

Unconfirmed Minutes of the Extra-Ordinary Board Meeting on 25 June 2025
Held electronically via Microsoft Teams and in person at the Imperial Hotel,
Llandudno
Livestreamed on the Internet

Present:		
Pippa Britton	(PB)	Chair of the Board
Tracey Cooper	(TC)	Chief Executive
Sumina Azam	(SA)	National Director of Policy and International Health
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Claire Birchall	(CB)	Executive Director of Nursing, Quality and Integrated Governance
Nick Elliott	(NE)	Non-Executive Director (Data and Digital) and Chair of Audit and Corporate Governance Committee
Sian Griffiths	(SG)	Non-Executive Director (Public Health) and Chair of the Knowledge, Research and Information Committee
Clare Jenkins	(CJ)	Vice Chair of the Board, Non-Executive Director and Chair of the Quality, Safety and Improvement Committee
Tamsin Ramasut	(TR)	Non-Executive Director (Equality and Diversity)
Angela Williams	(AW)	Interim Executive Director Operations and Finance
In Attendance:		
Liz Blayney	(LB)	Deputy Board Secretary and Deputy Head of the Board Business Unit
Tom Fowler (For Meng Khaw)	(TF)	Deputy Director Health Protection and Screening Services
Ian Kent	(IK)	Acting Head of Financial Reporting and Control
Neil Lewis	(NL)	Director of People and Organisational Development
Gareth Lucey	(GL)	Audit Wales
Jim McManus	(JM)	National Director of Health and Wellbeing
Paul Veysey	(PV)	Board Secretary and Head of the Board Business Unit
Claire Sullivan	(CS)	Staff Side Representative
Apologies:		
Kate Young	(KY)	Non-Executive Director (Third Sector) and Chair of the People and Organisational Development Committee
Huw David	(HD)	Non-Executive Director (Local Authority)
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director

The meeting commenced at 15:30



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PHW 2025.06.25/1	Welcome and Apologies
<p>PB welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings online. She noted that this was an Extra-Ordinary meeting of the Board to approve the Annual Report 2024/25 in line with the timescales set out within the Manual for Accounts.</p> <p>The Board noted apologies as listed above.</p>	
PHW 2025.06.25/2	Declarations of Interest
<p>PB sought Declarations of Interest other than those recorded already on the Declarations of Interest Register.</p> <p>PV noted that all Executive and Non-Executive Directors were referenced within the Remuneration report 2024/25.</p>	
PHW 2025.06.25/3	Year End Reporting : Annual Report 2024/25
<p>PV provided an update on the 2024/25 Annual Report, noting the requirement to produce and submit such a report to Welsh Government in accordance within the Manual for Accounts. The Draft Reports were submitted to Welsh Government and Audit Wales on 9 May 2025; and both subsequently confirmed that the reports meet the requirements.</p> <p>The Audit and Corporate Governance Committee had considered both the Draft and the Final Draft Annual Accounts and Accountability Report and recommended these to the Board for final approval.</p> <p>The Board would receive a public facing Annual Report, for launch at its September Annual General Meeting.</p> <p>AW introduced the Accounts for 2024/25, which had been through the appropriate Audit process. She confirmed to the Board that following this Audit all of the financial duties were achieved. The Audit and Corporate Governance Committee had considered the Audit Wales ISA 260 and noted their intention to issue an unqualified opinion.</p> <p>NE provided an overview of the consideration of the Accountability Report, and the Accounts at the Audit and Corporate Governance Committee; he noted the positive feedback on the process from both the Auditors and the Finance Team; there were two recommendations from the Audit that were being taken forward and would be monitored as part of the Audit Tracker process at the Committee.</p> <p>PB thanked all for their work on these reports, noting the exceptional work reflected in the Audit report.</p> <p>TC thanked AW, NS and IK within the Finance Team, and PV and LB within the Board Business Unit for the quality of the reports and leadership of the process.</p> <p>The Board received this information and approved the Annual Report 2024/25 for submission to Welsh Government.</p>	
PHW 2025.06.25/4	Date of Next Formal Meeting of the Board

PB thanked everyone for their contributions to the meeting.

The next meeting would be held on 31 July 2025.

The meeting closed at 15:42

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