

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p>Name of Meeting Board</p> <p>Date of Meeting 31 July 2025</p> <p>Agenda item: 4.5</p>
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Composite Committee Report for Board			
Reporting Committee	Chair	Lead Executive Director	Meeting Date
Quality, Safety and Improvement Committee	Clare Jenkins	Claire Birchall, Executive Director Nursing, Quality and Integrated Governance Meng Khaw, National Director Health Protection and Screening, Executive Medical Director	2 June 2025
Knowledge, Research and Information Committee	Siân Griffiths	Iain Bell, National Director Public Health Data and Knowledge	17 June 2025
Audit and Corporate Governance Committee	Nick Elliott	Angela Williams, Interim Executive Director Operations and Finance Paul Veysey, Board Secretary and Head of Board Business Unit	23 June 2025
People and Organisational Development Committee	Kate Young	Neil Lewis, Director of People and Organisational Development	16 July 2025
<i>Hyperlinks to the agenda and papers for these meetings are included on the dates above.</i>			

Executive Summary

This report covers the period since the Board last met on 29 May 2025.

A detailed summary of the matters considered at each of the Committee meeting is contained in Section 1 below.



Cross Committee Working

As part of the development of the Cross Committee working, this report has been updated to include a summary of any issues raised within the work of the Committee where there is an impact on the other Committees. This has been included at Section 2.

Section 1: Matters considered by the Board Committees:

Summary of key matters considered by the Committee and any related decisions made:
Quality, Safety and Improvement Committee (2 June 2025)
<p>The Committee:</p> <ul style="list-style-type: none">• Considered the Emergency Preparedness, Resilience, and Response Annual Report and 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].• Took assurance on the Public Health Wales Business Continuity Strategy and the Public Health Wales Emergency Response Plan.• Considered and the Committee Effectiveness, Terms of Reference and Workplan, noting that they were presented at the May Board meeting.• Considered the Quality Governance Report which covered Putting Things Right, Patient and Service User Experience (including compliments and complaints themes), Safeguarding, IP&C, Safety Alerts and Quality and Clinical Audit updates and took assurance that appropriate governance was in place to ensure safe, timely, effective, equitable, efficient, and person-centred services.• Considered the Putting Things Right Annual Report and took assurance on the organisations effective management of the implementation of the Putting Things Right Regulations (2011).• Considered the Duty of Candour Annual Report and took assurance that Duty of Candour cases were being managed in accordance with regulatory guidance and the relevant policies and procedures, including organisational learning and the reasonable assurance received from the Internal Audit report.• Took assurance on the management of Strategic Risk and Corporate Risk within the Committee's remit.• Took assurance on the prioritisation and progress being made to review policies, procedures and other written control documents within the remit of the Committee.• Took assurance that appropriate measures were in place to monitor health and safety compliance and to address areas identified for improvement.• Considered the Health and Safety annual report and took assurance that health and safety in the workplace was proactively managed, and was monitored through audits, Datix, RIDDOR reporting and supported by appropriate policies and procedures.• Noted the Health and Safety workplan for 2025-26.• Considered a comprehensive deep dive presentation and patient story on the Organisation's complaints and incidents and took assurance on the arrangements in place for Putting Things Right Regulations.



- Took **assurance** on the NHS Performance and Improvement Unit compliance related to Health and Safety and Datix, and noted that there were no nationally reportable incidents, or safeguarding matters. The Committee noted one new complaint and one ongoing claim, and that there were five health and safety incidents reported via Datix and under review.
- **Noted** the Internal Audit Recommendation Tracker.
- **Noted** the Duty of Candour Internal Audit Report.
- **Noted** the Health Protection and Screening Services Procurement Improvement Plan Internal Audit Report.
- **Noted** the Infection Prevention and Control Terms of Reference.
- **Noted** the Safeguarding Group Terms of Reference.

Knowledge, Research and Information Committee (17 June 2025)

The Committee:

- **Considered** and took **assurance** on the progress of Health and Wellbeing Directorate work on secondary prevention.
- Took **assurance** on progress on the implementation of the organisational Research and Evaluation Strategy.
- **Considered** an update on the work undertaken to deliver and improve Public Health Wales screening programmes as part of Strategic Priority 5.
- **Considered** an update on the progress to date against Strategic Priority One (Influencing the Wider Determinants of Health) and the planned next steps.
- **Took assurance** on the development of an outcome/measurement framework
- **Considered** the bi-annual report on the status of policies and procedures within Public Health Wales, and took **assurance** on the prioritisation and progress being made to review those within the remit of the Committee.
- Took **assurance** that Public Health Wales is delivering its Digital and Data Strategy through the agreed Routemap and has robust governance in place for managing digital and data work.
- Took **assurance** on the management of Strategic Risk within the Organisation.
- Took **assurance** of the management of the Corporate Risk Register.
- **Noted** that the following documents were presented to the Board on the 29 May 2025:
 - Committee Workplan for 2025/26
 - Revised Committee Terms of Reference Review
 - Committee Effectiveness

