

SCHEME OF DELEGATION DERIVED FROM THE ACCOUNTABLE OFFICER MEMORANDUM FOR CHIEF EXECUTIVES OF LOCAL HEALTH BOARDS

SOURCE	REF	SECTION HEADER	SUB HEADER	DELEGATED MATTER	DELEGATED TO	OPERATIONAL RESPONSIBILITY
ACCOUNTABLE OFFICER MEMORANDUM	Section 3a	Section 3	N/A	Responsibility for:- a) The overall organisation, management and staffing of the LHB and its arrangements related to quality and safety of care as well as matters of finance, together with any other aspect relevant to the conduct of the LHB's business in pursuance of the strategic direction set by the LHB's Board, and in accordance with its statutory responsibilities; i) ensuring that all items of expenditure, including payments to staff, fall within the legal powers of the Board; ii) acting within the scheme of delegations and ensuring that you comply with guidance on classes of payment that you should authorise personally.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3b	Section 3b	N/A	b) Ensuring that in delegating functions to officers you are satisfied of their ongoing capacity and capability to deliver on those functions, facilitating access to the information they need, ongoing training and development, as well as professional or specialist advice where appropriate.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3c	Section 3c	N/A	c) Prudent and economical administration, for the avoidance of waste and extravagance, and for the efficient and effective use of all resources:-	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3d	Section 3	N/A	d) Ensuring that the assets for which you are responsible are properly safeguarded, particularly: i) information, including systems for maintaining the trust of patients and the public by ensuring that the LHB will store, share and use information, including their personal information safely, and securely; and ii) land, buildings or other property (including stores and equipment)	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3e	Section 3	N/A	e) Ensuring that, in the consideration of policy proposals relating to the expenditure or income for which you have responsibility, all relevant financial considerations (including any issues of propriety, regularity or value for money) are taken into account.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3f	Section 3	N/A	f) Ensuring that risks to the achievement of the LHB's objectives and fulfilment of its statutory responsibilities are identified, that their significance is assessed, and that a sound system of internal control is in place to manage them; i) implementing an appropriate framework of assurance covering all aspects of LHB business, ensuring that research and evaluation work is planned so that strategic objectives and spending programmes for which you have responsibility are routinely evaluated to assess their effectiveness and value for money; ii) ensuring, as a key source of your internal assurance, that you establish arrangements for internal audit in accordance with the International Standards for the professional practice of Internal Audit as adopted by the NHS in Wales, Welsh Government and HM Treasury, and ensuring that appropriate action is taken in response to reports produced by Internal Audit.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3g	Section 3	N/A	g) Ensuring that there are appropriate arrangements to counter fraud and that procedures for dealing with suspected cases of fraud are complied with;	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3h	Section 3	N/A	h) Ensuring that the LHB co-operates fully with external auditors, regulators and inspectors - including the Wales Audit Office (WAO), Healthcare Inspectorate Wales (HIW), and the Care and Social Services Inspectorate Wales (CSSIW), and ensuring that appropriate action is taken in response to any reports produced by such bodies.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 3i	Section 3	N/A	i) Signing the LHB's accounts and, in doing so, accepting personal responsibility for their proper presentation fully supported by sound financial procedures and records, and in accordance with the LHB Accounts Directions issued by Welsh Ministers, ensuring that losses or special payments are properly identified and handled in accordance with defined requirements.	Chief Executive	N/A

ACCOUNTABLE OFFICER MEMORANDUM	Section 4	Section 4	N/A	In regard to the planning, designing, developing and securing the delivery of safe, high quality primary, community, in hospital care services and, specialised and tertiary services for the citizens within the geographical areas covered by the LHB:- i) Ensure the LHB carries out these responsibilities in a way that fulfils its duty to ensure the quality and safety of healthcare and the proper stewardship of public money. ii) Take account of your corporate responsibilities and accountability to the LHB Board of which you are a member.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 5	Section 5	N/A	Ensure compliance with the principles set out within Managing Welsh Public Money and the framework and standards of good governance set for the NHS in Wales (as embodied within the Welsh Government's Citizen Centred Governance Principles and reflected within the contents of the NHS Wales Governance e-manual) i) Assist the Chair in ensuring that his/her establishment and implementation of the LHB's governance framework accords with these standards and principles.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 6	Section 6	N/A	Work in partnership with other organisations to achieve its strategic aims and objectives. i) Ensure that the wider impact of the activities for which you are responsible are properly identified and, where appropriate, taken into account in determining the governance and accountability arrangements overseeing such work ii) Ensure that the governance arrangements are formally recorded and that you put in place appropriate arrangements to provide you with assurance on those areas for which you are accountable.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 7	Section 7	N/A	Take joint responsibility for the delivery of a service through joint arrangements that involve the pooling of budgets. Such arrangements may be handled under a specific statutory authority, e.g., Section 33 of the National Health Service (Wales) Act 2006. - Where you and another Accountable Officer or Officers take joint responsibility, ensure that that there is absolute clarity on all aspects of the service for which you are responsible and accountable. Specifically, you must set down, in a formal agreement, the governance and financial accounting arrangements, including audit and assurance requirements, in accordance with any requirements determined by the Welsh Government.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 8	Section 8	N/A	Ensure that where your LHB contracts with a third party for the provision of goods or services it does so in accordance with all relevant legislation together with any requirements determined by the Welsh Government. i) Ensure that appropriate systems are in place to provide assurance that such funds are allocated in accordance with the terms of the contract and are not misappropriated.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 9	Section 9	N/A	Responsibility to see that appropriate advice is tendered to the Board on all matters of financial propriety, regularity and value for money, and more broadly on all considerations of prudent and economic administration, efficiency and effectiveness.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 10	Section 10	N/A	If the Board or the Chair is contemplating a course of action which you consider would infringe the requirements of propriety, regularity or value for money, set out in writing to the Chair and the Board your objection to the proposal, the reason for your objection and your duty to inform NHS Wales Chief Executive and the external auditors if your advice is overruled. Wherever possible, the NHS Wales Chief Executive should be informed before the Board takes its decision. If it is not possible, due to the urgency of the situation, to notify the NHS Wales Chief Executive beforehand, and if the Board decides nonetheless to proceed against advice, a written instruction to take the action in question must be sought. The request for the instruction and the instruction itself should be communicated to the NHS Wales Chief Executive and to the external auditors without undue delay, and before the decision is implemented, so that any necessary intervene with the Board can be taken and Welsh Ministers informed.	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 11	Section 11	N/A	The Chief Executive should be generally available for consultation and that in any temporary period of unavailability, e.g., due to illness, or during normal periods of annual leave, responsibility should be delegated to a senior officer of the LHB.	Deputy Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 12	Section 12	N/A	Should it becomes clear that the Chief Executive is so incapacitated that they are unable to discharge these responsibilities over a period of four weeks or more, the NHS Wales Chief Executive should be notified so that an Acting Accountable Officer can be designated pending the Chief Executive's return. The same applies if, exceptionally, an absence of more than four weeks is planned during which the Chief Executive cannot be contacted.	Deputy Chief Executive	N/A

