

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting Board </p> <p> Date of Meeting 29 May 2025 </p> <p> 5.6 </p>
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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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<p>Purpose</p> <p>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.</p>

Recommendation:				
RATIFY <input checked="" type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>

<p>Recommendation</p> <p>The Board is asked to:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • To formalise the agreed <i>Underlet</i> arrangement between the landlord and Public Health Wales • To formalise the agreed <i>Underlease</i> of part Floor 5, Capital Quarter 2 to the Commission for Tertiary Education and Research (CTER) • Formalise the <i>License to Alter</i> between Public Health Wales and CTER completes the agreement for the fit out works completed to date. • Take assurance that the action was taken in accordance with Section 8 of the Standing Orders.
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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	Choose an item.
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Strategic Priority/Well-being Objective	Choose an item.

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 Social Care (Quality and Engagement) (Wales) Act	This report supports and/or takes into account the Quality Act in relation to the support of quality and governance.
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.

On the 24th April 2025 the Chair and Chief Executive used the Common Seal to approve the:

- *Underlet* arrangement between the landlord and Public Health Wales
- *Underlease* of part Floor 5, Capital Quarter 2 to the Commission for Tertiary Education and Research (CTER). The duration of the lease will be 3 years 11 months commencing 1 August 2024 to 23 June 2028.
- *License to Alter* between Public Health Wales and CTER completes the agreement for the fit out works completed to date.

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:
 - To formalise the agreed *Underlet* arrangement between the landlord and Public Health Wales
 - To formalise the agreed *Underlease* of part Floor 5, Capital Quarter 2 to the Commission for Tertiary Education and Research (CTER)
 - Formalise the *License to Alter* between Public Health Wales and CTER completes the agreement for the fit out works completed to date.
- Take **assurance** that the action was taken in accordance with Section 8 of the Standing Orders.