

APPENDIX 1

BOARD AND COMMITTEE MEMBERSHIP AND ATTENDANCE

1 APRIL 2024 TO 31 MARCH 2025

Name	Position	Area of expertise/Representation Role	Board/Committee membership	Meeting attendance	Champion roles
Simon Jones	Chair	Board cohesion and oversight Partnership working across the system	Board RATS Committee (Chair)	8/8 3/3	N/A
Ruth Glazzard	Vice-Chair	Stakeholder engagement strategy with focus on patient and citizen experience Champion primary, community and mental health digital services National strategic primary care programme Advice and advocacy to the decarbonisation and quality and regulatory agendas	Board RATS Committee (Vice Chair) Audit and Assurance Committee Programmes Delivery Committee	8/8 2/3 5/5 4/4	Mental health Children and Young People Older Persons
Rowan Gardner	Independent Member	Research and Innovation strategy Population health and Value-Based healthcare agenda Cyber Security	Board RATS Committee Digital Governance and Safety Committee (Chair)	6/8 1/3 4/4	Infection prevention and control Research Armed forces and veterans
David Selway	Independent Member	National Data Resource programme Stakeholder engagement strategy with focus on patient and citizen experience DHCW product approach	Board RATS Committee Digital Governance and Safety Committee (Vice Chair) Programmes Delivery Committee (Chair)	8/8 3/3 4/4 4/4	Putting Things Right
Marian Wyn Jones	Independent Member	DHCW Communications function review DHCW Communications and public relations approach	Board RATS Committee Audit and Assurance Committee (Chair) Programmes Delivery Committee	8/8 3/3 5/5 4/4	Raising concerns (staff) Welsh Language
Alistair Klaas Neill*	Independent Member		Board RATS Committee Audit and Assurance Committee Digital Governance and Safety Committee – appointed to the Committee October 2023	7/8 2/3 5/5 4/4	N/A

Name	Position	Area of expertise/Representation Role	Board/Committee membership	Meeting attendance	Champion roles
Marilyn Bryan Jones*	Independent Member		Board RATS Committee Audit and Assurance Committee Digital Governance and Safety Committee	7/8 3/3 5/5 3/4	Equality
Helen Thomas	Chief Executive	N/A	Board	8/8	N/A
Claire Osmundsen-Little	Deputy Chief Executive/ Executive Director of Finance	N/A	Board Audit & Assurance Committee	8/8 5/5	Fire Safety Infection Prevention and Control
Rhidian Hurle	Executive Medical Director	N/A	Board Digital Governance and Safety Committee	7/8 4/4	Caldicott Mental Health Children and Young People Putting Things Right Older Persons Research
Chris Darling	Board Secretary	N/A	Board	8/8	Raising Concerns (Staff)
Ifan Evans	Executive Director of Strategy	N/A	Board Programmes Delivery Committee	8/8 4/4	Emergency Planning Welsh Language
Sarah-Jane Taylor*	Director of People and Organisational Development	N/A	Board	4/8	Violence and Aggression Armed Forces and Veterans Equality
Sam Morgan	Director of People and Organisational Development	N/A	Board	4/8	
Sam Hall	Director of Primary, Community and Mental Health Digital Services	N/A	Board Programmes Delivery Committee	7/8 3/4	N/A
Sam Lloyd	Executive Director of Operations	N/A	Board	8/8	N/A

(*) Denotes a member who left or joined part way through the year, attendance reflects the number of Board and Committee meetings before the exit or after the start date.

Sarah-Jane Taylor left DHCW 30 September 2024.

APPENDIX 2

LEAD OFFICERS

Committee	Officer
Audit and Assurance Committee	Executive Director of Finance
Remuneration and Terms of Service	Chief Executive Officer supported by the Director of People and OD
Digital Governance and Safety Committee	Executive Medical Director
Programmes Delivery Committee	Executive Director of Strategy / Director of Primary, Community & Mental Health Digital Services

