



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Name of Meeting
People and Organisational
Development Committee
Date of Meeting
14 October 2021
Agenda item:
4.4

Ratification of Chair's Action

Executive lead:	Helen Bushell, Board Secretary and Head of Board Business Unit
Author:	Liz Blayney, Deputy Board Secretary and Board Governance Manager

Approval/Scrutiny route:	N/A
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Purpose
This report identifies any Chair's Actions that have been taken by the Chair of the Committee.

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

<p>The Committee is asked to:</p> <ul style="list-style-type: none"> • Note the occasion where Chair's Action was taken; • Receive assurance that the actions were taken in accordance with Section 2 of Standing Orders; • Ratify the Chair's action to approve: <ul style="list-style-type: none"> ○ the All Wales Secondment Policy; ○ The Welsh Language Annual Report 2020/21;
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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 all 7 of the Strategic Priorities and Well-being Objectives.

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 Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability
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 identifies any Chair's Actions that have been taken by the Chair of the Committee, for ratification by the Committee.

There have been two Chair's Action taken since the last report to the Committee.

Background

2.1 Chair's Action

For Committees of the Board, arrangements for Chair's Action is outlined in Section 7 of the Standard Terms of Reference and Operating Arrangements for all Committees of the Board.

There may, occasionally, be circumstances where decisions which would normally be made by the Committee need to be taken between scheduled meetings, and it is not practicable to call a meeting of the Committee. In these circumstances, the Committee Chair and the Lead Executive, supported by the Board Secretary as appropriate, may deal with the matter on behalf of the Committee - after first consulting with at least one other Non-executive Director. The Board Secretary must ensure that any such action is formally recorded and reported to the next meeting of the Committee for consideration and ratification.

Description/Assessment

3.1 Chair's Action

There have been two occasions where Chair's Action was taken on behalf of the Committee:

- **The new All Wales Secondment Policy;**
This policy had been developed on an All Wales Basis and all NHS Wales bodies were asked to adopt this policy. Chair's Action was used to adopt this policy as the Committee's next meeting was not until 14 October 2021.
- **Welsh Language Annual Report 2020/21;**
There is a statutory requirement to publish the Welsh Language report (bilingually) by the end of September. Chairs action was sought due to the timings of the request for approval being in-between meetings of the Committee; the next available meeting of the Committee is not until October

4. Recommendation

The Committee is asked to:

- **Note** the occasion where Chair's Action was taken;
- **Receive assurance** that the actions were taken in accordance with Section 2 of Standing Orders;
- **Ratify** the Chair's action to approve:
 - the All Wales Secondment Policy;
 - The Welsh Language Annual Report 2020/21;