

 <p> GIG CYMRU NHS WALES </p>	Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Board
		Date of Meeting 30 January 2025 4.2

Ratification of Chair's Action and affixing of the Public Health Wales NHS Trusts' seal

Executive lead:	Paul Veysey, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Deputy Head of Board Business Unit

Approval/Scrutiny route:	Paul Veysey, Board Secretary and Head of Board Business Unit
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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"/>

Recommendation

The Board is asked to:

- **Note** have been no occasion where Chairs Action was taken since the November Board meeting;
- **Note** that there has been one use of the Common Seal to report to the Board:
 - Deed of Variation for the Wales Interpretation and Translation Services Collaboration Agreement.
- Take **assurance** that the action was taken in accordance with Section 8 of the Standing Orders.

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 and identified any Chair's Actions that have been taken by the Chair of 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

There has been one use of the Common Seal to report to the Board.

At the Board meeting on 28 November 2024, the Board approved a deed of variation to Deed of Variation for the Wales Interpretation and Translation Services Collaboration Agreement. The agreement was to allow translation services to be accessed and utilised within our screening services.

The approved variation took away the need to enter into Deed every time the agreement needs to be extended. Under the revised provisions, the agreement shall auto renew annually. No other changes had been made to the agreement.

Following Board approval, the deed was affixed with the common seal in line with the requirements under standing orders.

Recommendation

The Board is asked to:

- **Note** have been no occasion where Chairs Action was taken since the November Board meeting;
- **Note** that there has been one use of the Common Seal to report to the Board:
 - Deed of Variation for the Wales Interpretation and Translation Services Collaboration Agreement.
- Take **assurance** that the action was taken in accordance with Section 8 of the Standing Orders.