APPENDIX 3

SCHEDULE OF BOARD, COMMITTEE AND ADVISORY GROUP MEETINGS 2024/25

Board/Committee	April	May	June	July	August	September	October	November	December	January	February	March
DHCW SHA Board		30-May-24		E0 - 09-Jul-24 25-Jul-24		26-Sep-24		28-Nov-24		30-Jan-25		E0 - 06-Mar-25 27-Mar-25
Audit and Assurance Committee	16-Apr-24	09-May-24 - Draft Accounts		09-Jul-24			15-Oct-24			21-Jan-25		
Remuneration and Terms of Service				18-Jul-24			08-Oct-24					13-Mar-25
Digital Governance and Safety Committee		02-May-24			15-Aug-24			21-Nov-24			27-Feb-25	
Programmes Delivery Committee		14-May-24			01-Aug-24			07-Nov-24			06-Feb-25	06-Mar-25
Local Partnership Forum			06-Jun-24			05-Sep-24			05-Dec-24			

APPENDIX 4

MINISTERIAL DIRECTIONS

2024- 2027 Health Circulars | GOV.WALES



Name	Date Issued	Applicable/ Not Applicable	Date of Adoption if relevant	Action to demonstrate implementation/response
WHC/2024/006 National Clinical Guideline for Stroke, for the UK and Ireland	21/03/2024	Not applicable		Not applicable
WHC/2024/007 Guidelines for managing patients on the suspected cancer pathway	10/04/2024	Applicable		The implications for DHCW have been addressed by the Clinical Directorate
WHC/2024/014 The Office of National Statistics (ONS) Register of Geographic Codes (RGCs) as a foundational standard for use across NHS Wales Bodies	30/04/2024	Applicable		These implications were taken forward jointly by the Clinical and Operations Directorate.
WHC/2024/016 Healthy Child Wales Programme for school aged children	11/04/2024	Not applicable		Not applicable
WHC/2024/017 Implementation of the non-pay elements of the 2022-24 Collective Agreement	28/03/2024	Applicable		Discussions on the implications were held and the content of the Non-pay elements of the Collective Agreement were signed off.
WHC/2024/019 Interim amendments to the Model Standing Orders for Local Health Boards and the NHS Trusts in Wales	17/04/2024	Not Applicable		Not applicable
WHC/2024/020 Exemptions for local health boards and NHS Trusts to the requirement to implement recommendations made by the National Institute for Health and Care Excellence or the All Wales Medicines Strategy Group within the usual period, in specified circumstances.	01/05/2024	Not applicable		Not applicable
Welcome to Wales: Policy Guidance Framework	25/11/2024	Not Applicable		Not applicable
WHC/2024/022 Dispute Arbitration Process – Guidance for Disputed Debts Within NHS Wales	25/04/2024	Not Applicable		Not applicable
WHC/2024/024 Implementation the agreed approach to preventing Violence and Aggression towards NHS Staff in Wales	17/05/2024	Applicable		The WHC reinforces the position but there was nothing specific for DHCW as it was aimed mainly at frontline staff, but it would remain on the organisation's radar.

Name	Date Issued	Applicable/ Not Applicable	Date of Adoption if relevant	Action to demonstrate implementation/response
WHC/2024/025 NHS Wales National Clinical Audit and Outcome Review Plan Annual Rolling Programme for 2024/25	10/01/2025	Applicable		There were implications for DHCW. Awaiting an update
WHC/2024/026 2024/25 LHB, SHA & Trust Monthly Financial Monitoring Return Guidance	22/05/2024	Applicable		Taken forward by Finance & Business Assurance
WHC/2024/027 All Wales Critical Care Escalation Guidance for the Management of all large unplanned increases in demand.	25/04/2024	Not Applicable		Not applicable
WHC/2024/028 The National Influenza Immunisation Programme 2024-25	12/06/2024	Applicable		The implications were taken forward by the Primary, Community & Mental Health Digital Services team.
WHC/2024/029 Guidelines for managing patients on the suspected cancer pathway	20/07/2023	Applicable		The WHC was reviewed by the relevant team and the guidelines were accepted.
WHC/2023/026 NHS Framework for Research and Development – Research Matters – What excellence looks like in NHS Wales	28/07/2023	Applicable		The WHC was reviewed by the relevant team and the guidelines were accepted.
WHC/2023/028 Withdrawal of WHC 2019/042 re Annual Quality Statements	01/08/2023	Applicable		N/A
WHC/2023/029 Winter Respiratory Vaccination Programme: Autumn and Winter 2023 to 2024	17/08/2023	Applicable		Cohort Identification work underway/
WHC/2023/030 New 2023 National Safety Standards for Invasive Procedures (NatSSIPS2) by the Centre for Perioperative Care (CPOC) and Patient Safety Notice PSN 034	17/08/2023	Not Applicable		Not applicable
WHC/2023/031 AMR & HCAI Improvement Goals for 2024-25	22/08/2023	Not applicable		Not applicable
WHC/2023/032 Amendments to Model Standing Orders and Model Standing Financial Instructions – NHS Wales	09/10/2023	Applicable		The WHC was taken forward by Finance and Business Assurance
WHC/2023/033 Vaccine products to be used in the Autumn 2023 Covid 19 vaccination programme	01/09/2023	Applicable		The Executives agreed the vaccine codes needed to be reviewed and this would be taken forward.

