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:** 8.4

Policy / Procedure Approval Report

Section 1 - Policy / Procedure Information

Policy / Procedure Title	Contracting with Individuals or their Personal Services Companies Financial Control Procedure
Policy Lead	Ian Kent
Lead Executive	Zoe Pietrzak
PHW / All Wales?	PHW
Date of last Review	N/A
Is the current policy / procedure within review date?	New Procedure
Approving Body /Group	Audit and Corporate Governance Committee
Version Number	1

Section 2: Recommendation
That **Audit and Corporate Governance Committee**: • **Consider** the information contained within the Equalities Impact Assessment (Appendix 1a) • **Approve** the policy as amended (Appendix1),

Section 3 – Details of the Review:	
Background:	
Reason for review	•
Description/Assessment	This Financial Control Procedure has been developed to provide a clear and consistent framework for engaging individuals and Personal Service Companies (PSCs) to deliver services on behalf of the organisation. The procedure is required to ensure compliance with relevant employment, tax, procurement and financial governance requirements and to mitigate the risks associated with the inappropriate engagement of off-payroll workers. The use of individuals and PSCs presents specific financial, legal and reputational risks, including the potential for non-compliance with HMRC off-payroll working (IR35) legislation, employment status requirements, procurement regulations and NHS Wales governance standards. This procedure establishes the controls and approval processes required before engagements are entered into and throughout the duration of the contract. The procedure provides guidance on: • Roles and responsibilities for commissioning, approving and monitoring engagements. • Assessment of employment status and IR35 requirements. • Documentation and record-keeping requirements. • Financial approval and authorisation arrangements. • Monitoring and reporting requirements to support compliance and assurance.
Consultation	

Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	21/07/2026 – 18/08/2026
Please provide details of any feedback received and outline what changes if any were made to the document as a result:	No feedback received.
Had this policy / procedure been considered by any other groups?	Yes
If so, please provide detail of any comments / feedback or amendments made to the documents as a result of this	The Finance Department Corporate Control Group. A few suggestions for minor changes to wording were made. All recommendations were implemented.

Section 4: Impact Assessments	
Equality and Health Impact Assessment	An EQIA has been completed and was included in the consultation database. No impacts identified.
Welsh Language Impact	The Policy / Procedure will be translated to welsh and available on the internet bilingually.
Risk and Assurance	To ensure that staff in Public Health Wales understand the procedure on Contracting with Individuals or Personal Service Companies.
Health and Social Care (Quality and Engagement) (Wales) Act	This report supports and/or takes into account the Health and Social Care (Quality and Engagement) (Wales) Act, in relation to the Duty of Quality and Candour.
Financial implications	Ensures proper use of public funds, mitigates the risk of financial losses.
People implications	This procedure applies to all Public Health Wales staff, including secondees, those with honorary contracts, Non-Executive Directors, those working in bodies hosted by Public Health Wales and other parties who may have a business relationship with Public Health Wales.
Socio Economic Duty	No impacts identified.

Section 5 - Implementation

Implementation plan (with timescales)		
Next steps	Timescale	Responsible officer(s)
The procedure will be published on PHW intranet website.	As soon as the document is approved by ACGC	Ian Kent

Section 6 – Dissemination

The Contracting with Individual or their Personal Services Companies Financial Control Procedure will be disseminated across the organisation and made available to relevant stakeholders through a range of communication channels. The procedure will be published on the organisation's intranet to ensure easy access for staff.

To support awareness and understanding, the procedure will be presented directly to finance staff and shared with the Business and Planning Leads Group.

In addition, a news article will be published on the intranet to communicate the introduction of the procedure, highlight key requirements, and promote organisation-wide awareness.