Minutes from Public Health Wales Board meeting held on 25 June 2015

**Time of meeting:** 09.15 – 15.45

**Venue for meeting:** Boardroom, Betsi Cadwaladr University Health Board Headquarters, Ysbyty Gwynedd, Penrhosgarnedd, Bangor, Gwynedd LL57 2PW

**Version:** 0c

**Present**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Professor Sir Mansel Aylward</td>
<td>Chair</td>
</tr>
<tr>
<td>Rhiannon Beaumont-Wood</td>
<td>Executive Director of Quality, Nursing and Allied Health Professionals</td>
</tr>
<tr>
<td>Dr Carl Clowes</td>
<td>Non Executive Director</td>
</tr>
<tr>
<td>Tracey Cooper</td>
<td>Chief Executive</td>
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<tr>
<td>Huw George</td>
<td>Deputy Chief Executive and Executive Director of Finance and Operations</td>
</tr>
<tr>
<td>Terence Rose</td>
<td>Non Executive Director</td>
</tr>
<tr>
<td>Dr Quentin Sandifer</td>
<td>Executive Director of Public Health Services / Medical Director</td>
</tr>
<tr>
<td>Professor Simon Smail</td>
<td>Non Executive Director</td>
</tr>
<tr>
<td>John Spence</td>
<td>Non Executive Director</td>
</tr>
<tr>
<td>Alison Ward</td>
<td>Interim Non Executive Director</td>
</tr>
</tbody>
</table>

**In attendance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Mark Bellis</td>
<td>Director of Policy, Research and International Development</td>
</tr>
<tr>
<td>Keith Cox</td>
<td>Board Secretary</td>
</tr>
<tr>
<td>Ruth Davies</td>
<td>Director of Workforce and Organisational Development</td>
</tr>
</tbody>
</table>

**Date:** 14 September 2015  **Version:** 0c  **Page:** 1
The Board received the paper on the Our Space Programme (paper 39 01) for approval.

The preferred building option was presented to the Board for approval, subject to Welsh Government funding. It was noted that a decision on funding is not expected until September.

The paper outlined some savings but a more detailed plan on affordability will be submitted to the Board later this year.

The preferred option chosen by the Board will be communicated to staff, subject to Welsh Government funding. There will also be a “market day” at the Temple of Peace on 1 July 2015 to allow staff to meet the project team and also volunteer their expertise to the project.
It was noted that in order to support staff working from home, a strong IT strategy is required. The cost of this should be included in the proposal to Welsh Government.

The business case will be drafted next week and Huw George welcomed the Board’s input.

**ACTION:** Huw George to circulate the draft business case to the Board for comment.

The Board thanked the project team for their hard work and continued engagement with staff.

The Board **approved** the recommendation.

### 2. Liquid based cytology procurement

The Board **received** the paper on the liquid based cytology procurement (paper 39 02) for **approval**.

The Board **approved** the recommendation to Welsh Government.

### 3. WEDINOS update

The Board **received** the WEDINOS update (paper 39.03) for **approval**.

Professor Sir Mansel Aylward declared that he is employed by Cardiff University. Professor Simon Smail and Professor Mark Bellis also declared that they are honorary professors for Cardiff University. The Board were assured that there were no conflicts of interest for Sir Mansel, Professor Smail or Professor Bellis.

The Board heard that there would be no additional costs as a result of the arrangement, nor would there be any earnings.

The Board requested more information on the governance arrangements and clarification of SLAs.

Rhiannon Beaumont-Wood noted that Information Governance is also an important consideration.

**ACTION:** Dr Quentin Sandifer to include Information Governance implications, the expected roles and responsibilities of each party, the governance arrangement and required SLAs in the WEDINOS project proposal.
4. **NHS Wales Collaborative: New functions**

The Board **received** the paper on the proposed new functions of the NHS Wales Collaborative (paper 39 03a) for **approval**.

Professor Simon Smail declared that he is an Independent Associated Member of Welsh Health Specialised Services Committee (WHSSC). The Board were satisfied that there were no conflicts of interest.

It was noted that a decision to approve the new functions would be subject to staff consultation, resource provision for TUPE transfer and the approval of the hosting agreement.

The Board were concerned that the transfer would result in Public Health Wales being responsible and accountable for clinical incidents. Appointing a medical director was suggested.

There were also concerns over other employment responsibilities, such as Health and Safety.

The Board requested a more detailed paper that addresses all of the concerns raised.

