

**PWYLLGOR ARCHWILIO A SICRWYDD RISG
AUDIT AND RISK ASSURANCE COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	20 June 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Annual Review of HDdUHB Standing Orders and Standing Financial Instructions
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Joanne Wilson, Director of Corporate Governance/Board Secretary
SWYDDOG ADRODD: REPORTING OFFICER:	Charlotte Beare, Assistant Director of Assurance and Risk

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

To present Hywel Dda University Health Board's (HDdUHB's) reviewed Standing Orders (SOs) and Standing Financial Instructions (SFIs) against recently issued Model SOs and SFIs to the Audit and Risk Assurance Committee for consideration, prior to their onward submission to the Board for approval on 27 July 2023.

The most recently revised Model Standing Orders and Model Standing Financial Instructions were issued in accordance with the Minister for Health and Social Services' powers of direction in correspondence dated 7 April 2021, accompanied by a detailed breakdown of the amendments made. In line with this, HDdUHB's Standing Orders and Standing Financial Instructions were reviewed and updated to account for changes made to the Model versions and any local amendments, and were presented to the Board on 27 May 2021 and 28 July 2022.

Welsh Government has made no further amendments to its Model Standing Orders and Standing Financial Instructions; however, paragraph 11.0.2 of the Model Standing Orders states that these should be reviewed annually by Health Boards' and Trusts' Audit Committees, and any proposed amendments reported to the Board for consideration.

The reviewed HDdUHB Standing Orders and Standing Financial Instructions are therefore presented to the Audit and Risk Assurance Committee for comment, via the following hyperlink, prior to recommending their onward submission for approval to the Board on 27 July 2023.

Link to [updated Standing Orders](#)

Link to [updated Standing Financial Instructions](#)

Cefndir / Background

It is necessary to ensure that Local Health Board, Trust, Welsh Health Specialised Services Committee (WHSSC) and Emergency Ambulance Services Committee (EASC) Model Standing Orders and Standing Financial Instructions are kept up to date and take account of

any developments, and NHS organisations in Wales are required to review their Standing Orders and Standing Financial Instructions against these Model Standing Orders and Standing Financial Instructions on an annual basis.

Asesiad / Assessment

Standing Orders

As Welsh Government has made no further amendments to the Model Standing Orders issued in April 2021, following on from the previously agreed changes to the HDdUHB Standing Orders by the Board in May 2021 and July 2022, only the following local amendments are to be made:

- Throughout - Amend the job title of the Board Secretary to the Director of Corporate Governance/Board Secretary.
- xx) replace the '*Doing Well, Doing Better: Standards for Health Services in Wales*' Framework) with the Health and Care Quality Standards which were introduced as part of the Duty of Quality, in the Health and Social Care (Quality and Engagement) (Wales) Act 2020 ("the Act"), which came into force on 1 April 2023.
- 5.6.3 Change '5.6.3 The SRG's role is distinctive from that of Community Health Councils (CHCs), who have a statutory role in representing the interests of patients and the public in their areas' to 'The SRG's role is distinctive from that of Llais Cymru, who have a statutory role in representing the interests of patients and the public in their areas'.
- 6.1 This section is no longer relevant since the introduction of a new citizen's body named Llais Cymru which replaced the former Community Health Councils in Wales on 1 April 2023. The Health Board remains committed to working with Llais Cymru, who will continue to be invited to the Board and its Committees, whilst the Health Board awaits guidance from Welsh Government on the updates to the Model Standing Orders.
- 7.5.7 Changed reference to 'CHCs' to 'Llais Cymru'.
- Schedule 4 – updated links to Joint Committee Standing Orders and Standing Financial Instructions.

It is anticipated that amendments to the SOs relating to the Duty of Quality and the new citizen voice body, Llais Cymru, will be administered centrally from Welsh Government. Any prescribed amendments will be brought to the next available Audit and Risk Assurance committee after they have been issued.

Schedule 1 – Scheme of Reservation and Delegation of Powers

As Welsh Government has made no further amendments to the Model Scheme of Reservation and Delegation of Powers, a hyperlink has been added in Schedule 2.1 on page 56 to where HDdUHB's extant Scheme of Delegation, as approved by the Board in May 2023, can be accessed from HDdUHB's website.

Schedule 2.1 - Standing Financial Instructions

As Welsh Government has made no further amendments to the Model Standing Financial Instructions issued in April 2021, following on from the previously agreed changes to the HDdUHB Standing Financial Instructions by the Board in May 2021 and July 2022, only the following local amendments are to be made:

- Throughout - Amend the job title of the 'Board Secretary' to the 'Director of Corporate Governance/Board Secretary'.

