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

s	Losses and Special Payments 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	This is a new Financial Control Procedure
Description/Assessment	This procedure has been developed to establish a consistent and robust framework for the identification, approval, recording, reporting and monitoring of losses and special payments within the organisation. The document is required to ensure compliance with the Welsh Government's *Managing Welsh Public Money* principles and NHS Wales financial governance requirements. Losses and special payments represent transactions that fall outside the normal course of business and therefore require enhanced scrutiny, transparency and accountability. Examples include compensation payments, ex-gratia payments, fruitless expenditure, gifts, write-offs and other financial losses. The procedure provides clear guidance on roles, responsibilities, approval thresholds, documentation requirements and reporting arrangements to ensure that all cases are dealt with appropriately and consistently. The procedure supports the organisation's wider system of internal control by: • Ensuring compliance with relevant Welsh Government and NHS Wales financial governance requirements. • Providing clear accountability for the review and approval of losses and special payments. • Supporting accurate financial reporting and disclosure within the Annual Accounts. • Strengthening arrangements for preventing, detecting and learning from financial losses. • Providing assurance to management, the Audit and Risk Committee and external regulators that losses and special payments are managed appropriately.

	The introduction of this procedure reflects the organisation's commitment to good governance, stewardship of public funds and continuous improvement in financial management arrangements.
Consultation	
Has this Policy / Procedure been through the appropriate 28 day consultation process?	Yes
Date range of consultation:	20/07/2026 – 17/08/2026
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 the requirements of the Standing Financial Instructions are reflected in the Losses and Special Payments FCP and to ensure staff in Public Health Wales understand the procedure on the accounting of losses and special payments.

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 Losses and Special Payments 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.