**ACTION:** A more detailed paper, including the management of clinical incidents and the Health and Safety arrangements to be submitted to the Board.

The Board raised concerns over hosting the NHS Wales Collaborative without the governance arrangements agreed.

**ACTION:** Sir Mansel, Tracey Cooper and Huw George to meet with Bob Hudson, Director of NHS Wales Collaborative to discuss the governance arrangements.

5. **Ex-gratia payment**

The Board **ratified** the Chair’s action to make the ex-gratia payment.
PUBLIC SESSION

1. **Welcome and apologies**
   
   The Chair welcomed all in attendance.

   Apologies were received from Professor Gareth Williams, Dr Judith Greenacre, Renata Leonardi-Jones, Eleanor Higgins, Faye Walker and Fadumo Jibril.

   The Chair welcomed Andrew Jones, Executive Director of Public Health at Betsi Cadwaladr Health Board, to the meeting. Mr Jones will be presenting an update on the activities of his team to the Board under item 10.

   Siobhan Jones, Consultant and Interim Deputy Director of Public Health at Betsi Cadwaladr University Health Board will be joining the meeting to present the update on her team’s activities to the Board with Mr Jones.

   The Chair also welcomed Professor Mark Bellis to his first meeting as a Board member.

   Darren Hatton, Corporate Intelligence Manager and Relationship Manager from Healthcare Inspectorate Wales will be attending the meeting to present their annual report under Item 9.

   The Board congratulated Dr Carl Clowes on becoming an Honorary Fellow of the Royal College of Practitioners.

   The Board also expressed their congratulations to Marion Lyons for her honorary OBE for services to Public Health in Wales listed in the Queen’s Birthday honours.

2. **Declarations of interest**

   No declarations of interest were received in advance of the meeting.

   Professor Sir Mansel Aylward welcomed all to declare any interests during the meeting where appropriate.

3. **Minutes from the Board meeting held on 26 March 2015**

   **a) Approval of minutes**

   The minutes (paper 39 05) were **approved** as an accurate record of the meeting.
b) Action points

An update on actions which were marked as ‘in progress’ was provided. Further information on each action is provided in the action table at the end of the minutes.

**ACTION:** Andrew Cooper to provide the Board with a brief update on communications strategy.

c) Matters arising

The Committee heard that the ‘State of the Nation’ presentation to David Rees, Chair of the Health and Social Care Committee, has been rescheduled to Monday 6 July.

4. **NHS Collaborative Wales hosting agreement**

The Board received the hosting agreement (paper 39 06) for approval.

The Board noted that the concerns that arose in the private session regarding the NHS Collaborative Wales need to be considered when approving the hosting agreement. As a consequence, the hosting agreement has been strengthened since the Board received it on 28 April 2015, in order further to mitigate the risk to Public Health Wales.

The Board noted their concern over any implications to Public Health Wales staff currently working for the NHS Wales Collaborative. The Board wanted assurance that they would not be adversely affected by any decision made in the hosting agreement.

**ACTION:** Ruth Davies to confirm that any Public Health Wales staff working for NHS Wales Collaborative will not be adversely affected by any decision made in the hosting agreement.

The Board approved the hosting agreement, subject to no further functions being transferred until the Board is satisfied that the governance arrangements are adequate and operational concerns have been addressed.

The Board also agreed that the hosting agreement would be reviewed 12 months from the date when Public Health Wales had agreed to host the NHS Wales Collaborative. It was also noted that the period for giving notice of the termination of the agreement
by either party was six months.

The Board agreed that the hosting governance arrangements should be clearly set out before the transfer of any additional functions are considered by the Board.

**ACTION:** Agree and set out hosting governance arrangements between the collaborative and Public Health Wales.

5. **Governance Accountability Module**

The Board received the Governance Accountability Module (paper 39 07) for approval.

The Board approved the Governance Accountability Module and final scoring.

6. **Welsh Language Scheme Monitoring report**

The Board received the Welsh Language Scheme Monitoring report (paper 39 08) for approval.

Rhiannon Beaumont-Wood confirmed that Welsh speakers should be included in the larger piece of work on accessibility.

The Board approved the report for submission to Welsh Government.

7. **Performance reporting**

   a) Q4 performance report

   The Board received the Q4 performance report (paper 39 09).

   b) May 2015 performance report

   The Board received the May 2015 performance report (paper 39 10).

