Unconfirmed Minutes of the Board Meeting held on 27 July 2017
Meeting Room 1, Pembrokeshire Archives, Prendergast, Haverfordwest SA61 2PE

Present:
Mansel Aylward (Chair) Chairperson
Chrissie Pickin (CP) Executive Director of Health and Wellbeing
Huw George (HG) Deputy Chief Executive and Executive Director of Finance and Operations
Judi Rhys (JR) Non-Executive Director – Third Sector
Kate Eden (KE) Non-Executive Director
Quentin Sandifer (QS) Executive Director of Public Health Services/ Medical Director
Rhiannon Beaumont Wood (RBW) Executive Director of Quality, Nursing and Allied Health Professionals
Shantini Paranjothy (SP) Non-Executive Director - University
Simon Smail (SS) Vice Chair
Tracey Cooper (TC) Chief Executive
Terence Rose (TR) Non-Executive Director

In Attendance:
Phil Bushby (PB) Director of People and Organisational Development
Melanie Westlake (MW) Board Secretary and Head of Corporate Governance
Mark Bellis (MB) Director of Policy, Research and International Development
Junaid Iqbal (JI) (Items 1-9) Service User Experience Lead
Ian Scale (IS) Consultant in Public Health Wales, Hywel Dda Local Public Health Team

Secretariat:
Emma Carey (EC) Personal Assistant to the Chair
Apologies:
Aidan Fowler (AF) Director of NHS Quality Improvement and Patient Safety/Director of 1000 Lives Improvement Service
Jack Straw (JS) Non-Executive Director – Local Authority
Stephanie Wilkins (SW) Representative of Staff Partnership Forum

PHW39/ Welcome and Apologies 2017
The Chair received apologies from Aidan Fowler, Director of NHS Quality Improvement and Patient Safety/Director of 1000 Lives Improvement Service, Jack Straw, Non-Executive Director and Stephanie Wilkins, Representative of Staff Partnership Forum.

The Chair referred to the recent resignation of Jack Straw and advised that JS would continue as a Non-Executive Director until 31 August 2017. Unfortunately he had been unable to attend this, his last formal Board meeting. In his absence the Chair expressed this thanks to JS for his contributions to Public Health Wales which outweighed the relatively short time spent with the organisation. The Chair has met with JS where he had the opportunity to thank him personally.

The Chair welcomed Ian Scale, Consultant in Public Health, Hywel Dda Local Public Health Team and Junaid Iqbal, Service User Experience Lead who were observing the meeting.

PHW40/ Declarations of Interest 2017
There were no declarations of interest.

PHW41/ Minutes and Actions from the Board Meeting of 25 May 2017 and minutes from Extra-Ordinary Board Meeting of 1 June 2017

a) Minutes from the 25 May 2017 Board meeting
The minutes were approved as an accurate record of the meeting.

b) Minutes from the 1 June 2017 Extra-Ordinary Board Meeting
The minutes were approved as an accurate record of the meeting.

c) Board Action Log
The Action Log was noted. The following updates were provided:

Action 25.05.17/Patient Story/i – a date had been agreed for Chrissie Pickin (CP) and Mark Bellis (MB) to meet with representatives of the Royal British Legion and the action was therefore complete.

Action 25.05.17/PHW04/2017/i – allocation of champion roles and sharing of "role profile" – due to further changes amongst the Non-Executive Directors it has not been possible to conclude this matter. It was also noted that the role of Veterans’ Champion would need to be considered further due to the resignation of JS. As the new Chair was also not due to take up her position until 5 September 2017 it was agreed to revise the target date to November 2017 and not September as indicated in the action log.

Action 25.05.17/PHW04/2017ii – Armed Forces Covenant – the Covenant had been signed and promoted on the intranet. This action was therefore complete.

Action 25.05.27/PHW05/2017 – Present report on the recommendations arising from the review on approaches to Public and Service User – The Board had received an update at a Development Session in June and the development of a Public and Service User Engagement Framework had been discussed. The timetable for completion of the Framework had been agreed which included a number of workshops to ensure its development in collaboration with others. To allow for this the Board agreed to revise the target date to November 2017 and not September as indicated in the action log.

Action 25.05.17/PHW11/2017 – Welsh Language Monitoring Report – Phil Bushby (PB) advised that he contacted all areas, as requested, who had allegedly not responded to the request for information. It appeared that this may not have been as originally reported and responses may have been provided. This action was now complete.