- 3.4.7 Changed reference to 'Trust' to 'LHB'.
- 3.5.2 Changed reference to the 'Directions to NHS bodies on Counter Fraud Measures 2005' to the 'Counter Fraud Services in NHS Wales' policy' and updated the links.
- 4.3.2 Updated the link the NHS Wales Planning Framework 2022-2025.
- 5.5.1 Updated link to the NHS Wales financial monitoring return, 2023 to 2024 (WHC/2023/012).
- 6.2 – Changed 'Annual Governance Statement' to 'Governance Statement' and removed reference to the 'Annual Quality Statement' as NHS Wales organisations are no longer required to produce one.
- 13.4.1 Updated link to information on grants management on the Audit Wales website.
- 14.1.2 Amended the sentence to reflect the delegated authority to the Remuneration and Terms of Service Committee from the Board as per Standing Orders from 'The Committee shall report in writing to the Board the basis for its recommendations' to 'The Committee shall report in writing to the Board the basis for its decisions made under the delegated authority from the Board (as per schedule 1 in Standing Orders)'.

Schedule 3 – Board Committee Arrangements

Terms of Reference for HDdUHB's Board level Committees have been subject to their annual review during 2023 and will be presented to each Committee for approval during April, May and June and the Board for ratification in July 2023. Hyperlinks to the extant Terms of Reference are included in Schedule 3 on page 70. All Terms of Reference for all Board level Committees are also made available to Members within the Resource section of HDdUHB's e-Board software.

Schedule 4 - Joint Committee Arrangements

Hyperlinks are included in Section 3 on page 71 to the following:

- Welsh Health Specialised Services Committee (WHSSC) Standing Orders and Standing Financial Instructions;
- Emergency Ambulance Services Committee (EASC) Standing Orders and Standing Financial Instructions.

Schedule 5 – Advisory Groups

Terms of Reference for HDdUHB's Advisory Groups have also been subject to their annual review during 2023 and will be presented for approval to each Advisory Group before being presented to the Board for ratification in July 2023; hyperlinks to the extant versions are included in Schedule 5 on page 73. All Terms of Reference for HDdUHB Advisory Groups are made available to Members within the Resource section of HDdUHB's e-Board software.

Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to **RECOMMEND** the revised version of HDdUHB's Standing Orders and Standing Financial Instructions to the Board on 27 July 2023 for approval.

Amcanion: (rhaid cwblhau)
Objectives: (must be completed)

Committee ToR Reference:
 Cyfeirnod Cylch Gorchwyl y Pwyllgor:

3.10 The Committee will be responsible for reviewing the UHB's Standing Orders and Standing Financial Instructions and Scheme of Delegation annually,

	(including associated framework documents as appropriate), monitoring compliance, and reporting any proposed changes to the Board for consideration and approval.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol: Further Information:

Ar sail tystiolaeth: Evidence Base:	Model Standing Orders and Standing Financial Instructions
Rhestr Termiau: Glossary of Terms:	Included within the body of the report
Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Archwilio a Sicrwydd Risg Parties / Committees consulted prior to Audit and Risk Assurance Committee:	Not Applicable

Effaith: (rhaid cwblhau) Impact: (must be completed)

Ariannol / Gwerth am Arian: Financial / Service:	Robust governance arrangements underpinning financial management contribute towards internal control and value for money being achieved
Ansawdd / Gofal Claf: Quality / Patient Care:	Where applicable, included within the report.

Gweithlu: Workforce:	Where applicable, included within the report.
Risg: Risk:	A sound system of internal control ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.
Cyfreithiol: Legal:	Model SOs are issued by Welsh Ministers to Health Boards using powers of direction provided in section 12 (3) of the National Health Service (Wales) Act 2006. Health Boards in Wales must agree SOs for the regulation of their proceedings and business. SOs are designed to translate the statutory requirements set out in the Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009 (S.I. 2009/779 (W.67)) 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 SFIs, they provide the regulatory framework for the business conduct of the Health Board.
Enw Da: Reputational:	Not Applicable
Gyfrinachedd: Privacy:	No direct impacts
Cydraddoldeb: Equality:	<p>The Model SOs and SFIs have been subject to an Equality Impact Assessment as part of the NHS Reform Programme, and the revised SOs were subject to an in-house EqIA screening in September 2012, the outcome of which indicated no negative impacts in relation to the Health Board's duties under the Equality Act 2010. A summary report was produced to this effect. The March 2014 revisions have been scrutinised with no negative impacts identified, therefore, no amendments will be made to the report produced in September 2012.</p> <p>The most recent amendments outlined above and attached have been subject to an EqIA Screening, and there is no evidence at this stage of potential adverse impact in relation to equality, diversity or human rights. Should any issues arise at any stage following implementation of the revised SOs, a full EqIA will be undertaken as appropriate.</p>