   The Board heard that the performance report will become a monthly report, with some data only being available on a quarterly basis. Huw George advised the Board that by the end of this financial year, it is intended that the timeliness of some of the data presented to the Board would be addressed.

   In the monthly report, there will be more clarification on areas of
concern and actions taken since the last meeting.

The report will also include clear links to strategic priorities and the Health Care and Quality Standards.

Professor Simon Smail also suggested that the report needs to clearly identify which results can be directly influenced by Public Health Wales and which cannot.

**ACTION:** Huw George to share the draft monthly performance report with the Board for comment.

Rhiannon Beaumont-Wood advised the Board of the upcoming staff events this summer. The event will focus on the strategic priorities of the IMTP and include a session on Quality.

The Board noted that sickness absence among staff had slightly increased and thus remained a concern. The Board were assured that the Developing the Organisation Committee is monitoring the situation and will consider the appropriate remedial action to be taken.

A meeting is planned with the Directors of Public Health to discuss why the Stop Smoking Wales targets are not being met.

The Board discussed what can be done to improve staff uptake of the influenza vaccine. It was noted that Betsi Cadwaladr University Health Board vaccinated 50 percent of their staff that are in direct contact with the public, which equates to approximately 8,000 employees. The achievement was acknowledged by Welsh Government.

The Board heard that an audit on child immunisation uptake had been carried out. Cardiff and Vale Health Board was selected for this audit and a discrepancy was found between their records and the statistics produced by NWIS. Therefore, Dr Quentin Sandifer reported to the Board the accurate figures for MMR1 uptake in Wales in Quarter 4 was 95.5 percent as opposed to the reported 93.7 percent and the uptake of all scheduled childhood vaccinations at age 4 was 85.7 percent as opposed to the reported 84.6 percent.

**c) Amendments to screening performance trajectories**

The Board **received** the amendments to screening performance trajectories paper (39 11) for **approval**.

The Board were assured that the amendments were necessary and
realistic.

The Board **approved** the trajectories and agreed that the Executive Director should forward them to the Welsh Government for consideration.

**d) Finance performance report**

The Board **received** the Finance performance report (paper 39 12).

### 8. Risk Register

The Board **received** the Corporate Risk Register (paper 39 13).

The Board heard that continuous improvement is being made on risk management, with expert advice being sought and risk management language being embedded across the organisation.

Since the last formal Board meeting, a risk tolerance column has been added to the risk register.

Rhiannon Beaumont-Wood asked the Board for feedback or queries on the risk register or individual risks.

The Board were assured that risk 398, regarding achieving strategic objectives, is a low risk and that strategic objectives are currently on target. Quarter 1 reports are being produced which will allow further close monitoring.

The Board agreed that a deep dive on individual risks at each meeting would be of value.

**ACTION:** The Board to complete a deep dive on one corporate risk at each formal meeting.


The Board **received** the annual performance report (paper 39 14).

Darren Hatton described the role of his organisation, the role of a relationship manager the activities of his organisation in the last financial year and the annual report on Public Health Wales.

The Board heard that Mr Hatton meets with Wales Audit Office on a regular basis and has met with Tracey Cooper and Professor Sir Mansel Aylward.
The Board were assured that Healthcare Inspectorate Wales intends to build a stronger relationship with Public Health Wales and Mr Hatton has made proposals for inspections of Public Health Wales. He added that proposals are prioritised by risk and in consequence an inspection of Public Health Wales was not considered necessary in the past year.

The Board noted some factual inaccuracies in the report. Assurance was given that these would be corrected.

**ACTION:** The Executive Team to feed back to Darren Hatton on all inaccuracies in the annual report.

The Board requested that those areas of the report that are not related to Public Health Wales procedures should be noted only as matters of information and interest to Public Health Wales.

**ACTION:** Darren Hatton to amend the report to show clear distinction on those areas that are a matter of interest to Public Health Wales but not of direct relevance to our organisation.

### 10. Update from the Executive Director of Public Health, Betsi Cadwaladr University Health Board

Andrew Jones introduced his team to the Board, who joined the meeting to observe.

Mr Jones and Siobhan Jones provided the Board with an update on the demographics of North Wales, their Public Health priorities, key achievements and next steps.

The Board discussed the impact poor housing has on the occupiers’ health. The Board heard about the local team’s involvement in the Children’s Health in Asthma – Research to Improve (health) Status through Modifying (housing) Accommodation (CHARISMA) project.