Action 29.11.16/65b – Update on responses received re Graduated Driving Licences Position Statement or plans for taking things forward – It had not yet been possible to agree a mutually acceptable date to meet with the Cabinet Secretary for Economy and Infrastructure. CP advised that Welsh Government (WG) had provided their support to the policy statement but the decision to implement a Graduated Driving License was not within their remit. Further discussions with WG were appropriate and these could potentially consider how the organisation could support WG in taking this forward with the UK Government.

Tracey Cooper (TC) and Melanie Westlake (MW) agreed to consider the responses received to date. The Board agreed to record the current action
as complete. The Board would be advised of the next steps via a new action.

**LEAD: TC/MW**

25.01.17/85 – Add discussion on Mental Health to future Board Development Session – The original date for concluding this had passed. The Board agreed to revise the target date to **November 2017**.

40.04 – Framework for Collaborations – this action was due and should therefore have been shown as “red”. The importance of this work was noted, and that progress was being made. The Board agreed to revise the target date to **November 2017**.

**d) Matters Arising**

The Board was informed that the Corporate Health Standards assessment had taken place on 23 June 2017 and the Bronze level had been achieved. The Assessors had commented that the organisation was well on the way to achieving Silver level. The Board was extremely pleased to note the achievement and thanked those who had contributed to the preparations.

PB also advised of funding secured for Welsh Language training in the current financial year. This meant that progress had been made more quickly than envisaged when the report had been presented to the Board in May 2017.

**PHW42/ Performance Reporting 2017**

**a) Month 3 Finance Report**

The Board received the Month 3 Finance Report (ref 04a.270717) for consideration and discussion.

Huw George (HG) advised that Public Health Wales continued to report a breakeven position. The report provided information regarding the Directorate positions. Public Health Services were reporting an overspend with £178k being attributable to Microbiology. Quentin Sandifer (QS)/TC/PB and HG had met with the Directorate who were working on a plan to address.

The position with regard to plans to move staff into new accommodation in Swansea and Mamhilad were explained. This would take place in September and contingencies were in place.

The Chair asked a question on behalf of Stephanie Wilkins (SW) regarding
section 6, Pay analysis, 6.3 Screening and reference to “concern within the division that the effect of un-recruited posts is having an impact on staff”. SW had queried what the concerns were, what impact unfilled recruitment was having on staff, and what managers intend doing about it.

QS and HG advised that, whilst the vacancies and staff shortages were not affecting the level of service this was mainly through the goodwill of staff. Some staff were however reporting feeling stressed. The Board was informed the service was being monitored and responses were provided to individual Heads of Programme when concerns were raised.

An error with the numbering of Section 4 (Financial Performance by Directorate). Section 4.6 (People and Organisational Development) should read 4.5.

In response to a query regarding the level of risk shown in Section 8.1 for achievement of savings plans, HG advised that whilst some plans may present a high risk this was being balanced by mitigation elsewhere. The overall position therefore presented a medium risk.

b) Performance Report June 2017

The Board received the Performance Report April 2017 (ref 04b.270717) for consideration and discussion.

HG drew attention to the slight changes to the format made in response to previous comments made. This was also the first report containing the revised screening standards as set by WG.

Appendix 2 (Operational Plan Change Log Quarter 1) of the report requested the Board’s approval of changes to action dates put forward by the Directorates. The Board noted the rationale provided and approved the changes as indicated.

The decline in performance for Bowel Screening waiting times for Colonoscopy was also noted. QS informed the Board that staff shortages due to maternity leave, annual leave and unfilled positions, and pressures on health boards to deliver the symptomatic service appeared to be the main reason for this. There had been issues for some time and the causes were complex. There was a great deal of focus on this area which included:

- TC/QS and Aidan Fowler (AF) had met with Head of Programme and a position report had been submitted to Welsh Government in April.
- the Delivery Unit was undertaking a stocktake of Colonoscopy services across Wales.
- meeting between the Head of Programme, QS and the Chief Medical Officer in August when it will hopefully be possible to discuss the Delivery Unit report.
• concerns have been formally raised in accordance with the provisions of the escalation arrangements (two = Chief Executive to Chief Executive, two = Medical Director to Medical Director).