Name	Date Issued	Applicable/ Not Applicable	Date of Adoption if relevant	Action to demonstrate implementation/response
WHC/2023/034 The NHS Welsh Sustainability Conference and Awards	25/09/2023	Applicable		The WHC was taken forward for action by the Corporate Services team.
WHC/2023/035 Update of Guidance on Clearance and Management of Healthcare Workers living with a bloodborne virus (BBV) and a reminder of health clearance for tuberculosis	31/10/2023	Not applicable		Not applicable
WHC/2023/036 Speaking up Safely Framework – NHS Wales	20/09/2023	Applicable		All actions that need to be undertaken by DHCW were actioned.
WHC/2023/037 Patient Testing Framework for Autumn / Winter 2023	26/09/2023	Not applicable		Not applicable
WHC/2023/038 Healthy Start eLearning Course	09/11/2023	Not applicable		Not applicable
WHC/2023/039 Independent Authorisation of Blood Component Transfusion (IABT)	23/11/2023	Not applicable		Not applicable
WHC/2023/040 The NHs Wales: Newborn and Infant Physical Examination Cymru (NIPEC)	09/11/2023	Not applicable		Not applicable
WHC/2023/043 Vaccination of Healthcare Staff to Protect against Measles	14/12/2023	Applicable		Communications was published to advise on the importance of vaccine and the consequences of not having it.
WHC/2023/044 Influenza Vaccination Programme deployment 'mop up' 2024-25	11/12/2023	Applicable		The WHC was cascaded to the relevant team.
WHC/2023/046 All Wales Control Framework for Flexible Workforce Capacity	13/12/2023	Applicable		The WHC was cascaded to the relevant team.
WHC/2023/047 Influenza vaccines and eligible cohorts for 24/25 season	21/12/2023	Applicable		The WHC was cascaded to the relevant team.
WHC/2023/048 2024-25 Health Board Revenue Allocation	21/12/2023	Applicable		The WHC was taken forward by the Executive Director of Finance
WHC/2024/001 Changes to the way individuals who are at highest risk from Covid 19 access lateral flow tests	10/01/2024	Not applicable		Not applicable

Name	Date Issued	Applicable/ Not Applicable	Date of Adoption if relevant	Action to demonstrate implementation/response
WHC/2024/002 Standards for Competency Assurance of Non Medical Prescribers	05/03/2024	Not applicable		Not applicable
WHC/2024/004 Assurance of Aseptic preparation of medicines in NHS Wales	21/02/2024	Not applicable		Not applicable
WHC/2024/005 Private Obesity surgery and the Welsh NHS	01/02/2024	Not applicable		Not applicable
WHC/2024/008 Vaccination against measles	02/02/2024	Not applicable		Not applicable
WHC/2024/009 COVID-19 Spring Booster vaccination programme	08/02/2024	Applicable		This was cascaded to all relevant teams.
WHC/2024/010 Sustainability Awards	27/02/2024	Applicable		Update to the deadline for submission
WHC/2024/011 Changes to dietary advice on feeding young children aged 1-5 years.	06/03/2024	Not applicable		Not applicable
WHC/2024/012 Nursing Preceptorship & Restorative Clinical Supervision – A National Position Statement	19/03/2024	Not applicable		Not applicable