Following the latest report from the Child Measurement Programme for Wales that showed Anglesey as having the highest proportions of obese children in Wales, Dr Carl Clowes asked whether there had been any further investigation as to why this is the case. He added that Anglesey has the lowest Gross Value Added in the UK and suggested that there may be a link. The Board heard about the various local activities taking place with community partners as part of the “A Healthy and Safe Weight” project and “Early Years” work to tackle childhood obesity. Their focus is prevention through healthy living and improving living standards.
The Board asked what Public Health Wales could do to support the health board. Mr Jones replied that the team would like to continue to strengthen the relationship with Public Health Wales. Ms Jones replied that the team would like the opportunity to influence policy direction and strategy and update the Board on their activities.

The Board thanked the Public Health Team.

11. **Policy, Research and International Development**

Professor Mark Bellis provided a presentation on the priorities and activities of each division.

The Board heard about the different areas of funding for the directorate’s work. In particular, Professor Bellis noted the amount of resource required to make the grant applications for university research.

12. **Targeted Intervention Review of Betsi Cadwaladr University Health Board**

The Board received the targeted intervention review (paper 39 15).

The Board acknowledged the lessons learnt.

13. **Emergency planning**

The Board received the emergency planning report (paper 39 16).

It was noted that following the restructure the emergency cards require updating.

Dr Quentin Sandifer presented the organogram for the Wales Resilience Group Structure.

The Board was informed that three Executive Directors have recently undergone the South Wales Local Resilience Forum: Wales Gold training.

14. **Committee meeting reports**

   a) **Audit Committee**

Terence Rose provided an update of the Audit Committee meeting held on 4 June 2015.
Mr Rose highlighted that the Committee received and approved the accounts and received the Wales Audit Office opinion. In the meeting, the Wales Audit Office had noted their thanks to the Finance team for a successful end of year process.

**b) Audit Committee Annual Report**

The Board received the Audit Committee Annual Report (paper 39 17).

**c) Information Governance Committee**

John Spence provided an update from the Information Governance meeting held on 4 June 2015.

Mr Spence highlighted the discussion on home working security, including the equipment the Non Executive Directors use at home.

The Committee had also received an update on the Memorandum of Understanding for Section 251, the Caldicott Principles Into Practice action plan, the Information Commissioner’s Office audit report on Information Governance training and the Information Governance internal staff audit report. An update from the last Information Governance Working Group and approved minutes were received as well as the quarterly reports on incidents, Freedom of Information Act and Information Governance training.

**d) Developing the Organisation Committee**

John Spence provided an update from the Developing the Organisation Committee meeting held on 28 May 2015.

The Committee reviewed the Terms of Reference for the Committee and received updates on the organisation design, recruitment timetable, management and leadership programme, staff health and wellbeing and workforce and organisational development. The Committee also received a presentation on the Electronic Staff Records (ESR) system from Joe O’Brien, Workforce Systems Development Manager.

**15. Chair’s report**

The Board received the Chair’s report (paper 39 18).

**16. Chief Executive’s report**

The Board received the Chief Executive’s report (paper 39 19).
The Board heard that funding had been received for a Clinical Lead for Choosing Wisely Wales.

**ACTION:** Tracey Cooper to provide an update on Choosing Wisely at the Informal Board meeting in July.

### 17. Non Executive Director reports

John Spence provided an update on recent meetings and events he attended:
- Attended various Committees including chairing the inaugural meeting of the Developing the Organisation Committee;
- Attended catch-up meetings with Professor Sir Mansel Aylward;
- Attended the long-listing meeting for the Executive Director for Health and Wellbeing post;
- Attended Academi Wales ‘Governance in Health Care Services’ seminar;
- Attended the Local Health Boards’ and Trusts’ Chairs and Vice Chairs’ meeting.

Professor Simon Smail provided an update on recent meetings and events he attended:
- Attended a meeting in Swansea held by the Future Generations Commissioner to discuss Health issues. Professor Smail noted that there are very high expectations of significant participation by Public Health Wales staff in the work of local delivery boards;
- Participated in the appointment process and interviews for the Director for NHS Quality Improvement and Patient Safety/Director of 1000 Lives Improvement service;
- Attended the Microbiology programme board. Professor Smail noted that the work has now reached a point where the Executive Team need to progress the agreed plan, and the board in its present form have been stood down;
- Attended a local RCGP meeting in Cardiff which was addressed by the Health Minister on the subject of prudent health care;
- Attended the 1,000 lives conference on 17 June 2015.