TC informed there was a fundamental issue with colonoscopy services across Wales at the present time which the organisation could not take forward in isolation from others. Potential barriers to improvement also included the:
  • lack of a clear mechanism for referring and treating patients across health board boundaries where there may be capacity in non-resident health board.
  • apparent resistance for training of nurse endoscopists.

MB highlighted the need to ensure that discussions were based on fact and not assumptions if there was to be progress in this area.

The Chair requested further clarification with regards to the meaning of the term “symptomatic service” and a brief on the current position for the incoming Chair. The Cabinet Secretary for Health, Well-being and Sport had a particular interest in this area.

**LEAD: QS**

TR raised the need to not lose sight of the overall picture with regard to Healthcare Associated Infections (HIAs) where the national targets were not being achieved.

The Board *received* and *noted* the Finance and Performance Reports.

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<th>PHW43/2017 Application for designation as a WHO Collaboration Centre</th>
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The Board received the report regarding the Application for designation as a World Health Organisation (WHO) Collaboration Centre (ref 05.270717) presented by MB for *information*.

The proposed designation was through the Policy, Research and International Development (PRID) Directorate and the focus of collaboration was proposed to be on “Investment for Health and Well-being”. The Directorate had completed nearly two years of working collaboratively with the WHO and the application was in accordance with the provisions of the Public Health Wales Integrated Medium Term Plan (IMTP). MB advised that workplans had already been agreed, with a number of pieces of work already being undertaken including a European version of the ‘Making a Difference’ Report.

Attention was drawn to an amendment to Section 3 regarding timing. The
application would now take place in August 2017 and not July as indicated. This was due to a change in the WHO systems.

The opportunities created as a result of becoming a WHO Collaborating Centre in terms of research and the training opportunities were acknowledged. Designation would also attract new staff to the organisation providing professional development and sustainable careers in public health.

Kate Eden (KE) asked about the chances of success and governance risk if the application was unsuccessful. MB advised Executives and WHO would have sight of the full suite of documents being submitted before final submission at the end of August. Whilst there was not guarantee of success this was thought to be relatively high.

TC thanked MB and his team for progressing the application.

The Board received and noted the paper.

**PHW44/ 2017  IANPHI Peer-to-Peer Review Update Report**

The Board received the International Association of National Public Health Institutes (IANPHI) Peer-to-Peer Review Update Report (ref 06.270717) for information.

QS also presented the web platform which had been created to support the review.

SP acknowledged the prospectus which had been written was an excellent piece of work but suggested that reference to partnerships with academia could be strengthened. It was explained that the prospectus had been written in a particular way, providing an opening description of Public Health Wales in accordance with the Terms of Reference of the Review. There would be an opportunity for Board members to provide comments prior to the final submission.

The Chair expressed thanks to QS and his team for the formidable amount of work undertaken regarding the preparation for the review.

The Board received and noted the IANPHI Peer-to-Peer Review Update Report.

**PHW45/ 2017  Preparing for the Public Health (Wales) Act 2017**

The Board received the Preparing for the Public Health (Wales) Act 2017
report (ref 07.270717) for information. The report advised of the implications for Public Health Wales and the approaches being taken to support implementation.

The following observations were made:

There was concern regarding the funding to be made available to Public Health Wales with regard to the requirements to undertake Health Impact Assessments (a total of £32,900 between 2018 and 2022). It was thought that this would not be sufficient, given the potential demand for the service from external organisations. This was the only element of the Act which placed a specific responsibility on Public Health Wales.

It was agreed TC would write to the Director General of Health and Social Services/Chief Executive, NHS Wales outlining the potential impact on the organisation regarding this area.

**LEAD: TC**
- There was a need to consider the wider impact on the organisation and how it would be supporting the implementation of the Act.
- The organisation would need to consider the provisions of the Act when developing its 10 year strategy

The Board agreed to receive an update report be in 6 months.

**LEAD: MB**

The Board noted the report.

**PHW46/2017 Ratification of Approval of the Public Health Wales Annual Report 2016/17**

The Board received the report outlining the arrangements previously agreed for the approval of the Public Health Wales Annual Report 2016/17 (ref 08.270717). This had been delegated to the Chief Executive and Chair.

The Board ratified the approval of the Public Health Wales Annual Report 2016/17, thanking all staff who contributed to it. It was explained that the photos were those taken by staff and entered into the staff photo competition.

