

 GIG CYMRU NHS WALES Iechyd Cyhoeddus Cymru Public Health Wales	Name of Meeting Audit and Corporate Governance Committee Date of Meeting 3 September 2026 Agenda item: 8.3
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Governance Assurance Biannual Updates				
Executive lead:		Paul Veysey, Board Secretary and Head of the Board Business Unit		
Author:		Liz Blayney, Deputy Board Secretary and Deputy Head of the Board Business Unit		
Approval/Scrutiny route:		Paul Veysey, Board Secretary and Head of the Board Business Unit		
Purpose				
The purpose of this report is to provide assurance to the Audit and Corporate Governance Committee on four governance compliance areas, which form part of the annual reporting process. The following four areas are combined into one assurance report: • Declarations of Interests • Welsh Health Circulars • Joint Working Framework • Policy Update				
Recommendation:				
APPROVE ☐	CONSIDER ☐	RECOMMEND ☐	ADOPT ☐	ASSURANCE ☒
The Committee is asked to: • Take assurance on the implementation of the Standards of Behaviour Policy and note the updated Declarations of Interest Register which will be published on the website following this meeting. • Take assurance on management of the process for ensuring the Organisation’s compliance with Welsh Health Circulars. • Take assurance on management of the process for ensuring the Organisation’s compliance with the Joint Working Framework. • Take assurance on the prioritisation and progress being made to review Corporate policies, procedures and other written control documents within				

the remit of the Committee.

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
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Summary impact analysis

Equality and Health Impact Assessment	A specific Equality and Health Impact Assessment (EHIA) is not required to support of this report.
Risk and Assurance	This report provides assurance on the implementation of the relevant: • Joint Working Agreements, • Policy and Procedures, • Compliance with Welsh Health Circulars and • the Declarations of Interest of Gifts and Hospitality register Which are all components of the Board Assurance Framework. Assurance is sought on these matters by the Committee on behalf of the Board. The Committee will report this to the Board at its next meeting.
Health and Social Care (Quality and Engagement) (Wales) Act	This paper supports the Quality themes.
Financial implications	There are no financial implications as a result of this report.
People implications	There are no people implications as a result of this report.

1. Purpose / situation

The purpose of this report is to provide assurance to the Audit and Corporate Governance Committee on governance compliance areas, which form part of the annual reporting process.

The following four areas are combined into one assurance report:

- **Declarations of Interests**
- **Welsh Health Circulars**
- **Joint Working Framework**
- **Policy Update**

The sections below provide a summary of the current status for the areas listed above.

2. Declarations of Interest

The Board Secretary must provide a regular report, detailing the declarations of Interests, Gifts, Hospitality, Honoraria and Sponsorship received and the effectiveness of the arrangements in place, to the Audit and Corporate Governance Committee for scrutiny.

The Audit and Corporate Governance Committee will review and report to the Board upon the adequacy of these arrangements. The last report was received by the Committee in March 2026.

In line with the Standards of Behaviour Policy and supporting Procedure the following individuals must complete a Declaration of Interest Form:

- Non-Executive Directors
- Directors
- Members of staff considered to be Tier 3 or above
- Members of staff who are level 1 or level 2 budget holders or who have responsibility for obtaining quotations, tendering or contracting for goods and services.

In line with the Standards of Behaviour Policy, the Board Secretary has established and maintains a register of interests declared by staff and Non-Executive Directors. This register:

- Details of directorships, pecuniary (financial) and non-pecuniary interests in organisations that may have dealings with the NHS and membership of professional committees and third sector bodies.
- Where relevant it also includes details of interests of spouses, civil partners or close family members.
- The Board and Executive level interested are published to the website for public information.
- Maintains interest for a minimum of 12 months after the Board Secretary has been informed that the interest has expired. A record of historic interests is retained by the Organisation for a minimum of 6 years following the date it expired.

Appendix 1 is the Board and Executive Register of Interests 2026/27 as at 10 August 2026.

Appendix 2 is the Staff Register of Interests 2026/27 as at 10 August 2026 (received at the Private Session).

Appendix 3 is the Register of Gifts, Hospitality and Sponsorship: Financial Year 2026/27 as at 10 August 2026.

