

 GIG CYMRU NHS WALES	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Board Date of Meeting 29 September 2022 Agenda item: 8.2.1a
--	---	---

Protocol for Reserving Matters to a Private Board (and Committee) Meeting

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	Jan Williams, Board Chair
---------------------------------	---------------------------

Purpose

The purpose of this report is to present a revised Protocol for Reserving Matters to a Private Board (and Committee) Meeting to the Board for approval.

Following an internal review of the protocol, and discussions with the Board Chair, minor revision have been made to the Protocol, which are presented to the Board for approval.

Recommendation:

APPROVE <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
--	--------------------------------------	---------------------------------------	-----------------------------------	---------------------------------------

The Board is asked to:

- **Consider** and **approve** the revised Protocol for Reserving Matters to a Private Board (and Committee) Meeting.

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 the following:

Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
--	--

Summary impact analysis

Equality and Health Impact Assessment	Not required
Risk and Assurance	None
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	N/A
People implications	N/A

1. Purpose / situation

The purpose of this report is to present a revised Protocol for Reserving Matters to a Private Board (and Committee) Meeting ('the Protocol') for approval.

Following an internal review of the protocol, and discussions with the Board Chair, minor revisions have been made to the Protocol, which are presented to the Board for approval.

2. Protocol for Reserving Matters to a Private Board (and Committee) Meeting

The Board approved the Protocol at its meeting on 26 May 2021. The protocol has been revised and updated following an internal review.

As part of this review, feedback was sought from Internal and External Audit to seek their views on the document.

As part of the process for reserving matters for private session, a log is maintained as a record of items which have been considered in private. This log is regularly reviewed to ensure consistent approach to the implementation of this protocol.

3. Summary of Changes

A copy of the proposed revised Protocol is contained at **appendix 1**.

The following changes were made to this document:

- Minor amendments to language and style throughout for consistency;
- Additional section relating to the reporting of private Board matters, to reflect the fact that the Chair of the Board produces a summary report of any items taken in private session at the following Public Board meeting.

4. Recommendation

The Board is asked to:

5. **Consider** and **approve** the revised Protocol for Reserving Matters to a Private Board (and Committee) Meeting.