**PHW47/2017 Approval of Public Health Wales Annual Quality Statement 2016/17 and Young Person’s Annual Quality Statement**

The Board received the report regarding the Approval of Public Health...
Wales’ Annual Quality Statement (AQS) 2016/17 and Young Person’s Annual Quality Statement (ref 09.270717).

The Board was informed that residents of Parc Penrhiw had devised the artwork for the cover of the AQS and that the Young Person’s AQS had been written as an addendum to the AQS by the Youth Forum in Merthyr Tydfil for young people.

The Board expressed their thanks to Junaid Iqbal (JI), the residents of Parc Penrhiw and the Youth Forum in Merthyr Tydfil for all the sterling work that had been undertaken to write and compile the AQS and Young Person’s AQS.

The Board noted that the young people involved in the writing of the Young Person’s AQS attended the Quality, Safety and Improvement Committee meeting on 16 May 2017. It was also pleasing to note that 60 copies of the Young Person’s AQS would be presented to the UK Youth Parliament.

The Board approved the Annual Quality Statement 2016/17 and noted the Young Person’s AQS.

**PHW48/ 2017 Ratification of Chair’s Action**

The Board received the Ratification of Chair’s Action Report (ref 10.270717). This related to the:

- adoption of the Organisational Change Policy
- approval of a national contract for antibiotic sensitivity discs and pre-prepared media.

The Board ratified the actions taken by the Chair/Acting Chair on 29 March 2017 and 27 June 2017 respectively.

**PHW49/ 2017 Board Assurance Framework**

The Board received the Board Assurance Framework (ref 11.270717) for discussion and approval.

It was explained that the Board Assurance Framework would be presented to every Board meeting. The report consists of a cover report, the purpose of which was to draw the Board’s attention to amendments and updates made since the last meeting, some of which required approval.

The Board was asked to approve:
• a revised “current risk” score from 4 (likelihood) x 4 (impact) to 2 (likelihood) x 4 (impact) for the risk that Public Health Wales will find itself without the workforce it requires to deliver on its strategic priorities.

• completed actions and updates as indicated in the cover report

• revised due dates for actions captured within the “risk that Public Health Wales will fail to influence key partners to the depth required to enable it to provide the required leadership to progress essential cross sector working….”. The specific actions related to the development of a “Working in Partnership policy” and “Collaborative Governance Framework to be mapped”. The revised dates were 30 November 2017.

In addition to those captured in the report the Board was also asked to note the addition of an action regarding the Public Health Wales Stocktake for the risk that Public Health Wales will fail to effectively respond to new and emerging Government priorities brought about by a dynamic and evolving political agenda.

TR advised that as Chair of the People and Organisational Development Committee he was comfortable with the change in scoring but there was still a lot of work to be done.

The Board noted the amendments and updates provided since the Board meeting held on 25 May 2017 and approved the amendments.

The Board discussed the positioning of the Board Assurance Framework on future agendas as it had been noted that there was not always sufficient time to discuss the contents of the report. It was agreed the BAF would be moved into the Performance Reporting section of the agenda.

LEAD: MW/EC

PHW50/ Health and Safety Annual Report 2016/17

The Board received the Health and Safety Annual Report 2016/17 (ref 13.270717) for information.

HG informed the Board that the report had been written in slightly different way to how it would be in future years. This was due, in part, to the need to reflect the actions taken in response to the Health and Safety Framework review completed by Capita in February 2016. As a result of the actions taken there was now clear accountability regarding health and safety and the report provided assurance to the Board regarding these actions. The Board was informed that future reports would be more statistically based.
TR advised he had been concerned about the governance of health and safety for a number of years but was now assured that good governance was in place with the recruitment of Mark Parsons as Health and Safety Manager. He also reminded the Board of the forthcoming Executive Health and Safety training and the commitment required from all to attend this.

Clarification was sought regarding the reference to “work related ill health” on page 6 (6 incidents) and the types of ill health this represented. RBW agreed to seek further clarification.

**LEAD: RBW**

It was noted that the second bullet point on page 2 should read “auditable” and not “audible” evidence.

The Board received and noted the Health and Safety Annual Report 2016/17.