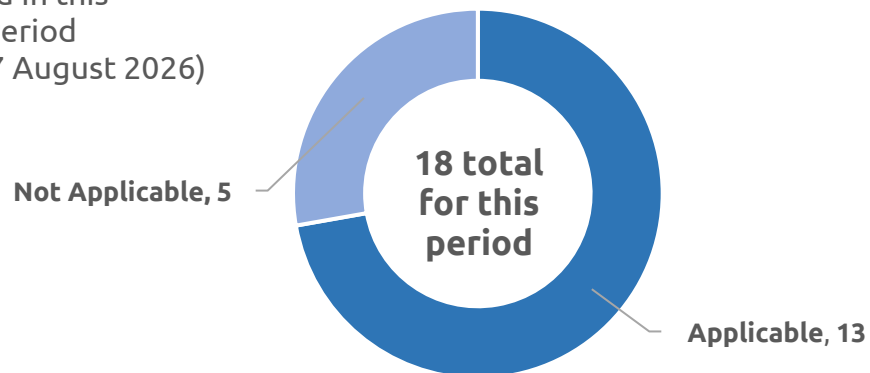
In line with the Policy all relevant members of staff and Non-Executive Directors have a personal responsibility to volunteer information regarding offers of gifts, hospitality and sponsorship, including those offers which have been refused.

3. Welsh Health Circulars

The Board Business Unit maintains a tracker for monitoring and recording the Welsh Health Circulars (WHCs) that are received by the Trust. The WHCs are sent to the relevant Executive Lead for action and the completion of actions are recorded on a central record log.

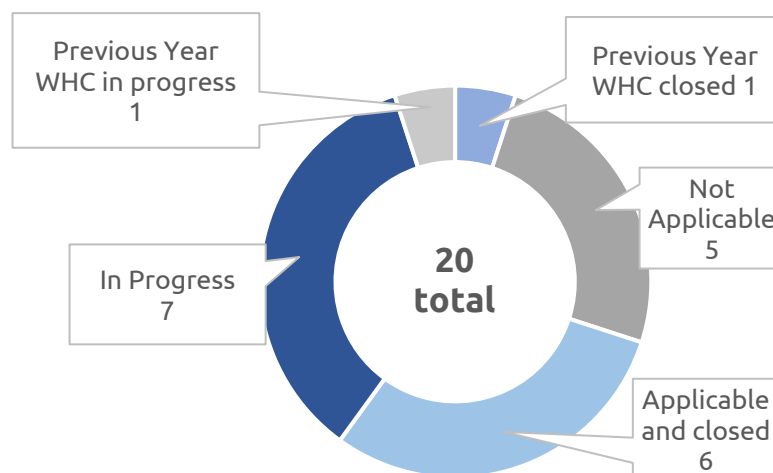
This report provides a detailed update to the Committee on the current compliance with Welsh Health Circulars issued by the Welsh Government. The last report to the Committee was in March 2026.

WHCs received in this Reporting Period
(10 March 2026 to 17 August 2026)



Two WHCs issued and reported in the previous year were ongoing on 1 April 2026 and will be carried forward to ensure enactment, these were WHC (2025) 038 and WHC 2025 (049).

Summary of all WHCs for this period In Progress, Closed and Not Applicable:



Ref	Title	Purpose	Status
WHC 2025 049 (Issued in the year 2025/26)	Welsh Health Circular in respect of development and implementation of a Patient Travel Policy	For Compliance and Policy	Completed
WHC 2026 006	The new NHS Wales complaints policy, called Listening To People	For Compliance and Information	Completed
WHC 2026 012	Population Health Management	For Information and Policy	Completed
WHC 2026 013	Quality Statement Mental Health	For Action	Completed
WHC 2026 015	All Wales General Practice and Health Board Clinical Interface Standards	For Action	Completed
WHC 2026 018	Reminder of Statutory Duties under the Notification of Infectious Diseases Regulations (Wales)	For Information and Legislation	Completed
WHC 2026 022	2026/27 NHS Wales Financial Monitoring Return	For Compliance	Completed

The WHCs are in progress:

