



**GIG**  
CYMRU  
**NHS**  
WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**

Board

**Date of Meeting**

31 March 2022

**Agenda item:**

PHW 6.4

## Ratification of Chair's Action and Affixing of the Common Seal

**Executive lead:** Helen Bushell, Board Secretary and Head of Board Business Unit

**Author:** Helen Bushell, Board Secretary and Head of Board Business Unit

**Approval/Scrutiny route:** Helen Bushell, Board Secretary and Head of Board Business Unit

**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



CONSIDER



RECOMMEND



ADOPT



ASSURANCE



The Board is asked to:

**Affixing of the Common Seal**

- **Note** the occasion where affixing of the Common Seal was taken;
- **Receive assurance** that the action was taken in accordance with Section 8 of the Standing Orders (Due to lockdown restrictions, the contract was signed in two different locations by the Chair and Chief Executive so in effect a slight variation in practice occurred due to the COVID-19 pandemic);
- **Ratify** the affixing of the Common Seal to:
  - Approve a new lease for Rhos House, 55 Oxford Street, Mountain Ash, Rhondda Cynon Taff

**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**

<b>Equality and Health Impact Assessment</b>	A specific Equality and Health Impact Assessment (EHIA) is not required in support of this report.
<b>Risk and Assurance</b>	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.
<b>Health and Care Standards</b>	This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes Governance, Leadership and Accountability
<b>Financial implications</b>	There are no financial implications as a result of approval of this report.
<b>People implications</b>	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.

## **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**

Affixing of the Common Seal was taken on one occasion since the last report. This was taken in accordance with Section 8 of the Standing Orders. Due to lockdown restrictions, the contract was signed in two different locations by the Chair and Chief Executive so in effect a slight variation in practice occurred due to the COVID-19 pandemic.

#### **3.2.1 Lease for Rhos House**

On the (Date), the Chief Executive and Chair, supported by the Board Secretary, approved a new lease for a Screening Hub venue located in South Wales Valleys: Rhos House, 55 Oxford Street, Mountain Ash, Rhondda Cynon Taff, CF45 3HD. This was a ten year lease to 2032.

## Recommendation

The Board is asked to:

### Affixing of the Common Seal

- **Note** the occasion where affixing of the Common Seal was taken;
- **Receive assurance** that the action was taken in accordance with Section 8 of the Standing Orders (Due to lockdown restrictions, the contract was signed in two different locations by the Chair and Chief Executive so in effect a slight variation in practice occurred due to the COVID-19 pandemic);
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