ACCOUNTABLE OFFICER MEMORANDUM	Section 14	Section 14	N/A	Responsibility for the Budgets assigned and to be held to account for the exercise of the responsibilities as Accountable Officer directly	Chief Executive	N/A
ACCOUNTABLE OFFICER MEMORANDUM	Section 16	Section 16	N/A	May be required to attend Public Accounts Committee with NHS Wales Chief Executive about matters relevant to the proper stewardship of funds within the NHS in Wales. i) May be required to appear before the Public Accounts Committee separately depending on the matter under consideration.	Chief Executive	N/A
STANDING ORDERS	xxvii & xxviii	GENERAL	Applying Standing Orders	Non Compliance and Variation of Standing Order	Board Secretary	Board Secretary
STANDING ORDERS	xxxi	GENERAL	Applying Standing Orders	Final interpretation of Standing Orders	Chair	Board Secretary
STANDING ORDERS	xxxiii	GENERAL	The role of the Board Secretary	Responsibility for providing advice to the Board on all aspects of governance/committee services	Board Secretary	Board Secretary
STANDING ORDERS	2.1	RESERVATION AND DELEGATION OF LHB FUNCTIONS	Chair's Action on Urgent Matters	Use of Chair's Action and onward reporting to Board	Chair and Chief Executive	Board Secretary
STANDING ORDERS	2.3.1	RESERVATION AND DELEGATION OF LHB FUNCTIONS	Delegation To Officers	Compilation of Scheme of Delegation for functions delegated to Chief Executive for consideration and approval by the Board	Chief Executive	Board Secretary
STANDING ORDERS	2.3.1	RESERVATION AND DELEGATION OF LHB FUNCTIONS	Delegation To Officers	Delegation of functions within Directorates/departments/localities in line with the framework established by the Chief Executive and agreed by the Board	Executive Directors	Executive Directors
STANDING ORDERS	6	WORKING IN PARTNERSHIP	Working In Partnership	Identification and engagement with all key partners and regular review of effectiveness	Chair	Director of Primary Care, Community & Long Term Care
STANDING ORDERS	7.2	MEETINGS	Annual Plan of Board Business	Development of the Annual Plan of Board Business	Chair	Board Secretary
STANDING ORDERS	7.3	MEETINGS	Calling Meetings	Call meetings of the Board	Chair	Board Secretary
STANDING ORDERS	7.4	MEETINGS	Preparing for Meetings	Preparation of Board meetings	Chair	Board Secretary
STANDING ORDERS	7.5	MEETINGS	Conducting Board Meetings	Report decisions made & review HB business conducted in private session	Chair	Board Secretary
STANDING ORDERS	7.5	MEETINGS	Conducting Board Meetings	Chair all HB Meetings & associated responsibilities	Chair (or Vice Chair in Chair's Absence)	Chair (or Vice Chair in Chair's Absence)
STANDING ORDERS	7.6	MEETINGS	Record of Proceedings	A record of proceedings of Board Meetings	Board Secretary	Board Secretary
STANDING ORDERS	8.1	VALUES AND STANDARDS OF BEHAVIOUR	Declaring and recording Board members' interests	Establishment, maintenance and annual review of a Register of Interests declared by all Board Members	Chief Executive	Board Secretary
STANDING ORDERS	8.3	VALUES AND STANDARDS OF BEHAVIOUR	Dealing with officers' interests	Establishment, maintenance and annual review of a Register of Interests for relevant LHB Officers	Chief Executive	Board Secretary
STANDING ORDERS	8.7	VALUES AND STANDARDS OF BEHAVIOUR	Register of Gifts, Hospitality and Sponsorship	Establishment, maintenance and annual review of a Register of Gifts, Hospitality, Sponsorship and Honoraria for Board Members and LHB Officers	Chair and Chief Executive	Board Secretary
STANDING ORDERS	9.2	SIGNING AND SEALING DOCUMENTS	Signature of Documents	Establishment, maintenance and bi-annual reporting of a Register of Sealings	Board Secretary	Board Secretary
STANDING ORDERS	9.2	SIGNING AND SEALING DOCUMENTS	Signature of Documents	Signing and sealing of legal documents such as transfers of land, lease agreements and other important/key contracts on behalf of the Board	Chief Executive	Chief Executive
STANDING ORDERS	9.3	SIGNING AND SEALING DOCUMENTS	Custody of Seal	Safe custody of Seal in a secure place	Board Secretary	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	1.1.3	INTRODUCTION	General	Approval of all financial procedures	Director of Finance, through Finance Committee	Deputy Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	1.1.4	INTRODUCTION	General	Provision of advise in regard to the interpretation/applications of SFI's	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	1.2.1	INTRODUCTION	General	Report non-compliance with SFI's for consideration by Audit Committee (to formally consider the matter and make proposals to the Board on any action taken)	Director of Finance and Board Secretary	Director of Finance and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	1.3	INTRODUCTION	General	Ensure the LHB meets its statutory obligation to perform its functions within the available financial resources	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.2.1	RESPONSIBILITIES AND DELEGATION	The Board	Accountability for overall Financial Control	Chief Executive and Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.2.2	RESPONSIBILITIES AND DELEGATION	The Board	Overall responsibility for ensuring that financial obligations and targets are met and overall responsibility for the system of internal control	Chief Executive	Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.2.3	RESPONSIBILITIES AND DELEGATION	The Board	To ensure that Board Members and LHB Officers, and new appointees are notified of and understand their responsibilities within the SFI's	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	a) Implementing Financial Policies and coordinating any corrective action necessary to further these policies	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	b) Maintaining an effective system of internal financial control including ensuring that detailed financial procedures and systems are incorporating the principles of separation of duties and internal checks are prepared, documented and maintained to supplement these instructions;	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	c) Ensuring that sufficient records are maintained to show and explain the LHB's transactions in order to disclose, with reasonable accuracy, the financial position of the LHB at any time	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	d) The provision of financial advise to other Board members and LHB officers, and LHB committees and Advisory Groups	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	e) the design, implementation and supervision of systems of internal financial control and,	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.1	RESPONSIBILITIES AND DELEGATION	The Board	f) the preparation and maintenance of such accounts, certificates, estimates, records and reports as the LHB may require for the purpose of carrying out its statutory duties	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.3.2	RESPONSIBILITIES AND DELEGATION	The Board	Ensuring an ongoing training and communication programme is in place to affect these SFI's	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.4.1	RESPONSIBILITIES AND DELEGATION	The Board	Responsible for security of LHB's property, avoiding loss, exercising economy, efficiency, and sustainability in the use of resources & conforming with Sos, SFIs, financial procedures and Scheme of Delegation	All Board Members, LHB Officers, LHB Committees and Advisory Groups	All Board Members, LHB Officers, LHB Committees and Advisory Groups
STANDING FINANCIAL INSTRUCTIONS (SFI)	2.5.1	RESPONSIBILITIES AND DELEGATION	The Board	Ensure any contractor or employee of a contractor who is empowered by the LHB to commit the LHB to expenditure or who is authorised to obtain income are made aware of these SFIs and their requirement to comply	Chief Executive	All Executive Directors/Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.1.1	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Audit Committee	Establishment of an Audit Committee with clearly defined terms of reference. Detailed terms of reference and operating arrangements for the Audit Committee are set out in Schedule 3 to the SOs. This committee will follow the guidance set out in the NHS Wales Audit Committee Handbook.	Chief Executive	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.2.1a	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Chief Executive	a) Ensuring arrangements are in place to review, evaluate and report on the effectiveness of internal financial control incl establishment of an IA function	Chief Executive	Director of Finance and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.2.1b	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Chief Executive	b) Ensuring that the Internal Audit function meets the Public Sector Internal Audit Standards and provides sufficient independent and objective assurance to the Audit Committee and the Accountable Officer	Chief Executive	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.2.1c	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Chief Executive	c) Deciding at what stage to involve the police in cases of misappropriation and other irregularities not involving fraud or corruption;	Chief Executive	Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	3.2.1d	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Chief Executive	d)Ensuring that an annual Internal Audit report is prepared for the consideration of the Audit Committee and the Board. The report must cover: •ā clear opinion on the effectiveness of internal control in accordance with the requirements of the Public Sector Internal Audit Standards. •īmajor internal financial control weaknesses discovered, •īprogress on the implementation of Internal Audit recommendations, •īprogress against plan over the previous year, •ā strategic audit plan covering the coming three years, and •ā detailed plan for the coming year.	Chief Executive	Head of Internal Audit/Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.3.1	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Internal Audit	Ensure there is an internal audit function that operates in accordance with the standards and framework set for the provision of Internal Audit in the NHS in Wales.	Chief Executive	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.4.1	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	External Audit	Ensure that there is a cost effective external audit service ???	Audit and Risk Assurance Committee	Director of Finance and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.4.2	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	External Audit	Invite External Audit representative to attend every Audit Committee	Board Secretary	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.4.4	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	External Audit	Formally consider and review the External Audit Strategy	Audit and Risk Assurance Committee	Director of Finance and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.4.5	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	External Audit	Review the External Audit Annual Plan and the associated fees, and consider any material changes to the annual audit plan	Audit and Risk Assurance Committee	Director of Finance and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.5.1	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Fraud and Corruption	Monitor & ensure compliance with Directions issued by Welsh Ministers on fraud and corruption	Chief Executive and Director of Finance	Local Counter Fraud Specialist
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.5.2	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Fraud and Corruption	Nominate a suitable person to carry out the duties of the Local Counter Fraud Specialist (LCFS) as specified by the NHS Counter Fraud and Corruption Manual and guidance	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.5.4	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Fraud and Corruption	Provide a written report to the Director of Finance and Audit Committee, at least annually, on counter fraud work within the LHB	Director of Finance	Local Counter Fraud Specialist
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.5.5	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Fraud and Corruption	Participate in the annual National Fraud Initiative. It must provide the necessary data for the mandatory element of the initiative by the due dates.	Director of Finance	Local Counter Fraud Specialist
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.5.5	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Fraud and Corruption	The Audit Committee should consider the LHB's participation in additional dataset matching in order to support the detection of fraud across the whole public sector	Director of Finance	Local Counter Fraud Specialist
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.6.1	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Security Management	Monitor and ensure compliance with Directions issued by the Welsh Ministers on NHS security management	Chief Executive	Director of Nursing, Quality & Patient Experience
STANDING FINANCIAL INSTRUCTIONS (SFI)	3.6.2	AUDIT, FRAUD AND CORRUPTION, AND SECURITY MANAGEMENT	Security Management	Overall responsibility for controlling and coordinating security	Chief Executive	Director of Nursing, Quality & Patient Experience