Ref	Title	Purpose	Status	Summary of Progress
WHC 2025 038 (Issued in the year 2025/26)	All-Wales NHS Accessible Communication and Information Standards (AIS)	For Compliance	In progress	Progress has been made in assessing the implications of WHC 2025 038, with baseline reviews completed and considered by Leadership Team (LT) and Business Executive Team. AIS implementation remains under the remit of LT, supported by the Nursing Quality and Integrated Governance, engagement team and People and Organisational Development, with further work ongoing to address identified gaps, strengthen capability and support implementation across directorates.
WHC 2026 004	Refreshed Intellectual Property (IP) guidance and policies for NHS Wales organisations.	For Compliance and Action	In progress	Action 1 was completed on 16 July 2026. A nominated Senior Responsible Officer (SRO) for IP at Board or Executive level was appointed, with a supporting organisational and/or team structure. This team will oversee production of a refreshed IP policy in line with the attached IP guidance and template, and should include membership from Research, Development, and Innovation teams. The remaining WHC 2026 004 actions, due by 20 December 2026, require the organisation to refresh and agree its IP Policy, establish metrics to monitor implementation and effectiveness, provide feedback to Welsh Government teams on the draft guidance and template, and put in place a regular review process that captures staff feedback on how effectively the policy supports or affects research and innovation activity.
WHC 2026 008	NHS Research and Development Finance Policy 2026	For Compliance,	In progress	To Follow

		Action and Policy		
WHC 2026 009	The National COVID-19 Vaccination Programme Autumn 2026	For Compliance and Action	In progress	This WHC has been enacted by VPDP, they have confirmed relevant action have been incorporated into the planning for the upcoming 2026/27 Season for each disease. We are awaiting confirmation from HP that the information has been circulated to their Clinicians.
WHC 2026 010	The National Influenza Immunisation Programme 2026 to 2027	For Compliance and Action	In progress	This WHC has been enacted by VPDP, they have confirmed relevant action have been incorporated into the planning for the upcoming 2026/27 Season for each disease. We are awaiting confirmation from HP that the information has been circulated to their Clinicians.
WHC 2026 020	Expansion of RSV Vaccine Eligibility to Adults Aged 65+ (At-Risk)	For Action and Compliance	In progress	This WHC has been enacted by VPDP, they have confirmed relevant action have been incorporated into the planning for the upcoming 2026/27 Season for each disease. We are awaiting confirmation from HP that the information has been circulated to their Clinicians.
WHC 2026 026	An urgent time-limited Meningococcal B (MenB) vaccination programme in response to recent outbreaks.	For Action	In progress	This WHC has been enacted by VPDP, they have confirmed relevant action have been incorporated into the planning for the upcoming 2026/27 Season for each disease. We are awaiting confirmation from HP that the information has been circulated to their Clinicians.
WHC 2026 029	Introduction of Clesrovimab (Enflonsia) as an additional product for passive immunisation against Respiratory Syncytial Virus (RSV) in at risk	For Action	In progress	This WHC has been enacted by VPDP, they have confirmed relevant action have been incorporated into the planning for the upcoming 2026/27 Season for each disease. We are awaiting confirmation from HP that the information has been circulated to their Clinicians.



	infants for upcoming 2026/27 RSV Season			
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Not Applicable to PHW

Following the reviews of each WHC when received, 5 received were found to be not applicable to Public Health Wales, these were:

Ref	Title	Purpose
WHC 2026 011	Welsh Health Circular - Maternity Reporting Data Set (MR ds) – Data Requirements	For Compliance
WHC 2026 014	NHS Wales National Clinical Audit and Outcome Review Plan Annual Rolling Programme for 2026/27	For action and Information
WHC 2026 016	Updated 'National Supplementary Service Specification for non-routine immunisations for adults and children at risk'	For Action and Information
WHC 2026 017	Enabling community pharmacies to supply medicines ordered by optometrists as part of providing NHS care in Wales	For Action
WHC 2026 024	Regulation 28 Prevention of Future Deaths Report – Assurance on alarm “latching” functionality in acute monitored environments	For Action

All WHCs issued are recorded above, there are currently no WHCs in the 'being assessed' category.

