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WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>12 November 2020</b>	<b>Agenda Item</b>	<b>2.2</b>
<b>Report Title</b>	<b>Review of Standing Orders</b>		
<b>Report Author</b>	Liz Stauber, Head of Corporate Governance		
<b>Report Sponsor</b>	Pam Wenger, Director of Corporate Governance		
<b>Presented by</b>	Pam Wenger, Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of the report is to seek agreement of revised standing orders following the annual review.		
<b>Key Issues</b>	There is an annual requirement to review standing orders. As a result of the Covid-19 pandemic, it had been necessary to change the way governance arrangements operate within the health board and across NHS Wales. As such, Welsh Government has issued proposed revisions to the standing orders to reflect this which meant minor changes were made in July 2020 and agreed by the board. This report sets out an overarching review of the full set of standing orders.		
<b>Specific Action Required</b> <i>(please choose one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>NOTE</b> the report;</li> <li>• <b>APPROVE</b> the amendments to the standing orders to create an up-to-date suite of documents.</li> </ul>		

# REVIEW OF STANDING ORDERS

## 1. INTRODUCTION

The purpose of the report is to seek agreement of revised standing orders following the annual review.

## 2. BACKGROUND

Local health boards and trusts in Wales must agree standing orders for the regulation of their proceedings and business. They are designed to translate the statutory requirements into day-to-day operating practice and, together with the adoption of a scheme of decisions reserved to the board; a scheme of delegations to officers and others; and standing financial instructions, they provide the regulatory framework for the business conduct of the health board.

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## 3. GOVERNANCE AND RISK ISSUES

The full set of the revised standing orders is available on request from the head of corporate governance but has not been appended to the report for ease but the suggested changes are as follows:

Schedule	Changes
Standing Orders (main)	<ul style="list-style-type: none"><li>- 'Board Secretary' amended to 'Board Secretary/Director of Corporate Governance' to reflect correct job title;</li><li>- The reference to the standing financial instructions at schedule 2.1 changed to schedule six as per the correct order;</li><li>- Contents updated to show the schedules are separate documents as opposed to included in the main document;</li><li>- The need for written summary within two days of the board meetings removed as this was in response to the exclusion of the public from meetings during the pandemic. As livestreaming is now</li></ul>

	in place, the need for a summary is null and void.
Glossary of Terms	<ul style="list-style-type: none"> <li>- Assembly Government changed to Welsh Government;</li> <li>- 'Board Secretary' amended to 'Board Secretary/Director of Corporate Governance' to reflect correct job title;</li> <li>- Health board name changed to Swansea Bay University Health Board.</li> </ul>
Schedule One: Scheme of Delegation	<ul style="list-style-type: none"> <li>- 'Board Secretary' amended to 'Board Secretary/Director of Corporate Governance' to reflect correct job title;</li> <li>- Wales Audit Office changed to Audit Wales;</li> <li>- The delegated matter of health and safety changed from the head of the service to the assistant director;</li> <li>- Service directors changes to service group directors;</li> <li>- Delivery unit director updated to NHS Wales Delivery Unit Director to establish it is that of the hosted agency;</li> <li>- The process for the procurement of pharmaceutical products added as an appendix to the scheme of delegation rather than a separate schedule.</li> </ul>
Schedule Two: Key Guidance	<ul style="list-style-type: none"> <li>- Amended to remove schedules seven, eight, nine, 10 and 11.</li> </ul>
Schedule Three: Board Committee Arrangements	<ul style="list-style-type: none"> <li>- The terms of reference of the Audit Committee, Quality and Safety Committee, Mental Health Legislation Committee and Performance and Finance Committee have been updated as previously agreed by the board.</li> </ul>
Schedule Four: Joint Committee Arrangements	<ul style="list-style-type: none"> <li>- The latest versions of the Welsh Health Specialised Services Committee (WHSSC), Emergency Ambulance Service Committee</li> </ul>

	<p>(EASC) and NHS Wales Shared Services have been included;</p> <ul style="list-style-type: none"> <li>- In January 2020, the Joint Regional Planning and Delivery Group was stood down therefore these terms of reference have been removed.</li> </ul>
Schedule Five: Advisory Group Arrangements	<ul style="list-style-type: none"> <li>- The latest versions of the stakeholder reference group, local partnership forum and health professionals' forum have been included.</li> </ul>
Schedule Six: Standing Financial Instructions	<ul style="list-style-type: none"> <li>- The all-Wales directors of finance group is currently revising the model standing financial instructions for review and ratification by board secretaries and Welsh Government. An updated version of the model standing financial instructions is expected to be issued by Welsh Government for 2021-22 for approval;</li> <li>- In the interim, the current version has been updated to reflect the new name of the organisation and to incorporate schedule nine (contracts code – building engineering works).</li> </ul>
Schedule Seven: Standards of Business Conduct	<ul style="list-style-type: none"> <li>- As this is a policy and procedure to support staff as to how to conduct themselves as employees of the health board, it is proposed to remove this from the standing orders and make it a standalone document. This is in-line with other health boards.</li> </ul>
Schedule Eight: Procurement of Pharmaceutical Products	<ul style="list-style-type: none"> <li>- This sets out the scheme of delegation in terms of the procurement of pharmaceutical products therefore it is proposed that it is incorporated into the main scheme of delegation to be read in context with the rest of the processes. This is in-line with other health boards.</li> </ul>

Schedule Nine: Contracts Code – Building and Engineering Works	<ul style="list-style-type: none"> <li>- As the document sets out the way in which contracts are tendered and progressed, this aligns with the standing financial instructions therefore it is proposed to include it in the main document to be read in context with the rest of the processes. This is in-line with other health boards.</li> </ul>
Schedule 10: Counter Fraud Policy and Response Plan	<ul style="list-style-type: none"> <li>- As this is a policy and procedure as to the counter fraud service, it is proposed to remove this from the standing orders and make it a standalone document. This is in-line with other health boards.</li> </ul>
Schedule 11: Capital Projects Control Manual	<ul style="list-style-type: none"> <li>- In September 2018, it was discussed at Audit Committee the potential removal of schedule 11 as it is an operational document, rather than one for governance and assurance. Members were content with the suggestion, but asked that it be agreed by the executive team before it was agreed. This was completed in October 2018 but due to changes in personnel, there was an omission to re-present it to Audit Committee for ratification, therefore it is proposed here to remove it for completeness.</li> </ul>

#### 4. FINANCIAL IMPLICATIONS

There are no financial implications of which the committee should be aware.

#### 5. RECOMMENDATION

Members are asked to:

- **NOTE** the report;
- **APPROVE** the amendments to the standing orders to create an up-to-date suite of documents.

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> (please choose)	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
<b>Health and Care Standards</b>		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
Adherence to the standing orders ensures the correct governance procedures are in place to support quality, safety and patient experience.		
<b>Financial Implications</b>		
There are no financial implications.		
<b>Legal Implications (including equality and diversity assessment)</b>		
The health board has a statutory responsibility to ensure it has standing orders in place by which to manage its day-to-day business.		
<b>Staffing Implications</b>		
There are no staffing implications.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
Standing orders will ensure the health board continues to have good governance procedures in place for its long-term future.		
<b>Report History</b>	Revised standing orders were approved by the board in July 2020.	
<b>Appendices</b>	No appendices.	