STANDING FINANCIAL INSTRUCTIONS (SFI)	4.2.4a	FINANCIAL DUTIES	First Financial Duty – The Breakeven Duty	a) Prior to the start of each financial year submit to the Board for approval a report showing the total allocations received, assumed in-year adjustments and their proposed distribution including any sums to be held in reserve;	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	4.2.4b	FINANCIAL DUTIES	First Financial Duty – The Breakeven Duty	b) Prior to the start of each financial year submit to the Board for approval a report showing the total allocations received, assumed in-year adjustments and their proposed distribution including any sums to be held in reserve;	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	4.2.4c	FINANCIAL DUTIES	First Financial Duty – The Breakeven Duty	c) Periodically review any assumed in-year allocations to ensure that these are reasonable and realistic;	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	4.2.4d	FINANCIAL DUTIES	First Financial Duty – The Breakeven Duty	d) Regularly update the Board on significant changes to the initial allocation and the application of such funds	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	4.2.5	FINANCIAL DUTIES	First Financial Duty – The Breakeven Duty	Ensure the LHB meets its First Financial Duty	Chief Executive	Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	4.3.7 & 4.3.9	FINANCIAL DUTIES	Second Financial Duty – The Planning Duty	To develop and submit to the Board, on an annual basis, the rolling 3 year Integrated Medium Term Plan (IMTP). The Board approved Integrated Medium Term Plan will be submitted to Welsh Government, for approval by the Minister, in line with the requirements set out in the NHS Planning Framework	Chief Executive	Director of Strategic Development & Operational Planning
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.1.1	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budget Setting	Prepare and submit budgets for approval and delegation by the Board	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.1	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Delegate, via the Director of Finance, the management of a budget to permit the performance of a defined range of activities, including pooled budget arrangements under Regulations made in accordance with section 33 of the National Health Service (Wales) Act 2006 (c. 42). This delegation must be in writing, in the form of a letter of accountability, and be accompanied by a clear definition.	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.2	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Ensure delegated budget holders do not exceed the budgetary total or virement limits set by the Board.	Chief Executive, Director of Finance and Budget Holders	Chief Executive, Director of Finance and Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.3	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Ensure budgeted funds not required for their designated purpose(s) revert to the immediate control of the Chief Executive, subject to any authorised use of virement	Director of Finance	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.4	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Ensure non-recurring budgets are not be used to finance recurring expenditure without the authority in writing of the Chief Executive, as advised by the Director of Finance	All budget holders	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.5	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Provide information as required by the Director of Finance to enable budgets to be compiled and managed appropriately.	Executive Directors/Directors	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.6	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Sign up to their allocated budgets at the commencement of the financial year	All budget holders	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.2.7	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Budgetary Delegation	Ensure that appropriate and timely financial information is provided to budget holders and that adequate training is delivered on an on-going basis to assist budget holders managing their budgets successfully	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.1	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	Monitor financial performance against budget and plans and report the current and forecast position, and financial risks, on a monthly basis and at every Board meeting. Any significant variances should be reported to LHB Board as soon as they come to light and the Board shall be advised on any recommendations and action to be taken in respect of such variances.	Director of Finance	Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.2	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	Devise and maintain systems of financial management, performance reporting and budgetary control as per SFI 5.3.2	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.3	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	Establish project management controls and financial reporting systems to ensure these objectives are met. Reporting requirements to Welsh Government will be set out in the approval letter provided post Ministerial approval.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.4	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	Ensure that: a) Any likely overspending or reduction of income that cannot be met by virement is not incurred without the prior consent of the Chief Executive subject to the Board's scheme of delegation	All budget holders	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.4	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	b) The amount provided in the approved budget is not used in whole or in part for any purpose other than that specifically authorised, subject to the rules of virement	All budget holders	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.4	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	c) No permanent employees are appointed without the approval of the Chief Executive other than those provided for within the available resources and workforce establishment as approved by the Board.	All budget holders	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.3.5	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Financial Management and Budgetary Control	Responsible for identifying and implementing cost and efficiency improvements and income generation initiatives in accordance with the requirements of the Medium Term Financial Plans and (SFI 9.1)	Chief Executive	All budget holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	5.5.1	FINANCIAL MANAGEMENT AND BUDGETARY CONTROL	Reporting to Welsh Government - Monitoring Returns	Responsible for ensuring that the appropriate monitoring returns are submitted to the Welsh Ministers in accordance with published guidance and timescales	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	6.2	ANNUAL ACCOUNTS AND REPORTS	Annual Accounts and Reports	Sign the accounts on behalf of the LHB	Chair and Chief Executive	Chair and Chief Executive and Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	6.2a	ANNUAL ACCOUNTS AND REPORTS	Annual Accounts and Reports	Signing of the: a) Annual Governance Statement	Chair and Chief Executive	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	6.2b	ANNUAL ACCOUNTS AND REPORTS	Annual Accounts and Reports	Signing of the: b) Annual Quality Statement	Chair and Chief Executive	Director of Nursing, Quality & Patient Experience
STANDING FINANCIAL INSTRUCTIONS (SFI)	6.3	ANNUAL ACCOUNTS AND REPORTS	Annual Accounts and Reports	Ensuring that financial reports and returns are prepared in accordance with the accounting policies, guidance and timetable determined by the Welsh Ministers, as per Welsh Government's Manual for Accounts, and consistent with Financial Reporting Manual (FReM) and International Financial Reporting Standards	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	6.5	ANNUAL ACCOUNTS AND REPORTS	Annual Accounts and Reports	Signing of the: c) Accountability Report	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.1.1	BANKING ARRANGEMENTS	General & Bank Accounts	Responsible for managing the LHB's banking arrangements and for advising the Board on the provision of banking services and operation of accounts	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.1.2	BANKING ARRANGEMENTS	General & Bank Accounts	Approval of banking arrangements	Board	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.3.1	BANKING ARRANGEMENTS	Banking Procedures	Prepare detailed instructions on the operation of bank accounts	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.3.2	BANKING ARRANGEMENTS	Banking Procedures	Advise the LHB's bankers in writing of the conditions under which each account will be operated	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.3.3	BANKING ARRANGEMENTS	Banking Procedures	Approve security procedures for any payable orders issued without a hand-written signature e.g. automatically printed. All Payable Orders shall be treated as controlled stationery, in the charge of a duly designated officer controlling their issue.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	7.4.1	BANKING ARRANGEMENTS	Review	Review the banking arrangements of the LHB at regular intervals to ensure they reflect best practice; that they are efficient and effective and represent best value for money. The results of the review should be reported to the Audit Committee	Director of Finance	Deputy Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1a	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: a) Approving the form of all receipt books, agreement forms, or other means of officially acknowledging or recording monies received or receivable;	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1b	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: b) Ordering and securely controlling any such stationery ensuring all cash related stationery treated as controlled stationery with management responsibility given to a duly designated employee	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1c	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: c) Provision of adequate facilities and systems for officers whose duties include collecting and holding cash	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1d	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: d) Establishing systems and procedures for handling cash and negotiable securities on behalf of the LHB	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1e	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: e) Ensuring effective control systems are in place for the use of payment cards	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	8.1.1f	CASH, CHEQUES, PAYMENT CARDS AND OTHER NEGOTIABLE INSTRUMENTS	General	Responsible for: f) Ensuring that there are adequate control systems in place to minimise the risk of cash/card misappropriation.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.2.1	INCOME, FEES AND CHARGES	Income Systems	Design and maintain procedures to ensure compliance with systems for the proper recording, invoicing, and collection and coding of all monies due	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.2.2	INCOME, FEES AND CHARGES	Income Systems	Ensure that systems are in place for the prompt banking of all monies received.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.3.1	INCOME, FEES AND CHARGES	Fees and Charges	Responsible for approving and regularly reviewing the level of all fees and charges other than those determined by the Welsh Ministers or by Statute	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.3.2	INCOME, FEES AND CHARGES	Fees and Charges	Inform the Director of Finance promptly of money due arising from transactions which they initiate/deal with, including all contracts, leases, tenancy agreements, private patient undertakings and other transactions	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.4.3	INCOME, FEES AND CHARGES	Income Due and Debt Recovery	Responsible for recovering income due and for ensuring debt recovery procedures are in place to secure early payment and minimise bad debt risk on all outstanding debts.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	9.4.6	INCOME, FEES AND CHARGES	Income Due and Debt Recovery	Responsible for ensuring the Welsh Ministers' guidance on disputed debt arbitration is strictly adhered to.	Chief Executive and Director of Finance	Chief Executive and Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.1.1	NON-PAY EXPENDITURE	Scheme of Delegation, Non Pay Expenditure Limits and Accountability	Approval of the non-pay expenditure and operational scheme of delegation and authorisation to budget holders and managers within the parameters set out in the LHB's scheme of delegation	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.1.2.	NON-PAY EXPENDITURE	Scheme of Delegation, Non Pay Expenditure Limits and Accountability	Set out in the operational scheme of delegation and authorisation: a)The list of managers who are authorised to place requisitions for the supply of goods and services; and b)The maximum level of each requisition and the system for authorisation above that level	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1a	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	a) Advise the Board regarding the setting of thresholds above which quotations (competitive or otherwise) or formal tenders must be obtained; and, once approved, the thresholds should be incorporated in SOs and SFIs and regularly reviewed;	Director of Finance	Deputy Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1b	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	b) Prepare procedural instructions or guidance within the Scheme of Delegation on the obtaining of goods, works and services;	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1c	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	c) Ensure systems are in place for the prompt payment of all properly authorised accounts and claims;	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1d	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	d) Ensure systems are in place for providing a system of verification, recording and payment of all amounts payable.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1e	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	e) Ensure systems are in place for ensuring that payment for goods and services is only made once the goods and services are received.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.2.1f	NON-PAY EXPENDITURE	The Director of Finance's responsibilities	f) Responsible for ensuring compliance with the Public Sector payment policy ensuring that a minimum of 95 percent of creditors are paid within 30 days of receipt of goods or a valid invoice (whichever is later) unless other payment terms	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.6.1	NON-PAY EXPENDITURE	Prepayments	Approval of proposed prepayment arrangements	Director of Finance	Assistant Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	10.6.2	NON-PAY EXPENDITURE	Prepayments	Ensure that all items due under a prepayment contract are received and they must immediately inform the appropriate Director or Chief Executive if problems are encountered	All Budget Holders	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.7.1	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Sustainable Procurement	Adopt a Sustainable Development Strategy consistent with the NHS Wales Sustainable Development Strategy	Director of Finance	Director of Finance and NWSSP/Head of Procurement
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.7.2	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Sustainable Procurement	Benchmark its performance in sustainable procurement and produce annual action plans for improvement through its use of the Sustainable Procurement Assessment Framework (SPAF)	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.7.2	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Sustainable Procurement	For all contracts over £25,000, the LHB shall take account of social, economic and environmental issues when making procurement decisions using the Sustainable Risk Assessment Template (SRA)	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.7.5	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Sustainable Procurement	The LHB is required to consider the Welsh Government Guidance on Ethical Procurement and the new Code of Practice on ethical employment in supply chains which commits public, private and third sector organisations to a set of actions that tackle illegal and unfair employment practices including blacklisting, modern slavery and living wage.	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.8.1 11.7.6	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Sustainable Procurement	The LHB shall make use of the tools developed by Value Wales in implementing the principles of the WBFGA 2015. The LHB shall benchmark its performance against the WBFGA 2015. For all contracts over £25,000, the LHB shall take account of social, economic and environmental issues when making procurement decisions using the Sustainable Risk Assessment Template (SRA).	Director of Finance	NWSSP/Head of Procurement
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.9.1	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Planning Procurement	Ensure that the LHB has procedures that set out: a) Requirements and exceptions to formal competitive tendering requirements; b) Tendering processes including post tender discussions; c) Requirements and exceptions to obtaining quotations; d) Evaluation and scoring methodologies; and e) Approval of firms for providing goods and services	Director of Finance	Director of Finance/NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.9.2	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Planning Procurement	Depending on the value of the procurement, a process of planning the procurement must be undertaken with the Procurement Services and appropriate representative from the service and other appropriate stakeholders. The purpose of a planning phase is to determine: •the likely financial value of the procurement, including whole life cost •the likely 'route to market' which will consider the legislative and policy framework set out above. •the availability of funding to be able to award a contract following a successful procurement process. •that the procurement follows current legislative and policy frameworks including Value Based Procurement	Director of Finance	Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1a	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	a) Quotations up to £5,000 (at the discretion of Director of Finance)	Director of Finance	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1b	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	b) Obtaining minimum of 3 written quotations for goods/services of value between £5,000 and £25,000	Director of Finance	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1c	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	c) Authorise and record where the required number of quotations is not available (Note 3.5, Scd 1, SFIs)	Director of Finance	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1d	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	d) Formally authorise and record single quotations and report to Audit Committee (Note 3.6, Scd 1, SFIs)	Director of Finance	Director of Finance and NWSSP/Head of Procurement
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1e	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	Competitive Tenders – Total value of contract its entire period: e) Obtaining a minimum of 4 written competitive tenders for goods/services of value between £25,000 and the OJEU threshold (in compliance with EC Directives as appropriate)	Director of Finance	Budget Holder/NWSSP (Procurement)
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1f	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	f) Obtaining a minimum of 5 written competitive tenders for goods/services of a value in excess of OJEU threshold (in compliance with EC Directives as appropriate)	Chief Executive and Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1g	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	g) Authorise acceptance of lower number of tenderers based on receipt of a full report detailing the reasons (note 5.3 Scd 1, SFIs)	Chief Executive and Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1h	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	h) Establish all firms on the tender list are financially sound and professionally competent through a pre-qualification/financial vetting process (note 5.1 Scd 1, SFIs)	Director of Finance	NWSSP (Procurement)
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1i	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	i) Receipt and custody of tenders prior to opening (paper based procurement only) (note 8.3, Scd 1, SFIs)	Director of Finance	PA to Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1j	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	j) Decide if late tenders should be considered (paper based procurement only) (note 8.3, Scd 1, SFIs)	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1k	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	k) Opening of Tenders (paper based procurement only) within 2 days, authorised to be opened by a person authorised by Chief Executive in presence of officer not of the Directorate who has invited the tender) (note 9.1, Scd 1, SFIs)	Chief Executive	PA to Chief Executive plus an Executive Director or Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1l	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	l) Maintain Tender Register in a secure place (note 9.3, Scd 1, SFIs)	Director of Finance	PA to Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1m	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	m) Evaluation of tenders in a robust and fair manner (note 10.2, Sch1, SFIs)	Chief Executive	Chief Executive or nominated committee, project group or other
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1n	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	n) Extending contracts on a single occasion provided that it does not exceed 50% of original value of the contract to a maximum of £75,000. Contract extensions must be reported to Audit and Risk Assurance Committee (note 10.8, Sch 1, SFIs)	Chief Executive	Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	11.11.1o	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Procurement Thresholds	o) Approve Single Tender Actions & report to Audit and Risk Assurance Committee (note 4.2 Schedule 1, SFIs)	Chief Executive and Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.12.1	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Designing Competitions	Nominate officer who shall oversee and manage each contract on behalf of the LHB so as to ensure that these implicit obligations in SFIs are met	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.13.1	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Single Quotation Application or Single Tender Application	In exceptional circumstances, there may be a need to secure goods/services/works from a single supplier. This may concern securing requirements from a single supplier, due to a special character of the firm, or a proprietary item or service of a special character as required in SFI 11.13.1	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.19	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	No Purchase Order, No Pay	Ensure compliance with the 'No Purchase Order, No Pay' policy, the All Wales policy which was introduced to ensure that Procure to Pay continues to provide world-class services on a 'Once for Wales' basis.	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	11.20.2	PROCUREMENT AND CONTRACTING FOR GOODS AND SERVICES	Official Orders	Authorise who may use and be issued with official orders	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	12.1.1	HEALTH CARE AGREEMENTS AND CONTRACTS FOR HEALTH CARE SERVICES	Healthcare Agreements	Responsible for ensuring the LHB enters into suitable Health Care Agreements (or Individual Patient Commissioning Agreements, where appropriate) for its provision of health care services	Chief Executive	Director of Finance (Medical Director for IPCAs)
STANDING FINANCIAL INSTRUCTIONS (SFI)	12.3.1	HEALTH CARE AGREEMENTS AND CONTRACTS FOR HEALTH CARE SERVICES	Healthcare Agreements	Ensure that regular reports are provided to the Board detailing performance and associated financial implications of all health care agreements	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	13.2.2	GRANT FUNDING	Policies and procedures	Ultimately responsible for ensuring that the LHB's grant and procurement procedures: •Are kept up to date; •Conform to statutory requirements; •Adhere to guidance issued by the Welsh Ministers; •Are consistent with the principles of sustainable development; and •Are strictly followed by all Executive Directors, Independent Members and staff within the organisation	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.1.1	PAY EXPENDITURE	Remuneration and Terms of Service Committee	Establish a Remuneration and Terms of Service Committee	Board	Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.1.2	PAY EXPENDITURE	Remuneration and Terms of Service Committee	The Committee shall report in writing to the Board the basis for its recommendations.	Remuneration & Terms of Service Committee	Director of Workforce & OD and Board Secretary
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.1.3	PAY EXPENDITURE	Remuneration and Terms of Service Committee	Present to the Board for approval, proposals for the setting of remuneration and terms of service for employees and officers not covered by the Committee	Chief Executive	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.2.1	PAY EXPENDITURE	Funded Establishment	Approval of any variation of funded establishment of any department	Chief Executive	All Executive Directors/Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1	PAY EXPENDITURE	Staff Appointments	Authorisation of engagement, re-engagement, re-engagement of employees, either on a permanent or temporary nature, or hire agency staff, or agree to changes in any aspect of remuneration outside of their approved budget and funded establishment	Chief Executive	All Executive Directors/Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1a	PAY EXPENDITURE	Staff Appointments	a) Authority to fill funded posts within the establishment with permanent staff	All Budget Holders	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1b	PAY EXPENDITURE	Staff Appointments	b) Authority to appoint staff to posts not on the formal establishment	Executive Directors/Directors	Executive Directors/Directors

STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1c	PAY EXPENDITURE	Staff Appointments	c) Additional increments – the granting of additional increments to staff within budgets (subject to the rules of Agenda for Change)	Director of Workforce & OD	Deputy Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1d	PAY EXPENDITURE	Staff Appointments	d) Applications for re-grading (in line with the agreed policy on Agenda for Change and in accordance with all Wales Terms and Conditions).	Director of Workforce & OD	Deputy Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1e	PAY EXPENDITURE	Staff Appointments	e) Authority to complete standing data forms affecting pay, new starters, variations and leavers	Line Managers and Heads of Service	Line Managers and Heads of Service
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1f	PAY EXPENDITURE	Staff Appointments	f) Authority to authorise overtime	Heads of Service/General Managers	Heads of Service/General Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1g	PAY EXPENDITURE	Staff Appointments	g) Authority to authorise travel and subsistence expenses	Line Managers and Heads of Service	Line Managers and Heads of Service
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1h(i)	PAY EXPENDITURE	Staff Appointments	h) Authority to book Bank or Agency Staff for (i) Consultants and Middle Grades	Director of Operations	General Managers/Clinical Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1h(ii)	PAY EXPENDITURE	Staff Appointments	h) Authority to book Bank or Agency Staff for (ii) Nursing Staff	Director of Operations	General Managers/Clinical Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1h(iii)	PAY EXPENDITURE	Staff Appointments	h) Authority to book Bank or Agency Staff for (iii) All other Staff	Director of Operations	Directorate Management Teams
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1i(i)	PAY EXPENDITURE	Staff Appointments	i) Annual Leave approval	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1i(ii)	PAY EXPENDITURE	Staff Appointments	(ii) Annual leave approval to carry forward 5 days	Executive Director/Director or nominated deputy (via Line Manager)	Executive Director/Director or nominated deputy (via Line Manager)
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1i(iii)	PAY EXPENDITURE	Staff Appointments	(iii) Approval of Special Leave (including compassionate, carers and leave without pay (in line with All Wales Special Leave Policy)	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1j	PAY EXPENDITURE	Staff Appointments	j) Approval of leave without pay	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1k(i-iii)	PAY EXPENDITURE	Staff Appointments	k) Approval of Medical and Dental Staff Leave of Absence (i) Doctors below Consultant Grade a) Annual Leave b) Study Leave (ii) Consultant Staff a) Annual Leave b) Study Leave (iii) Clinical Directors a) Annual Leave b) Study Leave	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1k(iv)	PAY EXPENDITURE	Staff Appointments	(iv) Medical Director a) Annual Leave b) Study Leave	Chief Executive	Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1l	PAY EXPENDITURE	Staff Appointments	l) Approval of time off in lieu	Line Managers/Service Delivery Managers	Line Managers/Service Delivery Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1m	PAY EXPENDITURE	Staff Appointments	m) Approval of maternity, paternity and adoption leave in line with LHB Policy	Line Managers and Workforce & OD Manager	Line Managers and Workforce & OD Manager
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1n	PAY EXPENDITURE	Staff Appointments	n) Approval of sick leave – return to work on phased basis to assist with recovery in line with All Wales Sickness Policy	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1o	PAY EXPENDITURE	Staff Appointments	o) Approval of extension of sick leave on full or half pay - Directors	Remuneration & Terms of Service Committee	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1p	PAY EXPENDITURE	Staff Appointments	p) Approval of extension of sick leave on full or half pay – Other staff	Director of Workforce & OD	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1q(i)	PAY EXPENDITURE	Staff Appointments	q) Study leave & Conferences (i) In-house learning & development programmes	Line Managers	Line Managers

STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1q(ii)	PAY EXPENDITURE	Staff Appointments	q) Study leave & Conferences (ii) Applications for higher award	Line Managers, County Director/General Manager Professional Head & Executive led Panel	Line Managers, County Director/General Manager Professional Head & Executive led Panel
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1r(i)	PAY EXPENDITURE	Staff Appointments	r) Approval of relocation costs (i) Chief Executive & Directors	Remuneration & Terms of Service Committee	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1r(ii)	PAY EXPENDITURE	Staff Appointments	r) Approval of relocation costs (ii) Medical and Dental Staff	Director of Workforce & OD (as per Relocation Expenses Policy) Director of Workforce & OD (as per Relocation Expenses Policy)	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1r(iii)	PAY EXPENDITURE	Staff Appointments	r) Approval of relocation costs (iii) Other Staff groups	Director of Workforce & OD (as per Relocation Expenses Policy)	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1s(i)	PAY EXPENDITURE	Staff Appointments	s) Approval of lease cars (i) Chief Executive	Chair	Chair
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1s(ii)	PAY EXPENDITURE	Staff Appointments	s) Approval of lease cars (ii) Directors	Chief Executive	Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1s(iii)	PAY EXPENDITURE	Staff Appointments	s) Approval of lease cars (iii) Other Staff groups	Budget holder	Budget holder
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1t(i)	PAY EXPENDITURE	Staff Appointments	t) Approval of mobile phones (i) Chief Executive	Chair	Chair
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1t(ii)	PAY EXPENDITURE	Staff Appointments	t) Approval of mobile phones (ii) Directors	Chief Executive	Chief Executive
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.3.1t(iii)	PAY EXPENDITURE	Staff Appointments	t) Approval of mobile phones (iii) Other Staff groups	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.4.1	PAY EXPENDITURE	Staff Appointments	Present to the Board for approval, procedures for the determination of commencing pay rates, conditions of service, etc. for employees in accordance with pay, terms and conditions set out in Agenda for Change and other pay review bodies	Chief Executive	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.1	PAY EXPENDITURE	Payroll	The Director of Workforce and Organisational Development, has responsibility for securing an efficient, well-controlled payroll service from NHS Wales Shared Services Partnership that: a) pays the correct staff with the correct amount, b) all payments are supported by properly authorised documentation.	Director of Workforce & OD	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2a	PAY EXPENDITURE	Payroll	Responsible for: a) Securing the provision of an efficient, value for money payroll service;	Director of Workforce & OD	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2b	PAY EXPENDITURE	Payroll	Responsible for: b) Specifying timetables for submission of properly authorised time records and other notifications;	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2c	PAY EXPENDITURE	Payroll	Responsible for: c) The final determination of pay and allowances including verification that the rate of pay and relevant conditions of service are in accordance with current	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2d	PAY EXPENDITURE	Payroll	Responsible for: d) Agreeing the timing and method of payment with the payroll service;	Director of Workforce & OD	Assistant Director of Workforce
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2e	PAY EXPENDITURE	Payroll	Responsible for: e) Authorising the release of payroll data where in accordance with the provisions of the Data Protection Act 1998 (C.29); Director of Workforce & OD Head of Information Governance	Director of Workforce & OD	Head of Information Governance
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2f	PAY EXPENDITURE	Payroll	Responsible for: f) Verification and documentation of data;	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2g	PAY EXPENDITURE	Payroll	Responsible for: g) The timetable for receipt and preparation of payroll data and the payment of employees and allowances;	Director of Workforce & OD	NWSSP

STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2h	PAY EXPENDITURE	Payroll	Responsible for: h) Maintenance of subsidiary records for superannuation, income tax, social security and other authorised deductions from pay;	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2i	PAY EXPENDITURE	Payroll	Responsible for: i) Security and confidentiality of payroll information;	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2j	PAY EXPENDITURE	Payroll	Responsible for: j) Checks to be applied to completed payroll before and after payment;	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.2k	PAY EXPENDITURE	Payroll	Responsible for: k) A system to ensure the recovery from those leaving the employment of the LHB of sums of money and property due by them to the LHB	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.3a	PAY EXPENDITURE	Payroll	a) Ensuring that any arrangements for a payroll service from NHS Wales Shared Services Partnership (NWSSP) is supported by appropriate Service Level Agreements, contract terms and conditions; adequate internal controls and audit review procedures	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.3b	PAY EXPENDITURE	Payroll	b) Ensuring a sound system of internal control and audit review of any internally provided payroll service;	Chief Executive	Director of Workforce & OD
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.3c	PAY EXPENDITURE	Payroll	c) Maintenance and/or the authorisation of regular and independent reconciliation of pay control accounts	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.5.4	PAY EXPENDITURE	Payroll	Submitting time records, and other notifications in accordance with agreed timetables, completing time records and other notifications in accordance with the contract of Service Level Agreements, and submitting termination forms in the prescribed form immediately upon knowing the effective date of an employee's or officer's resignation, termination or retirement.	Line Managers	Line Managers
STANDING FINANCIAL INSTRUCTIONS (SFI)	14.6.1	PAY EXPENDITURE	Contracts of Employment	Ensuring that all employees are issued with a Contract of Employment in a form approved by the Board and which complies with employment legislation, and dealing with variations to, or termination of, contracts of employment	Director of Workforce & OD	NWSSP
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1a	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	a) Ensure that there is an adequate appraisal and approval process in place for determining capital expenditure priorities and the effect of each proposal upon plans	Chief Executive	Director of Strategic Development & Operational Planning
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1b	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	b) Responsible for the management of all stages of capital schemes and for ensuring that schemes are delivered on time and to cost	Chief Executive	Senior Responsible Owner for each capital scheme
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1c	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	c) Ensure that any capital investment above the Welsh Ministers' delegated limit is not undertaken without approval of the Welsh Ministers and that confirmation of capital resources has been received	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1d	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	d) Ensure that an annual capital programme is adopted by the Board prior to the commencement of the financial year	Chief Executive	Director of Strategic Development & Operational Planning
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1e	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	e) Ensure the availability of resources to finance all revenue consequences of the investment, including capital charges	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.1f	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	f) Ensure that any 3rd party use of NHS estate is properly controlled, reimbursed and reported. This will include ensuring that appropriate security, insurance and indemnity arrangements are in place and that there is a written agreement as to each party's responsibilities and liabilities	Chief Executive	Director of Estates, Facilities & Capital Management

