



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting

Board

Date of Meeting

30 July 2020

Agenda item:

5.11

Ratification of Chair's Action and Affixing of the Common Seal

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
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Author:	Helen Bushell, Board Secretary and Head of Board Business Unit
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Approval/Scrutiny route:	Not applicable
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Purpose

This report advises of agreements that have required the affixing of the Public Health Wales NHS Trusts' seal and identified any Chair's Actions that have been taken by the Chair of the Board.

Recommendation:

RATIFY <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
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The Board is asked to:

- **Note** the occasion where affixing of the Common Seal was taken;
- **Receive assurance** that the action was taken in accordance with Section 8 of the Standing Orders;
- **Ratify** the affixing of the Common Seal to extend the lease to Unit C of the Archimedes Centre in Wrexham.

Link to Public Health Wales [Strategic Plan](#)

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to all 7 of the Strategic Priorities and Well-being Objectives.

Summary impact analysis

Equality and Health Impact Assessment	A specific Equality and Health Impact Assessment (EHIA) is not required in support of this report.
Risk and Assurance	In line with the Standing Orders an assurance report should be provided to the Board detailing the affixing of the common seal. The report also provides assurance that when Chair's action is taken it is taken in line with the Standing Orders.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
Financial implications	There are no financial implications as a result of approval of this report.
People implications	There are no people implications as a result of approval of this report.

Purpose / situation

This report advises of agreements that have required the affixing of the Public Health Wales NHS Trusts' seal. There have been no Chairs Action taken since the last report to the Board.

Background

2.1 Chair's Action

In accordance with Section 2.1 of the Standing Orders there may occasionally be circumstances where decisions that would normally be made by the Board need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Board. In these circumstances, the Chair and the Chief Executive, supported by the Board Secretary as appropriate, may deal with matters on behalf of the board – after first consulting with at least two other Non-Executive Directors.

2.2 Affixing of the Common Seal

In accordance with Section 8 of the Standing Orders, the Public Health Wales NHS Trust Common Seal may be affixed and entered onto the Register of Sealing when the entry is signed by the Chair and the Chief Executive, and is witnessed by the Board Secretary and Head of Board Business Unit.

Description/Assessment

3.1 Chair's Action

There have been no occasions since the last report where Chair's Action was taken on behalf of the Board.

3.2 Affixing of the Common Seal

Affixing of the Common Seal was taken on one occasion since the last report. This was taken in accordance with Section 8 of the Standing Orders. Due to lockdown restrictions, the contract was signed in two different locations by the Chair and Chief Executive so in effect a slight variation in practice occurred due to the COVID-19 pandemic.

3.2.1 Extension to Lease

On the 14 May and 25 June January 2020, the Chief Executive and Chair, supported by the Board Secretary approved an extension to the lease to Unit C of the Archimedes Centre in Wrexham.

Recommendation

The Board is asked to:

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- **Note** the occasion where affixing of the Common Seal was taken;
- **Receive assurance** that the action was taken in accordance with Section 8 of the Standing Orders;
- **Ratify** the affixing of the Common Seal to extend the lease to Unit C of the Archimedes Centre in Wrexham.