

**Confirmed Minutes of the Board Meeting on 11 July 2024**  
**Held in 3.7, CQ2 and electronically via Microsoft Teams**  
**Livestreamed on the Internet**

<b>Present:</b>		
Nick Elliott	(NE)	Interim Chair
Tracey Cooper	(TC)	Chief Executive
Huw George	(HG)	Deputy Chief Executive, Executive Director Operations and Finance
Sumina Azam	(SA)	National Director of Policy, and International Health
Iain Bell	(IB)	National Director for Public Health Knowledge and Research
Meng Khaw	(MK)	National Director Health Protection and Screening Services, Executive Medical Director
Mohammed Mehmet	(MM)	Non-Executive Director (Local Authority) and Chair of the Audit and Corporate Governance Committee
<b>In Attendance:</b>		
Rachel Attwood	(RA)	Assistant Director of People and Organisational Development
Julie Bishop	(JB)	Director of Health Improvement
Liz Blayney	(LB)	Deputy Board Secretary and Deputy Head of Board Business Unit
Jim McManus	(JM)	National Director of Health and Wellbeing
Jane Matthews	(JM)	Head of Financial Reporting and Control
Stuart Silcox	(SS)	Assistant Director of Integrated Governance
Paul Veysey	(PV)	Board Secretary and Head of Board Business Unit
Angela Williams	(AW)	Deputy Director of Operations and Finance
<b>Apologies:</b>		
Claire Birchall	(CB)	Interim Executive Director of Quality, Nursing and Allied Health Professionals
Diane Crone	(DC)	Non-Executive Director (University) and Chair of Quality, Safety and Improvement 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
Neil Lewis	(NL)	Director of People and Organisational Development
Tamsin Ramasut	(TR)	Non-Executive Director (Equality and Diversity)
Claire Sullivan	(CS)	Staff Side Representative
Kate Young	(KY)	Non-Executive Director (Third Sector) and Chair of the People and Organisational Development Committee

*The meeting commenced at 15:30*

<b>PHW 2024.07.11/1</b>	<b>Welcome and Apologies</b>
<p>NE welcomed everyone to the meeting, extending a warm welcome to those observing the proceedings online. He noted that this was an Extra-Ordinary meeting of the Board to approve the Annual Report 2023/24 in line with the timescales set out in the Manual for Accounts.</p> <p>The Board <b>noted apologies</b> listed above.</p>	
<b>PHW 2024.07.11/2</b>	<b>Declarations of Interest</b>
<p>NE sought Declarations of Interest other than those recorded already on the Declarations of Interest Register. PV noted that all Executive and Non-Executive Directors were referenced within the Remuneration report 2023/24.</p>	
<b>PHW 2024.07.11/3</b>	<b>Year End Reporting: Annual Report 2023/24</b>
<p>PV provided an update on the 2023/24 Annual Report, noting the requirement to produce and submit such a report to Welsh Government in accordance with the Manual for Accounts. The draft reports were submitted to Welsh Government and Audit Wales on 10 May 2024; they 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 the September Annual General meeting.</p> <p>HG introduced the Accounts for 2023/24, which had been through the appropriate Audit process. He confirmed that following this Audit, he confirmed to the Board that all of the financial duties were achieved. The Audit Committee had considered the Audit Wales ISA 260, noting the intention to issue an unqualified opinion. He referenced one unadjusted item that had been brought to their attention relating to the network value of some assets that could not be verified. Actions to address this next year had been agreed with Audit Wales.</p> <p>NE thanked all for their work on these reports, noting the exceptional work reflected in the Audit report.</p> <p>TC thanked the HG, AW and JM 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 <b>received</b> this information and <b>approved</b> the Annual Report 2024/25 for submission to Welsh Government.</p>	



<b>PHW 2024.07.11/8</b>	<b>Date of Next Formal Meeting of the Board</b>
NE thanked the Board and reminded members of the next Formal Board Meeting on 25 July 2024	
The meeting closed at 15:41	

CONFIRMED