4. Joint Working Framework

The Board Business Unit maintains a Register which records the Joint Working Agreements which are in place across the Organisation.

This list has been updated reactively since COVID-19, with any new MoUs/SLAs which have been through Business Executive Team/Board being added to the list.

From September 2025, we will report this Register through this Committee on a Biannual basis.

A revised Joint Working Framework is in preparation, the current JWF is available on the SharePoint [site](#).

The JWF contains the summary of all types of agreements which are included:

- **MoUs** - A Memorandum of Understanding is a formal agreement between two or more parties to establish an official joint working arrangement. MoUs are not legally binding, but they carry a degree of seriousness and mutual respect.
- **SLAs** - A Service Level Agreement is an agreement between a service provider (either internal or external) and the end user which defines the level of service expected from the service provider. SLAs are output-based in that their purpose is specifically to define what the “customer” will receive penalty clauses for non-delivery *e.g.* funds withheld until the SLA is delivered or agreement on slippage.
- **PLAs** - A Programme Level Agreement is similar to an SLA, although narrower in scope as it relates to a specific programme. Such an agreement includes milestones and outcomes.
- **Covenants** - A Covenant is an agreement or written promise between organisations that constitutes a pledge to do or refrain from doing something. Covenants are typically based on a broad set of principles/commitments rather than detailing working arrangements.
- **Membership Pledge** - Two or more organisations may agree to collaborate where they have common interests or objectives. They may deem that organisations should be “members” and make a “Membership Pledge”. The Membership Pledge is a commitment to work within the spirit of the groups common interests and objectives, aims and objectives. The Pledge does not constitute a legal commitment. Where the organisations commit to provide resources to achieve their common interests and objectives it may be necessary to enter into a specific agreement for that purpose, *e.g.* an MoU, SLA etc.
- **International Health Partnership** - An International Health Partnership, for the purposes of Public Health Wales, is one which is based in Wales in conjunction with partners based outside of Welsh borders. The partnership could include work which is taking or took place over a specific period of time or where there is no specified end date. It may be with a community,

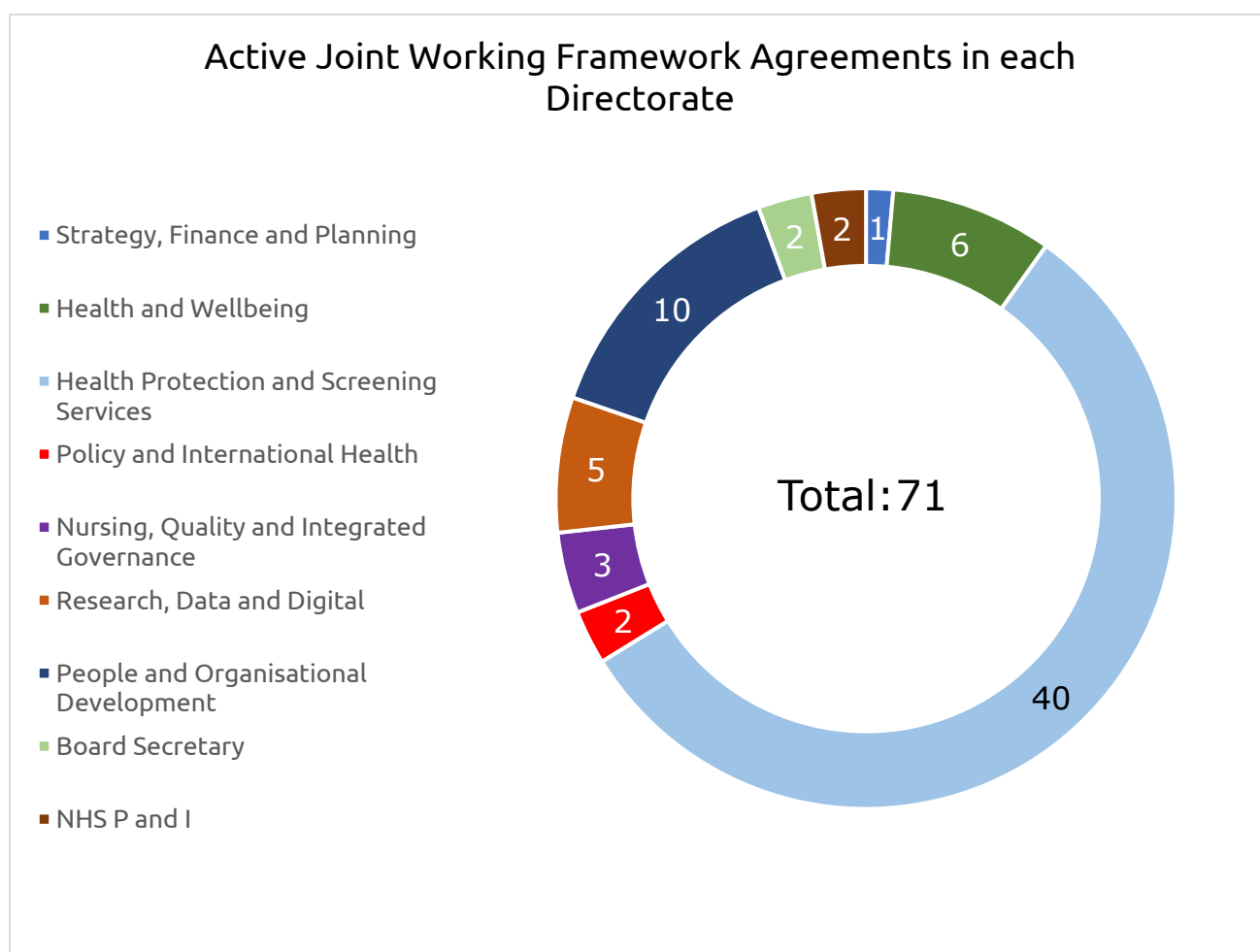
institution or organisation, it could involve but is not limited to work with research, information