Alison Ward provided an update on recent meetings and events she attended:
- Attended a meeting arranged by Tracey Cooper and Steve Thomas to discuss the collaboration across public services on public health;
- Met with John Howells, Steve Vincent and Debra Carter, Welsh Government Senior Officials, about the possibility of merging
grant streams together that cover many of the same areas around anti poverty i.e. Families First, Communities First, Flying Start and Supporting People.

Dr Carl Clowes provided an update on recent meetings and events he attended:

- Attended a meeting of the R&D Committee before transferring responsibility for the Chair to Shantini Paranjothy, in line with the Board’s decision on the role of Non Executive Directors;
- Provided support for Faye Walker in his role as mentor;
- Met with Keith Cox and Eleanor Higgins to discuss the plan for Board business;
- Attended a meeting with Mark Bellis to discuss areas of mutual interest, notably the Research and Development agenda and International Development;
- Invited to address the forthcoming Wales Africa Hub Health Conference on the 1st July, on Lessons Learnt from 30 years of linking with Lesotho.

Terence Rose provided an update on recent meetings and events he attended:

- Visited Margam labs to share the news that he will no longer be Chair of the Cervical Screening modernisation programme board, following the Board’s discussion at the Informal Board meeting in May;
- Appointed as National judge for Occupational Health and Wellbeing awards, which are currently at the judging stage.

18. **Any other business**

The Board heard that Tracey Cooper and Professor Sir Mansel Aylward will be attending a follow up meeting on United in Improving Health in Wales on 14 July 2015.
### ACTIONS IN PROGRESS FROM THE MEETING HELD 25 JUNE 2015

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Who</th>
<th>Start</th>
<th>End</th>
<th>Status</th>
<th>Action taken to date</th>
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</thead>
<tbody>
<tr>
<td>39.09</td>
<td>The Board to complete a deep dive on one corporate risk at each formal meeting.</td>
<td>KC</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>In progress</td>
<td>An update on the risk management review will be presented to the Board at the September meeting. Following this the Board can agree the process for reviewing the Corporate Risk Register.</td>
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### ACTIONS IN PROGRESS FROM PREVIOUS MEETINGS

<table>
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<tr>
<th>No.</th>
<th>Action</th>
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<th>Status</th>
<th>Action taken to date</th>
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</thead>
<tbody>
<tr>
<td>38.17</td>
<td>Sir Mansel and Tracey Cooper to arrange a meeting with Edwina Hart to discuss the Graduated Driving Licence.</td>
<td>MA/TC</td>
<td>28/04/15</td>
<td>25/06/15</td>
<td>In progress</td>
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## ACTIONS COMPLETED FROM THE MEETING HELD 25 JUNE 2015

