

**Draft Minutes of the Public Health Wales
 People and Organisational Development Committee Meeting
 22 September 2025 at 11:30, via Microsoft Teams**

Present:		
Tamsin Ramasut	(TR)	Committee Chair and Non-Executive Director (Equality and Diversity)
Kate Young	(KY)	Non-Executive Director (Third Sector)
Huw David	(HD)	Non-Executive Director
In Attendance:		
Rachel Attwood	(RA)	Deputy Director of People and Organisational Development
Michelle Battlemuch	(MB)	Assistant Director of Operations, Health Protection and Screening Services
Claire Birchall	(CB)	Executive Director of Nursing, Quality and Integrated Governance
Liz Blayney	(LB)	Deputy Board Secretary and Deputy Head of Board Business Unit.
Tracey Cooper	(TC)	Chief Executive
Alison Davies	(AD)	Resourcing and Talent Lead
Liz Heath	(LH)	Staff side representative
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
Apologies		
Neil Lewis	(NL)	Director of People and Organisational Development
Lucy Day	(LD)	Business Manager
Stuart Silcox	(SS)	Assistant Director of Integrated Governance
Secretariat		
Ffion Lloyd	(FL)	Board Support Officer
The meeting commenced at 11:30		

<p>PODC 1/2025.07.16</p>	<p>Welcome and Apologies for Absence</p>
<p>KY opened the meeting and welcomed all present, noting that the meeting was held electronically.</p> <p>The Committee noted that the meeting was being recorded to support with accuracy of the minutes, and that the recording would be deleted once the minutes had been agreed at the next meeting on 14 October 2025.</p> <p>The apologies for absence received were noted.</p>	
<p>PODC 2/2025.07.16</p>	<p>Declarations of Interest</p>
<p>There were no declarations of interest in addition to those already declared on the Declarations of Interest Register.</p>	
<p>PODC 3/ 2025.07.16</p>	<p>DBS Policy</p>
<p>RA presented the revised Draft Disclosure and Barring Service (DBS) Policy, emphasising its role as a significant mitigator of Corporate Risk 1541 which concerned the risk of harm to service users and employees due to the lack of ongoing DBS checks after initial employment. The policy aimed to establish systematic, ongoing DBS checks throughout employment, aligning with best practice and the organisation’s safeguarding responsibilities. RA highlighted that Public Health Wales would be the only organisation with the NHS in Wales to have a process of this type in place.</p> <p>RA noted that the policy had been reviewed by the Leadership Team, who sought clarification on the employee led approach. RA clarified that it was not possible for the process to be employer-led, and that staff would be required to initiate and cover the costs of their DBS checks. A process had been put in place to ensure that staff were financially and emotionally supported, including a process for reimbursement that did not require using the expenses system.</p> <p>CB highlighted the importance of supporting colleagues who may find the process distressing, especially those with past criminal justice involvement.</p> <p>The Committee discussed the following:</p> <ul style="list-style-type: none"> • Due to the length of the policy document, the Committee suggested that guidance or infographics be developed to accompany the policy to ensure it was accessible to staff. AD confirmed that staff and manager guides were being developed, including a flowchart. It was also suggested that a podcast be recorded on this topic to explain the policy’s rationale and practical implications, especially for staff concerned about historical convictions. • AD noted that once this policy had been approved, the Safeguarding Policy would be updated to reflect the information contained in the DBS policy. • How staff would be supported in situations where DBS checks on existing staff reveal new information. AD explained that managers would receive guidance on how to handle these conversations, and that a structured two stage risk assessment 	



process would be put in place. This would include an initial assessment based on the role and the information declared, followed by a detailed review once the DBS certificate had been received. Staff would also be advised to check with the charity Unlock to see if old convictions are eligible for removal from certificates.

- A suggestion to explore whether the DBS compliance checks could be integrated into the staff appraisal process, which would help to ensure regular reminders and the required support and guidance. AD agreed this would align well with other compliance checks and would explore this option.
- Clarification on delegation of responsibility for ensuring DBS subscriptions were up to date. AD clarified that both staff and managers would receive reminders before subscriptions expire, with managers responsible for team compliance. However that staff would be responsible for their own subscriptions, similar to the process for professional registration.

The Committee gave thanks to AD and colleagues for all the work undertaken on this policy.

The Committee **considered** the revised policy and the Equalities Impact Assessment, and agreed to **approve** the updated policy.

PODC
12/2025.07.16

Closing Administration

TR thanked everyone for their contributions and closed the meeting.

Date of next Committee meeting: 14 October 2025.

The meeting closed at 11:52