The Register does not include Grants and contracts.

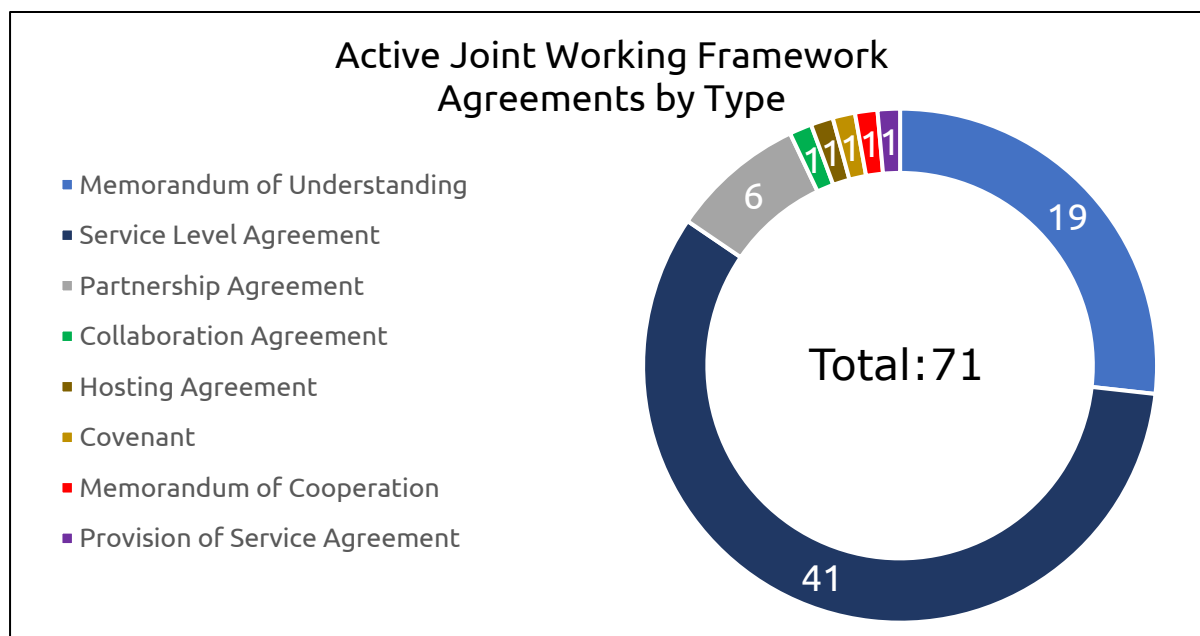
This report represents a baseline to the Committee. The Register will be updated proactively going forward and an update of the Register will be provided to the Committee Biannually.