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<tr>
<th>PHW51/2017</th>
<th>Quality, Safety and Improvement Committee Annual Report 2016/17</th>
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<td>The Board received the Quality, Safety and Improvement Committee Annual Report 2016/17 (ref 14.270717) for information. The report provided a summary of the key areas of business activity of the Committee undertaken during the year. It also outlined the key issues to which the Committee intended to give further consideration during 2017/18.</td>
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<th>PHW52/2017</th>
<th>Chair’s Report</th>
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<td>The Board received the Chair’s Report (ref 15.270717) for information.</td>
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<td>The Chair provided a verbal update regarding the Non-Executive Director interview panel which took place on 21 July 2017.</td>
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<td>The Chair also provided a verbal update regarding the Tesco Taskforce group, expressing his gratitude to Alisha Davies for her involvement in the initial meeting.</td>
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<td>The Chair expressed his heart-felt thanks to the Board for all the support they had provided over the past eight years.</td>
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<td>The Board noted and received the Chair’s Report.</td>
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<th>PHW53/2017</th>
<th>Chief Executive’s Report</th>
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The Board received the Chief Executive’s Report (ref 16.250517) for information.

TC invited QS and MB to provide the following updates:

- QS advised that following a recent European Centre for Disease Control (ECDC) visit, Public Health Wales’ accreditation of Microbiology had been approved and the organisation had 2 EPIET [European Programme for Epidemiology Training ] fellows in Microbiology in addition to those in Health Protection.
- QS also updated with regard to a piece of research carried out by Swansea University around Diabetic eye screening. The Board was informed that over the last 10 years there had been 47% reduction in sight loss in diabetics as a result of the introduction of eye screening.
- MB provided an update with regard to a public engagement exercise which was taking place to help inform development of the 10 year strategy. The aim was to ask the public their views on public health services currently available.

TC formally thanked the Chair on behalf of the staff for his sterling work over the last 8 years in making Public Health Wales the organisation it was now. This was echoed by SS who thanked the Chair for his inspiration, leadership and clear vision from the inception of the organisation.

The Board received and noted the Chief Executive’s Report.

PHW54/2017 Any Other Urgent Business

No further items of urgent business were received.

PHW55/2017 Items for noting

The Board noted the following:

a) Non-Executive Directors Report (17.270717)
b) Audit and Corporate Governance Committee Report – 1 June 2017 (18.270717)
c) Approved Minutes from Audit and Corporate Governance Committee meeting – 4 May 2017 (19.279717)
e) NHS Wales Shared Services Partnership – Assurance Report – 18 May 2017 (21.270717)

PHW56/ Date and time of next meeting

Date: 09 August 2017 | Version: v0.3 | Page: 12 of 14
The Public Session closed at 11:55.

The Board met in Private Session and a summary of the items discussed are recorded below:

### Private Session

**PHW57/2017 Welcome and Apologies**

The Chair, Professor Sir Mansel Aylward, opened the private session and welcomed all present.

Apologies of absence were noted for Jack Straw, Aidan Fowler and Stephanie Wilkins for this session.

**PHW58/2017 Declarations of Interest**

There were no declarations of interest.

**PHW59/2017 Minutes and Action Log from Previous meeting**

- **a) Minutes from 25 May 2017**
  
  The minutes were **approved** as an accurate account of the meetings.

- **b) Action Log**
  
  The Board **received** and **noted** verbal updates on actions 23.03.17/46, 29.11.16/35 and 30.06.16/10a.

**PHW60/2017 Update on Cervical Screening Claim**

The Board **received** an update on a Cervical Screening Claim.

**PHW61/2017 Any Other Business**


An update was provided with regard to the draft Wales Audit Office Report on Collaborative Arrangements for Managing Local Public Health Resources

**PHW62/ 2017**  
**Reflections on meeting**  

The Chair asked for Board’s reflections on the public and private sessions of the meeting.

QS queried if the organisation had grasped the implications of the IANPHI Review taking place in October due to lack of time spent on it in the meeting.

RBW queried whether the Board was spending the right amount of time discussing the content of the Board Assurance Framework (BAF). There was general agreement and it was agreed to consider this report alongside the finance and performance reports in future.

**PHW63/ 2017**  
**Public Health Wales Stocktake**  

The Board **received** and **discussed** a report regarding the initial findings of the Public Health Wales Stocktake. The report was presented by Lisa Dunsford, Deputy Director, Health and Safety Service Group, Welsh Government.