to delays to the publication of final guidance, and the Organisation's ability thereafter to enter an implementation period to fulfil the legal duty. The Committee asked for a full review and an update on this item to be brought to the Committee at its next meeting in May, and at subsequent Committee meetings to ensure the Organisation's compliance with the new legislation.
- Considered an update on progress to implement the Duty of Candour Act, noting that the Act linked directly to Risk 207 on the Corporate Risk Register (that Public Health Wales will fail to meet the requirements of the Act) and commenting on a potential modelling piece of work to understand the impact on programmes following implementation of the Act. The Committee noted planned communication to raise awareness of the Act, incorporation of training, reporting and governance mechanisms to implement the Act. The Committee asked for updates on the implementation of the Duty of Candour Act at each future meeting in order to take assurance on the Organisation's compliance with the new legislation.
- Considered the Strategic and Corporate Risk Register that had relevance to the Committee's remit and took **assurance** that they were being managed appropriately. The Committee went on to consider a comprehensive update on Corporate Risk 208 which related to challenges facing the delivery of clinical infection services in North Wales, including difficulties in staffing resource and a reliance upon agency staff. The Committee reflected on the various approaches that had been considered to best meet the needs of the service, including engagement with Betsi Cadwaladr Health Board and Bangor University around medical training, and workforce attraction and retention.

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

- Took **assurance** on effective management of Putting Things Right, through the review of the Quarter 3 update (no surprise incidents) and presentation of the Quality Dashboard, which included incidents and concerns.
- Took **assurance** on the progress to clarify the arrangements for the management of Medical Devices, noting the training and resources provided to ensure staff were able to effectively discharge their role, the collaboration with the All-Wales Medical Devices Group to ensure compliance with the Medicines and Healthcare products Regulatory Agency's policies and consultations, and that the Organisation (along with all other NHS-Wales Organisations) was contributing to a process to develop new UK legislation following Brexit.
- Considered a presentation on the Health Emergency Annual Report, noting that it would be submitted to Welsh Government. The Committee took **assurance** in relation to the Organisation's compliance with the requirements of the Civil Contingencies Act [2004] and the NHS Wales Emergency Planning Core Guidance [2015], and the Organisation's level of emergency preparedness.
- Considered the Quarter 3 Health and Safety Report and took **assurance** that appropriate measures are in place to monitor compliance and to address areas identified for improvement. The Committee noted that a recent Internal Audit into Health and Safety had received a finding of reasonable assurance.

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

**None .**

**Delegated action taken by committees:**

**People and Organisational Development Committee**

The Committee **approved** the Gender Pay Gap Report 2022

**Quality, Safety and Improvement Committee**

The Committee **approved** the Alerts, Safety Notices and Other Guidance Policy;

The Committee **adopted** the All Wales Consent to Examination and Treatment Policy.

**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 Committee</i>	18 April 2023
<i>Quality, Safety and Improvement Committee</i>	16 May 2023
<i>Audit and Corporate Governance Committee</i>	10 May 2023
<i>Knowledge, Research and Information Committee</i>	13 June 2023