All Directorates have been informed of the importance of the Joint Working Framework and asked to notify the Board Business Unit when planning and developing and new joint working arrangements.

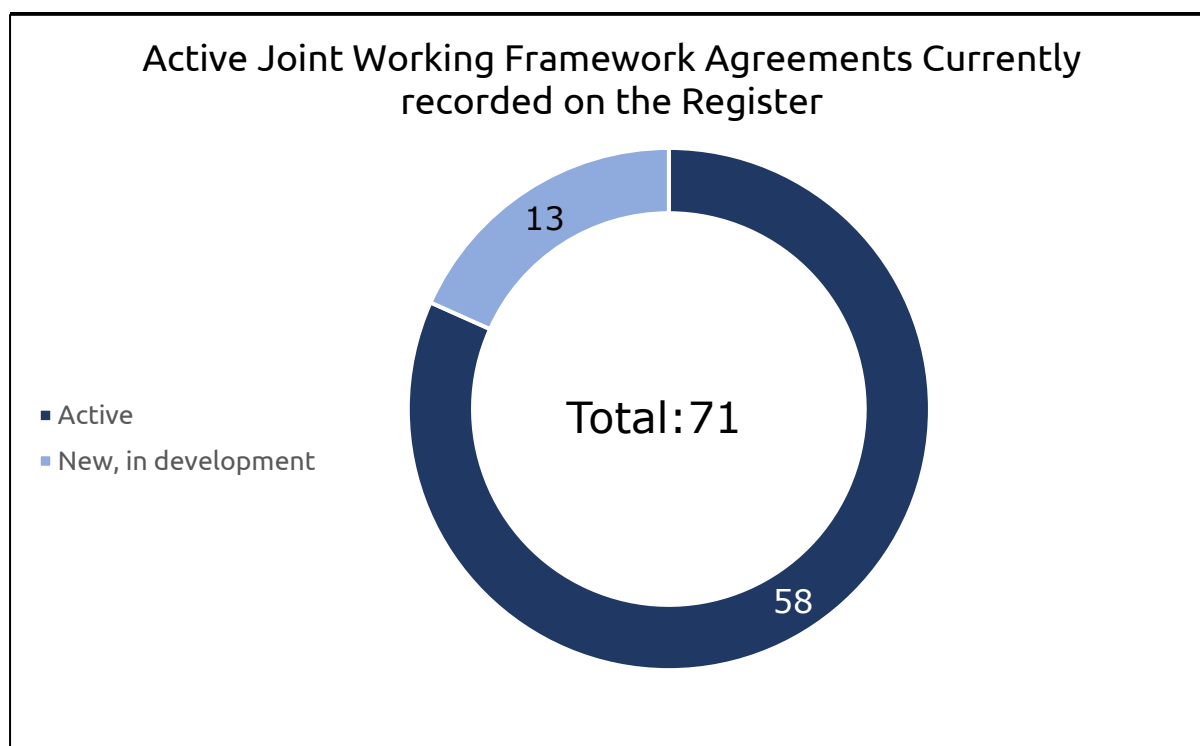
The new plans will be included in a list to Business Executive Team who will maintain their broad overview of all joint working across the Organisation.



The following graphic shows the breakdown of the types of agreements on the live Register:



The following graphic shows all the agreements recorded on the live register:





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NHS
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Cymru
Public Health
Wales

Appendix 4 shows the Active Joint Working Framework Register at 10 August 2026.

Appendix 5 shows the New – In Development Joint Working Framework Register at 10 August 2026.

The next Joint Working Framework Report to this Committee will be in March 2027.

5. Corporate Policy and Procedures

The Board approved a Organisation-wide Policy and Written Control Documents Policy and Procedure in July 2022. All new/revised documents are developed and approved in accordance with the provisions and processes set out in these documents. The procedure specifies that the Register will be reported annually to the Board, and the relevant sections reported to Board Committees Bi-Annually.

