



	Name of Meeting Board Date of Meeting 29 May 2025 Agenda item: 4.6
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Committee Review 2024/25 and Forward Plan 2025/26	
Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Deputy Head of the Board Business Unit

Approval/Scrutiny route:	Committees have reviewed the attachments for submission to Board.
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Purpose
<p>To present the Board with the following:</p> <ul style="list-style-type: none"> • The Combined Committee Annual Report for 2024/25 summarising the activity of the Committees this year. • A summary of the Committee’s Annual Review of effectiveness • The Committees Work Plans for 2025/26

Recommendation:				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>

<p>The Board is asked to:</p> <p>Committee Effectiveness</p> <ul style="list-style-type: none"> • Consider the summary of the review of Committee effectiveness. • Note that the Cross Committee Chairs Group will review progress with the implementation of the actions and next steps during 2025/26. • Take assurance that there an effective system of review and continuous improvements in place for the Board Committees. <p>Committee Annual Report 2024/25</p> <ul style="list-style-type: none"> • Consider the combined Committee Annual Report for 2024/25, and take assurance that the Committees have fulfilled their terms of reference effectively. <p>Committee Workplans for 2025/26</p> <ul style="list-style-type: none"> - Consider the Committee Work plans for 2025/26, and take assurance that the Committee is has the appropriate plan in place for 2025/26 to fulfil its terms of reference.



Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
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Summary impact analysis

Equality and Health Impact Assessment	Not required
Risk and Assurance	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
Financial implications	N/A
People implications	N/A

1. Purpose / situation

The purpose of this report is to summarise the documents provided to the Board in relation to the work of the Committees, for assurance that the Committees have fulfilled their terms of reference during 2024/25, and have an effective plan in place for 2025/26.

2. Background

Within the Terms of Reference for the Committees, there is a requirement to ensure that the Committees have a programme of work designed to ensure that it is able to discharge fully the provisions of its' Terms of Reference across the period of its work programme.

Public Health Wales has a range of Board Committees, which have key roles in the system of governance and assurance. The Board has five Board Committees established, whose purpose is to support the Board in the delivery of its role, the points below summarise the role of Committees:

- ❖ The organisation's activities are vast and complex: the Committees support the Board in covering the depth and breadth of the organisation's activities.
- ❖ Committees have a defined role which allows for a higher / deeper degree of scrutiny on behalf of the Board.
- ❖ Committees help ensure that the organisation operates effectively and meets its strategic objectives.
- ❖ Provides the Board with assurance that this is the case, obtaining assurance that systems and controls are working as they were designed to do.

During 2024/25 all four of the standing Board Committees were in operation, chaired by Non-Executive Directors. The Committees have key roles in relation to the system of governance and assurance, decision-making, scrutiny, development discussions, assessment of current risks, and performance monitoring.

3. Committee Effectiveness Review

There is a programme in place to ensure Board Committees review the following activity for each Committee. This year the following has taken place:

- ❖ **Committee Effectiveness Questionnaire:**
 - Issued in January 2025 to all Committee members, Members of the Executive Team, regular attendees at Committee meetings.

- The questions were based primarily on the Audit Committee Handbook (2012) suggested self-assessment questions and National Audit Office good practice guidance and were adapted for the Committees
- The survey contained a specific questionnaire for each Committee, and some questions that focused on the overall breadth of the Committees.
- Results of the questionnaire were fed into the workshop as a basis for the discussion.

❖ **Committee Effectiveness Workshop**

- A workshop was held in February 2025, with Committee Chairs and the Executive Leads for each of the Committees to discuss the common themes and committee wider learning from the survey results.
- A summary of the themes from this Workshop is included in the **Committee Effectiveness Summary** attached.

❖ **Feedback session at the end of each meeting**

- This year we have developed the use of a Board/Committee Effectiveness form to seek feedback at each meeting.

A summary of the process, key themes and outcomes is provided at **Appendix 1**. The Cross Committee Chairs Group will review ongoing implementation of the outcomes of this review.

Relevant learning from the overall review of effectiveness will be fed into the Board performance review in 2025/26: a summary of the Committees' considerations and outcomes of this review will be reported to the Board in quarter 1 of 2025 as part of the wider Board effectiveness review.

4. Committee Annual Report for 2024/25

The Committee Annual report for 2024/25 is provided **at Appendix 2**. This contains a summary of the activity undertaken by the Board Committees this year, for assurance that the Committees have effectively fulfilled their terms of reference this year, and provided the relevant assurances to the Board.

5. Committee Work Plan 2025/26

In March 2025, we held a series of Work planning sessions with the Committee Members and Executive Leads. This session provided an opportunity to explore with Committee Members and Executives the key areas of focus for next year, and to consider any improvements which could be made to the approach for 2025/26.

As part of the development of the work plans, we have mapped each item to the relevant section of the Terms of Reference, as well as the relevant section within the Board assurance Framework.

The discussions at these meetings were used to inform the development of the Workplans for 2025/26.

The Workplans are attached at **Appendix 2**.

6. Recommendation

The Board is asked to:

Committee Effectiveness

- **Consider** the summary of the review of Committee effectiveness.
- **Note** that the Cross Committee Chairs Group will review progress with the implementation of the actions and next steps during 2025/26.
- **Take assurance** that there an effective system of review and continuous improvements in place for the Board Committees.

Committee Annual Report 2024/25

- Consider the combined Committee Annual Report for 2024/25, and take assurance that the Committees have fulfilled their terms of reference effectively.

Committee Workplans for 2025/26

- **Consider** the Committee Work plans for 2025/26, and take **assurance** that the Committee is has the appropriate plan in place for 2025/26 to fulfil its terms of reference.