People and Organisational Development Committee (16 July 2025)

The Committee:

- Took **assurance** that progress continues with Culture and Engagement Activity.
- **Considered** insights into the 2024 Staff Survey results.
- Took **assurance** on the management of sickness absence rates and trends for the period 1 June 2024 to 31 May 2025.
- Took **assurance** on the management of Strategic Risks within the organisation, within the remit of the Committee.



- Took **assurance** on the management of Corporate Risks within the organisation, within the remit of the Committee.
- Took **assurance** on progress made with the Strategic Equality Plan 2024-2028 objectives.
- Took **assurance** on the Trade Union Partnership Working arrangements for the period 1 April 2025 to 30 June 2025.
- Took **assurance** that all regulated healthcare professionals in PHW have appropriate and up-to-date registration with their Regulatory Bodies during 2024/25.
- **Noted** the workforce extract of the Performance and Insights Report
- **Noted** the Audit Action Log Progress Update
- **Noted** the Committee workplan.

Audit and Corporate Governance Committee (23 June 2025)

The Committee:

- Took **assurance** from the Head of Internal Audit Opinion for 2024/25 (Item 3.1)
- **Recommended** the Financial Accounts and the Audit Wales Annual Opinion (ISA260) to the Board for approval. (Items 3.2 and 3.3)
- **Recommended** the Accountability Report 2024/25 for Board approval. (Item 3.4)
- **Noted** that once approved by the Board, the documents will be submitted to Welsh Government by 30 June 2025
- **Received** and **noted** the NHS Performance and Improvement: Internal Audit Work Plan 2025/26.



Delegated action taken by committees:
Quality, Safety and Improvement Committee (2 June 2025)
The Committee approved : <ul style="list-style-type: none">the Health Emergency Planning Annual Report submission to the NHS Executive.the Chaperone Policy. The Committee ratified : <ul style="list-style-type: none">the approval of the Committee Terms of Reference, noting the change from the NHS Executive to the NHS Performance and Improvement Unit.the approval of the Committee Work Plan for 2025/26
Knowledge, Research and Information Committee (17 June 2025)
The Committee ratified the approval of: <ul style="list-style-type: none">Committee Workplan for 2025/26Revised Committee Terms of Reference ReviewCommittee Effectiveness
People and Organisational Development Committee (16 July 2025)
The Committee approved : <ul style="list-style-type: none">Welsh Language Standards Annual Report 2024-2025.
Audit and Corporate Governance Committee (23 June 2025)
None

Key risks and issues/matters of concern of which the Board needs to be made aware:
Quality, Safety and Improvement Committee (2 June 2025)
None
Knowledge, Research and Information Committee (17 June 2025)
None
People and Organisational Development Committee (16 July 2025)
The Committee considered a report on Sickness Absence (Sickness Absence Overview), which was remitted from Board in May 2025. Discussion included: <ul style="list-style-type: none">Whether there were mechanisms in place to support the recording of staff sickness where a manager was not the point of contact.



- Whether short and long-term sickness cases were recorded and analysed separately, particularly within the unknown reason category.
- That the Trade Unions had been consulted on sickness absence rates, and that the Staff Side Committee would be discussing this as part of their next Committee meeting.
- That an ESR transformation programme was underway, with a replacement system in progress which would aim to provide a more user-friendly experience.
- What actions were being explored/undertaken to address the concern of staff burnout.
- What interventions were in place to address areas of high stress/sickness levels.

A further report will be considered in October 2025, which will include exploring areas raised and queried by the Committee.

Audit and Corporate Governance Committee (23 June 2025)

The Annual Accounts and Accountability Report were recommended to the Board for approval in June 2025.



Section 2: Cross Committee Working Summary

Summarise any considerations by Committees relating the identified cross cutting areas, such as dealing with those remitted items between committee, any escalation of the cross Committee working criteria.

Cross Committee Issues	
Information Governance	None
Internal and External Audit	None.
Workforce	None.
Risk	None
Data and Digital	None.
Service Delivery	None.
Clinical audit	None.



Section 3: Dates of next Committee Meetings

Date of next Committee meetings	
The next scheduled Committee meetings are as follows: (please note these are subject to change):	
Quality, Safety and Improvement Committee	29 September 2025
Knowledge, Research and Information Committee	23 September 2025
Audit and Corporate Governance Committee	30 September 2025
People and Organisational Development Committee	14 October 2025