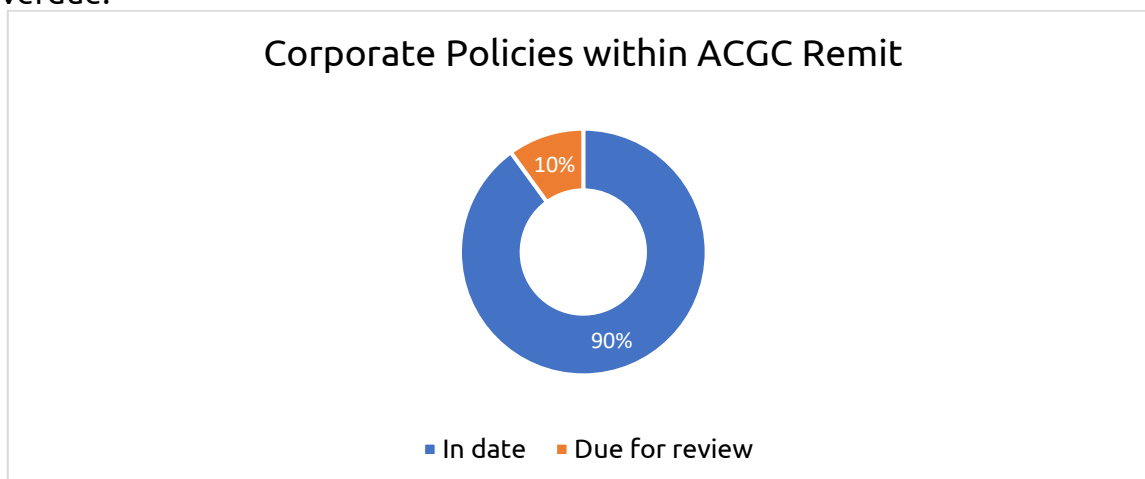
This report provides the Committee with assurance that required policies, procedures and other written control documents are being developed and maintained and that progress is being made to review and update policies that have passed their review date.

The Leadership Team considers a compliance report on a quarterly basis for ongoing monitoring and management of the main policy register. The Leadership Team last considered an update at its meeting on 23 July 2026.

➤ Status of policies and other written control documents

There are 18 policies on the policy register, which were approved by the Audit and Corporate Governance Committee or have been delegated to the Committee by the Board.

As of 13 August 2026, 16 (90%) policies/procedures are in date and 2 (10%) are overdue.



The Committee is asked to note that all of the overdue policies are rated as 'low risk' to the Organisation. All of the existing policies will remain current pending development of the documents.

Executive colleagues responsible for the policies due for review are aware and taking active steps to ensure policies/procedures are reviewed and appropriate approval sought.

Work is ongoing to review the overall policy list with each lead to review the number of policies on the register and look to reduce and combine where possible.

In summary the following table provides a list of the policies that are past their due date, along with the date that these are scheduled to be approved following review. **Appendix 6** sets out the current status of all the policies, including the actions being undertaken to review the policies due for review.

Title	Lead	Risk Assessment (Low/Medium/High)	Expected date of Committee approval
All Wales Insurance, NHS Indemnity and related risk management for potential losses and Special Payments Policy	Executive Director Nursing, Quality and Information Governance	Low risk presented	8 December 2026
Reporting Damage or Loss to Personal Property Policy	Executive Director Nursing, Quality and Information Governance	Low risk presented	8 December 2026

6. Recommendation

The report provides assurance to the Committee that the Organisation is meeting the requirements for each of the areas reports, there are no concerns to bring to the attention of the Committee in any of the areas listed.

The Committee is asked to:

- Take **assurance** on the implementation of the Standards of Behaviour Policy and note the updated **Declarations of Interest Register** which will be published on the website following this meeting.
- Take **assurance** on management of the process for ensuring the Organisation's compliance with **Welsh Health Circulars**.
- Take **assurance** on management of the process for ensuring the Organisation's compliance with the **Joint Working Framework**.
- Take **assurance** on the prioritisation and progress being made to review **Corporate policies**, procedures and other written control documents within the remit of the Committee.