STANDING FINANCIAL INSTRUCTIONS (SFI)	15.1.3	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Plan	The Board must approve a three year Capital Plan, and an annual Capital Programme, as set out in the Integrated Medium Term Plan and Budgetary Control chapters of these SFI.	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.2.1	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Investment Decisions	A business case is produced in line with Welsh Ministers' guidance and d guidance for the development of business cases as set out in: a) NHS Wales Infrastructure Investment Guidance (Welsh Health Circular WHC (2018) 043) https://gov.wales/nhs-wales-infrastructure-investment-guidance b) Better business cases: investment decision-making framework https://gov.wales/better-business-cases-investment-decision-making-framework	Chief Executive	Senior Responsible Owner for each capital scheme
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.4.5a	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Procedures and Responsibilities	Issue to the manager responsible for any capital scheme: a) Specific authority to commit expenditure	Chief Executive	Senior Responsible Owner for each capital scheme
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.4.5b	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Procedures and Responsibilities	Issue to the manager responsible for any capital scheme: b) Authority to proceed to tender	Chief Executive	Senior Responsible Owner for each capital scheme
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.4.5c	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Procedures and Responsibilities	Issue to the manager responsible for any capital scheme: c) Approval to accept a successful tender	Chief Executive	Senior Responsible Owner for each capital scheme
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.4.6	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Procedures and Responsibilities	Issue a scheme of delegation for capital investment management in accordance with the Welsh Ministers' guidance and the LHB's SO's	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.4.7	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Capital Procedures and Responsibilities	Issue procedures governing the financial management, including variations to contract, of capital investment projects and valuation for accounting purposes.	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.6.1	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Asset Registers	Maintenance of asset registers (on advice from Director of Financial, Planning & Performance)	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.6.5	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Asset Registers	Approve procedures for reconciling balances on fixed assets accounts in ledgers against balances on fixed asset registers	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.7.1	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Security of Assets	Overall control of fixed assets	Chief Executive	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	15.7.2	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Security of Assets	Approval of fixed asset control procedures	Director of Finance	Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	15.7.3	CAPITAL INVESTMENT, FIXED ASSET REGISTERS AND SECURITY OF ASSETS	Security of Assets	All discrepancies revealed by verification of physical assets to fixed asset register shall be notified to the Director of Finance	Director of Finance	Budget Holder
STANDING FINANCIAL INSTRUCTIONS (SFI)	SFI 16.2.1a	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	a) Delegate overall responsibility for control of stores (subject to Director of Finance). Further delegation for the day-to-day responsibility subject to delegation being entered in a record available to the Director of Finance	Chief Executive	Director of Operations
STANDING FINANCIAL INSTRUCTIONS (SFI)	SFI 16.2.1b	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	b) Responsible for systems of control over stores and receipt of goods	Director of Finance	Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	SFI 16.2.1c	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	c) Responsible for the control of pharmaceutical stocks	Director of Primary Care, Community & Long Term Care	Head of Medicines Management
STANDING FINANCIAL INSTRUCTIONS (SFI)	SFI 16.2.1d	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	d) Responsible for the control of fuel, oil and coal stocks	Director of Operations	Director of Estates, Facilities & Capital Management
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.2	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Security arrangements and custody of keys	Director of Operations/ Director of Primary Care, Community & Long Term Care	Designated Manager /Pharmaceutical Manager
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.3	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Set out procedures and systems to regulate the stores	Director of Finance	Director of Operations
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.4	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Agree stocktaking arrangements	Director of Finance	Designated Manager /Pharmaceutical Manager
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.5	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Approve alternative arrangements where a complete system of stores control is not justified	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.6	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Approve system for review of slow moving and obsolete items and for condemnation, disposal and replacement of all unserviceable items	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.2.6	STORES AND RECEIPT OF GOODS	Control of Stores, Stocktaking, condemnations and disposal	Approve system for slow moving and obsolete stock, and report to Director of Finance evidence of significant overstocking	Designated Manager	Designated Manager
STANDING FINANCIAL INSTRUCTIONS (SFI)	16.3.1	STORES AND RECEIPT OF GOODS	Goods supplied by an NHS supplies agency	Identify persons authorised to requisition and accept goods from NHS Supplies store	Chief Executive	All Budget Holders
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.1.1	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Disposals and Condemnations	Prepare detailed procedures for disposal of assets including condemnations and ensure that these are notified to managers	Director of Finance	Deputy Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	17.1.2	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Disposals and Condemnations	Advise the Director of Finance of the estimated market value of the item, taking account of professional advice where appropriate, when disposing of LHB asset	Head of Department or authorised deputy	Head of Department or authorised deputy
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.1.3a	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Disposals and Condemnations	a) Condemning and disposal of all unserviceable articles	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.1.3b	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Disposals and Condemnations	b) Report evidence of negligence in use to Director of Finance who will take appropriate action	Condemning Officer	Condemning Officer
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.1.4	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Disposals and Condemnations	Take appropriate action on reported evidence of negligence in use	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.2	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Prepare procedural instructions on the recording of and accounting for losses and special payments; and ensure that all losses or special payments cases are properly managed in accordance with the guidance set out in the Welsh Government's Manual for Accounts	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.3	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Discovery or suspicion of loss of any kind must be reported immediately to Heads of Department who should then inform the Chief Executive and Director of Finance.	All Staff	All Staff
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.4	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	a) Where a criminal offence is suspected, the police must be informed if theft or arson are involved	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)		DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	b) Where a fraud or corruption or anomalies which indicate fraud or corruption is suspected the Local Counter Fraud Specialist, NHS Counter Fraud Services Wales and NHS Protect in accordance with Directions issued by Welsh Ministers on fraud and corruption must be informed	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.5	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Notify the Audit Committee, Auditor General's representative and the fraud liaison officer within the Welsh Government's Department for Health, Social Services and Children of all frauds	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.6	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Notify the Audit Committee and Auditor General's representative of losses caused theft, arson, neglect of duty or gross carelessness (unless trivial)	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.7	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Take any necessary steps to safeguard the LHB's interests in bankruptcies and company liquidations	Director of Finance	Deputy Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.8	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Maintain losses and special payments register	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.9	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Approve the writing-off of losses or the making of special payments within delegated limits determined by the Welsh Ministers and as set out in Schedule 3 of the Sos	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.10	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Consider whether any insurance claim can be made from the Welsh Risk Pool or from other commercial insurance arrangements for any loss	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	17.2.13	DISPOSALS AND CONDEMNATIONS, LOSSES AND SPECIAL PAYMENTS	Losses and Special Payments	Ensure all losses and special payments are reported to the Audit Committee at every meeting	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.1.1	DIGITAL, DATA and TECHNOLOGY	Digital Data and Technology Strategy	Develop an IM&T Strategy	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.1.2	DIGITAL, DATA and TECHNOLOGY	Digital Data and Technology Strategy	Publish and maintain a Freedom of Information (FOI) Publication Scheme	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.2.1a	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the responsible Director	a)Devise and implement any necessary procedures to ensure adequate (reasonable) protection of the LHB's data, programs and computer hardware for which they are responsible from accidental or intentional disclosure to unauthorised persons, deletion or modification, theft or damage, having due regard for the Data Protection Act 1998 (C.29);	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.2.1b	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the responsible Director	b)Ensure that adequate controls exist such that the computer operation is separated from development, maintenance and amendment;	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.2.1c	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the responsible Director	c)Ensure that an adequate management (audit) trail exists through the computerised system and that such computer audit reviews as the Director may consider necessary are being carried out.	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.2.1d	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the responsible Director	d)Ensure that policies, procedures and training arrangements are in place to ensure compliance with information governance law.	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.2.1e	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the responsible Director	e) Ensure comprehensive incident reporting.	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.3.1	DIGITAL, DATA and TECHNOLOGY	Responsibilities and duties of the Director of Finance	Ensure that new financial systems and amendments to current financial systems are developed in a controlled manner and thoroughly tested prior to implementation.	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.4.1	DIGITAL, DATA and TECHNOLOGY	Contracts for data and digital services with other health bodies or outside agencies	Ensure that contracts for computer services for financial applications with another health organisation or any other agency shall clearly define the responsibility of all parties for the security, privacy, accuracy, completeness, and timeliness of data during processing, transmission and storage.	Director of Finance	Assistant Director of Informatics

STANDING FINANCIAL INSTRUCTIONS (SFI)	18.4.2	DIGITAL, DATA and TECHNOLOGY	Contracts for data and digital services with other health bodies or outside agencies	Where another health organisation or any other agency provides a computer service for financial applications, assurances should be periodically sought to ensure that adequate controls are in operation	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	18.5.1	DIGITAL, DATA and TECHNOLOGY	Risk assurance	Ensure that risks to the LHB arising from the use of IT are effectively identified and considered and appropriate action taken to mitigate or control risk. This shall include the preparation and testing of appropriate IT disaster recovery plans.	Director of Finance	Assistant Director of Informatics
STANDING FINANCIAL INSTRUCTIONS (SFI)	19.1.4	PATIENTS' PROPERTY	LHB Responsibility	Inform staff of their responsibilities and duties for the administration of the property of patients	Director of Operations	General Manager
STANDING FINANCIAL INSTRUCTIONS (SFI)	19.2.1	PATIENTS' PROPERTY	Responsibilities of the Chief Executive	Responsible for ensuring patients and guardians are informed about patients' money and property procedures on admission	Chief Executive	Director of Operations
STANDING FINANCIAL INSTRUCTIONS (SFI)	19.3.1	PATIENTS' PROPERTY	Responsibilities of the Director of Finance	Provide detailed written instructions on the collection, custody, investment, recording, safekeeping, and disposal of patients' property (including instructions on the disposal of the property of deceased patients and of patients transferred to other premises) for all staff whose duty is to administer, in any way, the property of patients	Director of Finance	Deputy Director of Finance
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.1.3	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Corporate Trustee	Establish a Charitable Funds Committee to ensure that each trust fund which the LHB is responsible for managing is managed appropriately with regard to its purpose and to its requirements	Board	Director of Nursing, Quality & Patient Experience
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Take account of the Schedule of Matters Reserved to the Board and the Scheme of Delegation which make clear where decisions regarding the exercise of discretion regarding the disposal and use of the funds are to be taken and by whom.	Director of Nursing, Quality & Patient Experience	Head of Hywel Dda Health Charities
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2a	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Expenditure on Charitable Funds and Endowment Funds is delegated subject to the following limits: a) up to £1,000;	Senior Nurse Manager	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2b	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Expenditure on Charitable Funds and Endowment Funds is delegated subject to the following limits: b) £1,001 to £10,000;	Clinical, Hospital or Service Director	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2c	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Expenditure on Charitable Funds and Endowment Funds is delegated subject to the following limits: c) £10,001 to £50,000;	Charitable Funds Sub-Committee	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2d	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Expenditure on Charitable Funds and Endowment Funds is delegated subject to the following limits: d) £50,001 to £100,000	Charitable Funds Sub-Committee	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	20.2.2e	FUNDS HELD ON TRUST (CHARITABLE FUNDS)	Accountability to Charity Commission and the Welsh Ministers	Expenditure on Charitable Funds and Endowment Funds is delegated subject to the following limits: e) Over £100,000	Corporate Trustee	N/A
STANDING FINANCIAL INSTRUCTIONS (SFI)	21.1.1	RETENTION OF RECORDS	Responsibilities of the Chief Executive	Maintain archives for all records required to be retained in accordance with the Welsh Ministers' guidance, the Data Protection Act 1998 (c.29) and the Freedom of Information Act 2000 (c.36)	Chief Executive	Board Secretary (FOI only) Director of Finance