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Who</th>
<th>Start</th>
<th>End</th>
<th>Status</th>
<th>Action taken to date</th>
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</thead>
<tbody>
<tr>
<td>39.01</td>
<td>Huw George to circulate the draft business case for the Our Space preferred building to the Board for comment.</td>
<td>HG</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>The business case was circulated on 3 July 2015. Action complete.</td>
</tr>
<tr>
<td>39.02</td>
<td>Dr Quentin Sandifer to include Information Governance implications, the expected roles and responsibilities of each party, the governance arrangement and required SLAs in the WEDINOS project proposal.</td>
<td>QS</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>All feedback has been incorporated into governance arrangements for the project. Action complete.</td>
</tr>
<tr>
<td>39.03</td>
<td>A more detailed paper, including the governance arrangements of the collaborative to manage clinical incidents and the Health and Safety arrangements to be submitted to the Board.</td>
<td>TC/ MA/ HG</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>A paper on governance arrangements and revised paper on clinical governance received at July’s Informal Board meeting. Action complete.</td>
</tr>
<tr>
<td>39.04</td>
<td>Sir Mansel, Tracey Cooper and Huw George to meet with Bob Hudson, Director of NHS Wales Collaborative to discuss the governance arrangements.</td>
<td>TC/ MA/ HG</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>Following discussions with Bob Hudson, a paper on governance arrangements was received in the Informal Board meeting in July. Action complete.</td>
</tr>
<tr>
<td>Action Number</td>
<td>Description</td>
<td>Responsible</td>
<td>Date Completed</td>
<td>Date Action Taken</td>
<td>Action Status</td>
<td>Notes</td>
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<tr>
<td>39.05</td>
<td>Andrew Cooper to provide the Board with a brief update on communications strategy.</td>
<td>AC</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>This is on the agenda for the October meeting. Therefore action can be closed.</td>
</tr>
<tr>
<td>39.06</td>
<td>Ruth Davies to confirm that any Public Health Wales staff working for NHS Wales Collaborative will not be adversely affected by any decision made in the hosting agreement.</td>
<td>RD</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>There are no adverse implications for Public Health Wales staff. Action complete.</td>
</tr>
<tr>
<td>39.07</td>
<td>Agree and set out hosting governance arrangements between the collaborative and Public Health Wales.</td>
<td>KC</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>This is part of the September agenda. Therefore action can be closed.</td>
</tr>
<tr>
<td>39.08</td>
<td>Huw George to share the draft monthly performance report with the Board for comment.</td>
<td>HG</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>The report is now shared with the Board by email or by inclusion in the Board papers every month.</td>
</tr>
<tr>
<td>39.10</td>
<td>The Executive Team to feed back to Darren Hatton on any inaccuracies in the annual report.</td>
<td>Executive Team</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>The report has now been published. Action complete.</td>
</tr>
<tr>
<td>39.11</td>
<td>Darren Hatton to amend the report to show clear distinction on those areas that are a matter of interest to Public Health Wales but not of direct relevance to our organisation.</td>
<td>DH</td>
<td>25/06/15</td>
<td>24/09/15</td>
<td>Complete</td>
<td>The amendments were made and the report has now been published. Action complete.</td>
</tr>
</tbody>
</table>
39.12  Tracey Cooper to provide an update on Choosing Wisely at the Informal Board meeting in July.  TC  25/06/15  28/07/15  Complete  The Board received an update at the Informal Board meeting on 28 July 2015 and will continue to provide updates as and when relevant.

**OTHER COMPLETED ACTIONS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Who</th>
<th>Start</th>
<th>End</th>
<th>Status</th>
<th>Action taken to date</th>
<th>Revised due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.02</td>
<td>Provide the Board with further information on the engagement which has taken place with staff.</td>
<td>CL</td>
<td>25/09/14</td>
<td>27/11/14</td>
<td>Complete</td>
<td>Update will be provided when the review of internal communications is presented to the Board at a future Board meeting.</td>
<td>25/06/15</td>
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<td>Staff engagement events have been booked for 27 July 2015 in Cardiff, 13 August 2015 in St. Asaph and 19 August 2015 in Swansea. Action therefore closed.</td>
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<td></td>
<td>A separate action (39.06) has been raised in relation to the internal communications review.</td>
<td></td>
</tr>
<tr>
<td>36.05</td>
<td>A full discussion on accessibility to take place at a future Board meeting.</td>
<td>RBW/KC</td>
<td>29/01/15</td>
<td>22/10/15</td>
<td>Complete</td>
<td>An implementation plan for the All Wales Standards for Accessible Communication and Information for People with Sensory Loss will be submitted to the Board for</td>
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</table>

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<table>
<thead>
<tr>
<th>Action Number</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Date Action Taken</th>
<th>Date Action Due</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.09</td>
<td>Professor Andrew Davies to share the &quot;Let’s Talk&quot; publication with the Board.</td>
<td>AD</td>
<td>28/04/15</td>
<td>25/06/15</td>
<td>Complete</td>
<td>The publications were circulated on 17 June 2015 and will inform Public Health Wales promotion material. Action complete.</td>
</tr>
<tr>
<td>38.10</td>
<td>Ruth Davies, Stephanie Wilkins and Renata Leonard-Jones to discuss the process for feedback to the Welsh Partnership Forum.</td>
<td>RD/SW/R LJ</td>
<td>28/04/15</td>
<td>25/06/15</td>
<td>Complete</td>
<td>Feedback was provided to Richard Tompkins at the Employers Unit. Action complete.</td>
</tr>
<tr>
<td>38.14</td>
<td>Chair and Chief Executive to circulate further information to the Board, when available, on the governance arrangements of the NHS Wales Collaborative.</td>
<td>MA/TC</td>
<td>28/04/15</td>
<td>25/06/15</td>
<td>Complete</td>
<td>Replaced by action 39.05.</td>
</tr>
<tr>
<td>38.16</td>
<td>Dr Sara Hayes to share the audit completed on the smoking cessation services with the Board.</td>
<td>SH</td>
<td>28/04/15</td>
<td>25/06/15</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>