STANDING FINANCIAL INSTRUCTIONS (SFI)	21.1.2	RETENTION OF RECORDS	Responsibilities of the Chief Executive	Records held in archives shall be capable of retrieval by authorised persons.	Chief Executive	Acute records - Acute Records Manager Mental Health records - MHA Administrator Community – County Directors
STANDING FINANCIAL INSTRUCTIONS (SFI)	21.1.2	RETENTION OF RECORDS	Responsibilities of the Chief Executive	Records held in accordance with regulation shall only be destroyed at the express instigation of the Chief Executive. Details shall be maintained of records so destroyed	Chief Executive	Acute records - Acute Records Manager Mental Health records - MHA Administrator
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Medical Professional Leadership and Engagement	a) Establish a refreshed clinical leadership model	Medical Director	Medical Director
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Nursing	b) Establish a refreshed clinical leadership model	Director of Nursing, Quality and Patient Experience	Director of Nursing, Quality and Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Therapies	c) Establish a refreshed clinical leadership model	Director of Therapies and Health Sciences	Director of Therapies and Health Sciences
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Medical Education	a) Liaison with Deanery and Royal Colleges	Medical Director	Associate Medical Director – Medical Education
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Research & Governance	a) Authorisation of Research projects	Medical Director	Director of Research Innovation and University Partnerships
SCHEME OF DELEGATION FROM OTHER	N/A	CLINICAL LEADERSHIP	Research & Governance	b) Authorisation of sponsorship deals in relation to research projects	Medical Director	Director of Research Innovation and University Partnerships
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	Management of Concerns/Complaints/Patient Feedback a) Overall responsibility for ensuring that all complaints are dealt with effectively;	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	b) Recording, receipt and initial acknowledgement of concern/complaint	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	c) Grading of concern/complaint	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	d) Identification of an Investigating Officer	Director of Nursing, Quality & Patient Experience	Dependent on Grade Grades 1-3 – coordinated by Patient Support Services with the Service Lead Grade 4 – Service Clinical Director/General Manager
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	e) Investigation of complaint	Director of Nursing, Quality & Patient Experience	Grade 5 – Assurance & Safety Team Grade 1-3 - Patient Support Service with Service
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	f) Maintaining regular contact with the complainant with regard to the processing of the concern	Director of Nursing, Quality & Patient Experience	Grades 4 & 5 – Investigation Officer Patient Support Services

SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	g) Maintaining regular contact with the complainant with regard to the matters raised in the concern	Director of Nursing, Quality & Patient Experience	Patient Support Service with Investigating Officer
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	h) Preparing final draft response (all Grades of Concern)	Director of Nursing, Quality & Patient Experience	Service (the service is provided with the findings of the investigation by Patient Support Services or Investigating Officer)Assistant Director of Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	i) Checking of final draft prior to submission to Chief Executive for signature	Assistant Director of Nursing (Legal and Patient Support)	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	j) Final check and sign of response to complainant	Chief Executive	Chief Executive or Deputy Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Concerns/ Complaints/ Patient Feedback	k) Sending final response to complainant	Director of Nursing, Quality & Patient Experience	PA to Director of Nursing, Quality & Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	a) Overall responsibility for ensuring that all incidents are dealt with effectively	Director of Nursing, Quality & Patient Experience	Assistant Director of Quality & Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	b) Completion of Incident Form	Staff member involved in incident or in immediate area	Staff member involved in incident or in immediate area
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	c) Initial Investigation of Incident	Manager of staff member/person in charge of area	Manager of staff member/person in charge of area
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	d) Reporting of Serious Adverse Incident to Welsh Government	Chief Executive	Assistant Director of Quality & Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	e) Arranging serious incident (SI) meeting	Director of Nursing, Quality & Patient Experience	Nominated Investigation Officer
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	f) Investigation of Serious Incidents	Director of Nursing, Quality & Patient Experience	Nominated Investigation Officer
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	g) Preparation of final report	Director of Nursing, Quality & Patient Experience	Nominated Investigation Officer
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	h) Agreement of final report prior to submission to the Director of Nursing, Quality, and Patient Experience	Nominated Investigation Officer	Nominated Investigation Officer
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	i) Sign off of final report and closure of investigation	Director of Nursing, Quality & Patient Experience (Grade 5's only) Director of Operations (other)	Assistant Director of Quality & Governance (Grade 5 only) Operation Team (other)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	j) Reporting of incidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations	Director of Operations	Director of Estates, Facilities & Capital Management and Health & Safety Managers

SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	k) Reporting of breaches under the Ionising Radiation (Medical Exposure) Regulations to Health Inspectorate Wales (HIW)	Director of Therapies and Health Sciences	Radiology Services Manager
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Incident Reporting & Investigation	l) Reporting of Data Protection breaches to Information Commissioners Office (ICO)	Director of Finance	Head of Information Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Approval of compensation for staff and patients personal effects, clinical negligence and personal injury (also see SFI 17.2.2)	Director of Finance	Deputy Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Submission of 'No Surprises' notifications to Welsh Government	Chief Executive	All Executive Directors/ Directors
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Improving Patient Experience	Developing a Patient Experience Strategy	Director of Nursing, Quality & Patient Experience	Assistant Director of Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Patient Safety Alerts	a) Maintaining a record of patient safety alerts and monitoring compliance	Director of Nursing, Quality & Patient Experience	Assistant Director of Quality & Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Patient Safety Alerts	b) Responding to the requirements of safety alerts and providing assurance/information on the ability to meet requirements	Relevant Heads of Service	Relevant Heads of Service
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Health and Care Standards Assessment	a) Ensuring there is a process for Health and Care Standards assessment	Director of Nursing, Quality & Patient Experience	Assistant Director of Quality & Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Health and Care Standards Assessment	b) Completing assessment and compliance with the standards	Director of Nursing, Quality & Patient Experience	Assistant Director of Quality & Governance
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of the Clinical Audit Function	a) Coordination and participation in national audits and development of a Hywel Dda Clinical Audit Plan	Director of Nursing, Quality & Patient Experience	Assistant Director of Quality & Service Improvement
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of the Clinical Audit Function	b) Approval of Hywel Dda Clinical Audit Plan	Quality, Safety & Experience Committee	Assistant Director of Quality & Service Improvement
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Ethics & Clinical Trials	a) Lead for Ethics and the establishment of an Ethics Committee	Medical Director	Medical Director
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Ethics & Clinical Trials	b) Authorisation of clinical trials	Medical Director	Director of Research Innovation and University Partnerships
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Ethics & Clinical Trials	c) Developing and implementing a process for more systematic opportunities for Hywel Dda patients to be involved in clinical research	Medical Director	Director of Research Innovation and University Partnerships
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	National Institute of Clinical Excellence (NICE)	a) Maintaining a record of publications and recording compliance	Medical Director	Clinical Effectiveness Co-ordinator
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	National Institute of Clinical Excellence (NICE)	b) Responding to requirements and providing information regarding ability to meet requirements	All Executive Directors	All Executive Directors
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	National Confidential Enquiry into Patient Outcome and Death (NCEPOD)	a) Collation and provision of information to contribute to NCEPOD audit findings	Director of Nursing, Quality & Patient Experience	Heads of Service

SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	National Confidential Enquiry into Patient Outcome and Death (NCEPOD)	b) Maintain record of publications and recording compliance	Director of Nursing, Quality & Patient Experience	Heads of Service
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	National Confidential Enquiry into Patient Outcome and Death (NCEPOD)	c) Responding to requirements and providing information regarding ability to meet requirements	All Executive Directors/Directors	All Executive Directors/Directors
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Safeguarding of Adults and Children	a) Implementation of policy and procedures	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance, Professional Regulation
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Safeguarding of Adults and Children	b) Investigation in accordance with POVA requirements	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance, Professional Regulation
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Safeguarding of Adults and Children	c) Safeguarding supervision	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance, Professional Regulation
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Safeguarding – Deprivation of Liberties	a) Supervising Authority	Director of Primary Care, Community & Long Term Care	Head of Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Safeguarding – Deprivation of Liberties	b) Managing Authority	Director of Operations	Head of Consent & Mental Capacity
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Management of Infections, Diseases & Notifiable Outbreaks	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Nursing Practice)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Coordination of Welsh Risk Pool Assessments	a) A&E Services	Director of Operations	General Manager (Unscheduled Care)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Coordination of Welsh Risk Pool Assessments	b) Claims & Complaints	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Coordination of Welsh Risk Pool Assessments	c) Maternity Services	Director of Operations	General Manager (Women's & Children's Services)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Coordination of Welsh Risk Pool Assessments	d) Surgical Pathway	Director of Operations	General Manager (Scheduled Care)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Coordination of Welsh Risk Pool Assessments	e) Theatres	Director of Operations	General Manager (Scheduled Care)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional Standards, Revalidation and Regulation – Medical & Dental	a) Deliver in-year requirements for medical revalidation	Medical Director	Associate Medical Director – Professional Standards

SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional Standards, Revalidation and Regulation – Medical & Dental	b) Referral to General Medical Council (GMC)/General Dental Council (GDC)	Medical Director	Associate Medical Director – Professional Standards
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional Standards, Revalidation and Regulation – Medical & Dental	c) Monitoring of registration (GMC/GDC regulatory compliance)	Medical Director	Associate Medical Director – Primary Care & Workforce
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional Standards, Revalidation and Regulation – Medical & Dental	d) Referrals to any professional body for any Primary care contractor including Medical and dental	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Nurse Development, Revalidation and Practice Standards	a) NMC revalidation process	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Nursing Practice)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Nurse Development, Revalidation and Practice Standards	b) Referral to Nursing & Midwifery Council (NMC)	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Nursing Practice)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Management of Nurse Development, Revalidation and Practice Standards	c) Monitoring of registration (NMC regulatory compliance)	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Nursing Practice)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional leadership for Therapies and Health Science	a) Health and Care Professions Council (HCPC) registration, education and standards	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Clinical Governance & Quality)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	Professional leadership for Therapies and Health Science	b) Referral to appropriate Professional Body	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Clinical Governance & Quality)
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Develop a Health & Well-being Strategy & Health Needs Analysis for Hywel Dda population	Director of Public Health	Director of Public Health
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Accountable Officer for Controlled Drugs	Medical Director	Head of Medicines Management
SCHEME OF DELEGATION FROM OTHER	N/A	QUALITY, SAFETY AND EXPERIENCE	N/A	Value Based Healthcare	Medical Director/ Director of Finance	Medical Director/ Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	N/A	Development of a Primary Care Strategy	Chief Executive	Director of Primary Care, Community & Long Term Care

SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	a) Approval to commission healthcare services from NHS, private, third sector or independent organisations	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	b) Agreement to provide services and payments in accordance with Medicines Management Incentive Scheme	Director of Primary Care, Community & Long Term Care	Head of Medicines Management
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	c) Maintaining a register of commissioning contracts	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	d) Ensuring every commissioning contract has a lead manager responsible for ensuring that contract delivers activity, quality and finance	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	e) Agreement of annual contract with existing providers and within existing budgets - NHS, third sector, independent or private	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	f) Agreement of contract variations	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	g) Agreement to provide services and payments in accordance with Medicines Management Incentive Scheme	Director of Primary Care, Community & Long Term Care	Head of Medicines Management
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	h) Signing contracts of value < £50,000 and contract variations > £25,000	As per Scheme of Delegation and Authorised Limits	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	i) Signing contracts of value < £500,000 and contract variations > £125,000	As per Scheme of Delegation and Authorised Limits	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	j) Signing of contracts of value >£1,000,000	As per Scheme of Delegation and Authorised Limits	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	k) Agreement of changes to contracts where this would place a cost pressure on the organisation which cannot be funded within existing budgets	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	l) Ensuring there is a commissioning framework in place which sets out expectations around what will be included in documentation and approach to management including meetings	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	m) Ensuring there is a contracting framework in place which sets out expectations around what will be included in documentation and approach to management including meetings	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	n) Ensuring that contracts have appropriate documentation in place including key performance metrics relating to activity, targets, quality and finance and that regular performance monitoring meetings take place	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	o) Ensuring that there are regular meetings in place to monitor performance against commissioning contracts, that recovery plans are agreed where there are performance or finance issues and that matters of concern are escalated appropriately	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	p) Authorisation of invoices against contracts (within budget) excluding NHS Long Term Agreements (LTAs)	Director of Finance	As per Scheme of Delegation and Authorised Limits
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning (including Primary Care Services)	q) Authorisation of invoices against NHS LTAs	Director of Finance	As per Scheme of Delegation and Authorised Limits
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	All above sections in primary care commissioning section apply to this area - these are supplementary	N/A	N/A

SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	a) Approving new care packages in line with HB policy and procedures	Director of Primary Care, Community & Long Term Care	Head of Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	b) Authorising emergency care packages or changes to care packages outside panel	Director of Primary Care, Community & Long Term Care	Head of Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	c) Authorising of invoices against agreed packages of care outside panel	Director of Primary Care, Community & Long Term Care	Head of Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	d) Authorising CHC retrospective claims including Powys and UHB claims	Director of Primary Care, Community & Long Term Care	Head of Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of Continuing Healthcare and Funded Nursing Care	e) Decision to go to arbitration or take legal action in relation to any commissioning or provider contract	Chief Executive	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	a) Attending Joint Committee meetings	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	b) Attending WHSSC Management Group	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	c) Input to WHSSC commissioning decisions and agreement to WHSSC policies	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	d) Dissemination of WHSSC commissioning policies throughout the organisation	Chief Executive	Chief Executive

SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	e) Approving and signing the annual contract with WHSCC as commissioner	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning of cross border secondary and tertiary services for population (WHSCC)	f) Agreeing contract variations with WHSCC	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning Ambulance Services	a) Attending Joint Committee meetings	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning Ambulance Services	b) Approving and signing the annual contract with EASC as commissioner	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	Commissioning Ambulance Services	c) Agreeing contract variations with EASC	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	IPFR Process and Prior Approval (in line with HB policy & Procedures)	a) Screening of IPFR requests submitted by patient/ clinicians	Medical Director	IPFR Manager
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	IPFR Process and Prior Approval (in line with HB policy & Procedures)	b) Chairing of the IPFR Panel	Medical Director	IPFR Manager
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	IPFR Process and Prior Approval (in line with HB policy & Procedures)	c) Decisions on clinically urgent IPFR requests which cannot wait for screening and panel process	Medical Director	IPFR Manager
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	IPFR Process and Prior Approval (in line with HB policy & Procedures)	d) Arrangements for Review panels of IPFR screening process and/or panel decision	Medical Director	IPFR Manager
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	IPFR Process and Prior Approval (in line with HB policy & Procedures)	e) Communication with patient and referring clinician	Medical Director	IPFR Manager/ Team
SCHEME OF DELEGATION FROM OTHER	N/A	COMMISSIONING	N/A	Hosting and Management of Low Vision Service (All Wales)	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	a) Acute Services	Director of Operations	Triumvirates
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	b) Community Services	Director of Operations	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	c) Mental Health Services	Director of Operations	Director of Mental Health & LD

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	d) Learning Disability Services	Director of Operations	Director of Mental Health & LD
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	e) Therapy Services	Director of Therapies & Health Science	Clinical Director of Therapies
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	f) Delivery on targets as per operation delivery plan	Chief Executive	All Executive Directors/Directors
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of	g) Organ Donation	Director of Operations	Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	a) Out of Hours Service	Director of Operations	Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	b) Integration with Unscheduled Care Service	Director of Operations	County Directors
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	c) Management of School Nursing & Health Visiting Service	Director of Public Health	Head of Children's Public Health Nursing AD
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	d) Establish revised children's partnership arrangements	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	e) Providing assurance on screening services	Director of Public Health	Consultant in Public Health
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Delivery of Out of Hours Commissioning	f) Management of Substance Misuse Service	Director of Operations	Commissioning Manager – Substance Misuse
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	N/A	Designated Education Clinical Lead Officer (DECLO)	Director of Therapies & Health Science	Regional DECLO with Powys & SBUHB
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Emergency planning, readiness & resilience (including business continuity)	a) Compliance with Emergency Planning & Major Incidents – Civil Contingencies Act 2004	Director of Public Health	Head of Health Emergency Planning
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Emergency planning, readiness & resilience (including business continuity)	b) Maintaining the organisation's Major Incident Plan	Director of Public Health	Head of Health Emergency Planning

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Emergency planning, readiness & resilience (including business continuity)	c) Ensure all Directorates/Services/Departments have up to date Business Continuity Plans in place	Director of Public Health	Head of Health Emergency Planning
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Health and Safety, Security	a) Compliance with health and safety legislation requirements including control of substances hazardous to health regulations	Director of Nursing, Quality & Patient Experience	All Executive Directors/Directors, General Managers, County Directors, Director of MHL, Asst Director of EFCM, Asst Director Informatics, Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Health and Safety, Security	b) Management of security issues	Director of Nursing, Quality & Patient Experience	All Executive Directors/Directors, General Managers, County Directors, Director of MHL, Asst Director of EFCM, Asst Director Informatics, Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Health and Safety, Security	c) Adherence to fire precautions	Director of Nursing, Quality & Patient Experience	All Executive Directors/Directors, General Managers, County Directors, Director of MHL, Asst Director of EFCM, Asst Director Informatics, Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	a) Physiotherapy Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	b) Occupational Therapy Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	c) Speech and language Therapy Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	d) Dietetics Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	e) Podiatry Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	f) Orthoptic Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	g) Audiology Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	h) Cardio Physiologist Records.	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	i) Neurophysiology Records	Director of Therapies & Health Science	Assistant Director of Therapies & Health Science (Professional Practice, Quality and Safety)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	j) OOH Clinical service Records	Director of Operations	Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	k) Medical Records	Director of Operations	Health Records Manager
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	l) Community, district nursing and Primary Care Records (not Children's Services)	Director of Operations	County Director and Commissioners (each County)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	m) Outpatient service records	Director of Operations	County Director - Cerdigion
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	n) Palliative care Records	Director of Operations	County Director - Carmarthenshire
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	o) Nursing Records (not Community)	Director of Operations	Assistant Director (Operations, Quality and Nursing)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	p) Mental Capacity Records	Director of Operations	Assistant Director (Operations, Quality and Nursing)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	q) Specialist Nurse (tissue viability records)	Director of Operations	Assistant Director (Operations, Quality and Nursing)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	r) Cancer Services Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	s) Community Paediatric Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	t) Acute Paediatric and Neonates Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	u) Community Children's Service Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	v) Midwifery and Women's health Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	w) Obstetrics and Gynaecology Records	Director of Operations	General Manager (Acute services and Women, Children's and Cancer Services)
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	x) Pathology Records	Director of Operations	Head of Service - Pathology
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	y) Radiology Records	Director of Operations	Radiology Services Manager
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	z) Cardiology Records	Director of Operations	Hospital General Manager - GGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	aa) Renal Records	Director of Operations	Hospital General Manager - GGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ab) General Medicine Records	Director of Operations	Hospital General Managers
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ac) Gastroenterology Records	Director of Operations	Hospital General Manager - BGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ad) Neurology Records	Director of Operations	Hospital General Manager - BGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ae) Stroke Records	Director of Operations	Hospital General Manager - WGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	af) Care of The Elderly	Director of Operations	Hospital General Manager - WGH USC
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ag) General surgery, vascular, breast care records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ah) Ophthalmology Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ai) Ear, Nose and Throat Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	aj) Trauma and Orthopaedics Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ak) Plaster Services Records	Director of Operations	General Manager - Scheduled Care

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	a) Dermatology Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	am) Rheumatology Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	an) Theatres Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ao) Day Surgery Unit Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ap) Pre-assessment Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	aq) Endoscopy Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ar) Anaesthetics Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	as) Urology Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	at) Critical Care Records	Director of Operations	General Manager - Scheduled Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	au) Mental Health and Learning Disability Records	Director of Operations	Director of Mental Health & Learning Disabilities
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	av) Psychology Records	Director of Operations	County Director - Ceredigion
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ax) Mental Health Subject Access Requests	Director of Operations	Mental Health Act Administrator
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	aw) Acute Subject Access Requests	Director of Operations	Acute Records Manager
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	ay)Managed Practices records.	Director of Primary Care, Community & Long Term Care	Assistant Director of Primary Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	az)Low Vision records	Director of Primary Care, Community & Long Term Care	Head of Dental and Optometry
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational Health Records Management	aaa)Dental services records	Director of Primary Care, Community & Long Term Care	Head of Dental and Optometry
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational quality and safety and effectiveness	a) Implementing Hospital Patient Environment audits	Director of Operations	Director of Estates, Facilities & Capital Management

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational quality and safety and effectiveness	b) Decontamination	Director of Operations	Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational quality and safety and effectiveness	c) Capital equipment renewal & replacement	Director of Operations	Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Operational quality and safety and effectiveness	d) EBME	Director of Operations	Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Managed Practices	Delivery of Managed Practices Contacts	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Managed Practices	Management and service delivery of Health Board Managed Practices	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	N/A	Medical Devices	Director of Operations	Deputy Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	N/A	Medicines Management	Director of Primary Care, Community & Long Term Care	Head of Medicines Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	N/A	Development of a medicines optimisation strategy (primary & secondary care)	Director of Primary Care, Community & Long Term Care	Head of Medicines Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	N/A	National Contracts for GMS, Dental, Community Pharmacy and Optometry, including implementation, monitoring, performance management and reporting	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	a) Develop an estates strategy and rationalisation plan	Director of Strategic Development and Operational Planning	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	b) Compliance with environmental regulations	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	c) Management of land, buildings, included leased assets	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	d) Authorised holder of deed and controller of property	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	e) District Valuer issues and negotiations	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	f) Delivery of Capital Estates Projects	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Estates	g) Licences and leases for property	Director of Operations	Director of Estates, Facilities & Capital Management
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	a) Information Governance (including compliance with the Data Protection Act, Access to Health Records Act and other IG legislation)	Director of Finance (Senior Information Risk Owner)	Head of Information Governance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	b) Caldicott Standards and Action Plan	Director of Finance	Deputy Caldicott Guardian /Head of Information Governance

SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	c) Development and revision of Information Sharing Protocols	Director of Finance	Head of Information Governance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	d) IG Training Programme	Director of Finance	Assistant Director of Informatics
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	e) Data Quality	Director of Finance	Assistant Director of Informatics & all information Asset Owners
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	f) Management and control of computer systems and facilities to ensure achievement and compliance with national standards and IM&T strategy	Director of Finance	Assistant Director of Informatics
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	g) Purchases/installation of IT software & hardware	Director of Finance	Assistant Director of Informatics
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Information Management & Technology Strategy	h) Delivery of specific IT projects	Director of Finance	Assistant Director of Informatics
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Performance Management & Business Intelligence	a) Review & establish the performance management framework which included meaningful performance measures for the totality of the services for the which the Health Board is responsible	Director of Finance	Head of Performance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Performance Management & Business Intelligence	b) Develop the Board Performance Report template on an annual basis, advising on aligning and integrating service, workforce and financial performance matters for sign off by the Strategic Development & Operational Delivery Committee	Director of Finance	Head of Performance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Performance Management & Business Intelligence	c) Establish Performance Management Office	Director of Finance	Head of Performance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	Performance Management & Business Intelligence	d) Provide assurance on the overall performance and delivery against Health Board plans and objectives	Director of Finance	Head of Performance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	NHS Shared Services Partnership	a) Attending Joint Committee meetings	Chief Executive	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	NHS Shared Services Partnership	b) Agreeing actions to be taken where performance is off track	Chief Executive	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	OPERATIONAL	NHS Shared Services Partnership	c) Ensure robust interface protocols are in place and test efficacy on a planned programme of review	Chief Executive	Director of Finance

SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	a) Develop Board Risk Appetite Statement	Board Secretary	Board Secretary
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	b) Review internal risk management processes	Board Secretary	Assistant Director of Assurance & Risk
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	c) Management & maintenance of Corporate Risk Register	Board Secretary	Assistant Director of Assurance & Risk
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	d) Management & maintenance of Directorate/Clinical Risk Registers	Executive Directors	Heads of Departments/Head of Service/General Managers
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	e) Development of Board Assurance Framework	Board Secretary	Assistant Director of Assurance & Risk
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Corporate Governance, Assurance Framework & Risk Management	f) Implement recommendations from external governance reviews	Board Secretary	All Executive Directors
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Policies & Procedures (written control documents)	a) Maintaining a database of all written control documents	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Policies & Procedures (written control documents)	b) Manage the process for developing and reviewing written control documents	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Policies & Procedures (written control documents)	c) Approval of written control documents	Appropriate committee as per Written Control Document Scheme of Delegation *Owning groups & approving committees - clinical written control documentation	As per Written Control Document Scheme of Delegation *Owning groups & approving committees - clinical written control documentation
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	Board Secretariat	Board Secretary	Head of Corporate & Partnership Governance
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Board Development & Committee Management	a) Establish a process for establishment & abolition of committees and groups	Board Secretary	Head of Corporate & Partnership Governance

SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Board Development & Committee Management	b) Establish procedures on the management of committees and groups to ensure consistency and good governance	Board Secretary	Head of Corporate & Partnership Governance
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Board Development & Committee Management	c) Board and Committee development	Board Secretary	Head of Corporate & Partnership Governance
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	Regulatory and inspections coordination and assurance	Board Secretary	Assistant Director of Assurance & Risk
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Legal Advice	a) Engagement of UHB solicitors	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Legal Advice	b) Authority to seek legal advice – all issues	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	Arrangements that appropriate insurance/indemnity is in place (Corporate)	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	Arrangements that appropriate insurance/indemnity is in place (Nursing and Midwifery)	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	Maintenance of the University status of the organisation	Medical Director	Director for Research & Innovation and University Partnerships
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Freedom of information Act (FOI)	a) Coordinate the collecting of information to prepare FOI responses within statutory deadlines	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Freedom of information Act (FOI)	b) Sign off of Final Responses	Relevant Lead Executive Director	Assistant Director of Corporate Legal Services and Public Affairs
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Freedom of information Act (FOI)	c) Undertake internal reviews/complaints relating to FOI	Director of Nursing, Quality & Patient Experience	Director of Nursing, Quality & Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Public Engagement	a) Develop and implement public engagement strategy	Director of Strategic Development & Operational Planning	Head of Transformation and Engagement Programme Office
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Public Engagement	b) Ensure public participation in service design and decision making	Director of Strategic Development & Operational Planning	Head of Transformation and Engagement Programme Office
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Stakeholder Engagement & Management (including armed forces)	a) Organising a continuous programme of stakeholder events across Hywel Dda	Director of Strategic Development & Operational Planning	Head of Transformation and Engagement Programme Office
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Stakeholder Engagement & Management (including armed forces)	b) Supporting services in engaging with staff, patients and the public during service change	Director of Strategic Development & Operational Planning	Head of Transformation and Engagement Programme Office

SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Stakeholder Engagement & Management (including armed forces)	c) Engaging with armed forces, carers, staff, refugees, asylum seekers and those with sensory impairment	Chief Executive	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Communications	a) External Communications including relationships with press, key stakeholders and the public	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Communications	b) Internal communications with staff (Corporate Information)	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Communications	c) Developing and maintaining the organisation's external website, staff intranet, social media and e-communications	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Sponsorship	a) Sponsorship to attend courses and conferences	Executive Directors	Individual is responsible for completing Gifts, Hospitality & Sponsorship form
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Sponsorship	b) Sponsorship of HB events	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Advertising	a) Relating to recruitment	Director of Workforce & OD	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Advertising	b) Other	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Welsh Language	a) Compliance with the Welsh Language Act 1993 and the Welsh Language Standards	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Welsh Language	b) Welsh translation services	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Welsh Language	c) Welsh Language Strategy and development	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Partnership Governance	a) Maintain a partnership governance framework to ensure a consistent approach of working across partners	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Partnership Governance	b) Performance management and monitoring of outcomes of work delivered through partnerships and other inter-organisational arrangements	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Partnership Governance	Regional Partnership Board Governance	Director of Primary Care, Community & Long Term Care	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Partnership Governance	Public Services Board Governance	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	N/A	International Health Partnerships	Director of Public Health	Director of Public Health
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Equality, Diversity and Human Rights	Compliance with the Equality Act 2010 and Public Sector Equality Duty (2016)	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	a) Public Board	Chief Executive	Chief Executive

SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	b) Audit and Risk Assurance Committee	Board Secretary	Board Secretary
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	c) People, Organisational Development & Culture Committee	Director of Strategic Development & Operational Planning/ Director of Workforce & OD	Director of Finance/ Director of Workforce & OD
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	d) Quality, Safety and Experience Committee	Director of Nursing, Quality & Patient Experience	Director of Nursing, Quality & Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	e) Charitable Funds Committee	Director of Nursing, Quality & Patient Experience	Director of Nursing, Quality & Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	f) Mental Health Legislation Assurance Committee	Director of Operations	Director of Operations
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	g) Sustainable Resources Committee	Director of Finance	Director of Finance
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	h) Health & Safety Committee	Director of Nursing, Quality & Patient Experience	Director of Nursing, Quality & Patient Experience
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	i) Remuneration and Terms of Service Committee	Chief Executive	Chief Executive
SCHEME OF DELEGATION FROM OTHER	N/A	CORPORATE	Committee Lead	j) Strategic Development & Operational Delivery Committee	Director of Strategic Development & Operational Planning	Director of Strategic Development & Operational Planning
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Staff Engagement and Support	a) Occupational Health Service	Director of Workforce & OD	Assistant Director of Workforce
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Staff Engagement and Support	b) Staff psychological well-being	Director of Workforce & OD	Assistant Director of OD
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Staff Engagement and Support	c) Staff communication (corporate)	Director of Workforce & OD	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Staff Engagement and Support	d) Staff engagement on service change	Chief Executive	Communications Director
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Workforce Planning, recruitment and retention	a) Develop & implement a workforce strategy	Director of Workforce & OD	Assistant Director of OD
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Workforce Planning, recruitment and retention	b) Establish & implement workforce plans to address key performance measures in sickness reduction, appraisal rates, mandatory training, job planning and employee relations, support & investigation	Director of Workforce & OD	Assistant Director of OD
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	N/A	Organisational Development Strategy	Director of Workforce & OD	Assistant Director of OD
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	N/A	Staff Side and Employee Relations	Director of Workforce & OD	Assistant Director of OD

SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	N/A	Workforce Equality and Diversity	Director of Workforce & OD and Director of Public Health	Assistant Director of OD and Assistant Director Strategic Partnerships, Diversity & Inclusion
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Medical Staffing	a) Authorisation above medical and locum cap	Medical Director	Assistant Director (Medical Directorate)
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Medical Staffing	b) Job Planning	Medical Director	Assistant Director (Medical Directorate)
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Medical Staffing	c) Monitoring and quality assurance of job plans	Medical Director	Assistant Director (Medical Directorate)
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Disciplinary investigations and dismissal of staff	a) Chief Executive i) Suspension/ Exclusion ii) Dismissal	Chair of the Board Chair of the Board	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Disciplinary investigations and dismissal of staff	b) Director i) Suspension/ Exclusion ii) Dismissal	Chief Executive Chief Executive	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Disciplinary investigations and dismissal of staff	c) All Other Staff (excluding Medical and Dental) i) Suspension/ Exclusion ii) Dismissal	Appropriate Line Manager (must be minimum of Band 7) Appropriate Senior Manager (normally will be minimum of Band 8)	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Disciplinary investigations and dismissal of staff	d) Medical and Dental Staff i) Suspension/ Exclusion ii) Dismissal	See UPSW (or any subsequent policy which replaces UPSW) Medical Director (or nominated deputy)	N/A
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	Disciplinary investigations and dismissal of staff	Dismissal of Primary Care contracted Medical and Dental staff (and other Contractor professionals)	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	N/A	Workforce policies and procedures	Director of Workforce & OD	Assistant Director of Workforce
SCHEME OF DELEGATION FROM OTHER	N/A	WORKFORCE	N/A	Finance Professional Leadership	Director of Finance	Assistant Directors of Finance and Head of Service Modernisation
LEGISLATION COMPLIANCE	N/A	Concerns	N/A	NHS Redress (Wales) Measure 2008 (2008 nawm1) - Measures of the Welsh Director of Nursing, Quality & Patient Experience Assistant Director (Legal & Patient Experience) Government to make provision about arrangements for redress in relation to liability in tort in connection with services provided as part of the health service in Wales	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
LEGISLATION COMPLIANCE	N/A	Concerns	N/A	The National Health Service (Concerns, Complaints and Redress Arrangements) (Wales) Regulations 2011	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Legal and Patient Support)
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Well-being of Future Generations (Wales) Act 2015	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	Social Services and Well-being (Wales) Act 2014	Director of Primary Care, Community & Long Term Care	Director of Primary Care, Community & Long Term Care
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Partnership Arrangements (Wales) Regulations 2015	Director of Primary Care, Community & Long Term Care	Assistant Director Strategic Partnerships, Diversity & Inclusion

LEGISLATION COMPLIANCE	N/A	Corporate	N/A	Charities Act 2011	Director of Nursing, Quality & Patient Experience	Head of Hywel Dda Health Charities
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	Charities Act 2022	Director of Nursing, Quality & Patient Experience	Head of Hywel Dda Health Charities
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The National Health Service Act 1977	Chief Executive	All Executives
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The National Health Services (Wales) Act 2006	Chief Executive	All Executives
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Health and Social Care (Quality and Engagement) (Wales) Act 2020	Director of Nursing, Quality & Patient Experience	All Executives
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Local Health Boards (Establishment and Dissolution) (Wales) Order 2009	Chief Executive	Board Secretary
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009	Chief Executive	Board Secretary
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Local Health Boards (Directed Functions) (Wales) Regulations 2009	Chief Executive	Board Secretary
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Local Health Boards (Transfer of Staff, Property, Rights and Liabilities) (Wales) Order 2009	Chief Executive	Board Secretary
LEGISLATION COMPLIANCE	N/A	Corporate	N/A	The Local Health Boards (Establishment and Dissolution) (Wales) (Amendment) Order 2013	Chief Executive	Board Secretary
LEGISLATION COMPLIANCE	N/A	Equality	N/A	Equality Act 2010 - A legal framework to protect the rights of individuals and advance equality of opportunity for all	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
LEGISLATION COMPLIANCE	N/A	Equality	N/A	Human Rights Act 1998 - Codifies the protections in the European Convention on Human Rights into UK law	Director of Public Health	Assistant Director Strategic Partnerships, Diversity & Inclusion
LEGISLATION COMPLIANCE	N/A	Equality	N/A	Welsh Language Act 1993 – Establishes the principle that Welsh and English languages should be treated on the basis of equality, in the conduct of public business in Wales	Communications Director	Communications Director
LEGISLATION COMPLIANCE	N/A	Equality	N/A	Welsh Language (Wales) Measure 2011	Communications Director	Communications Director
LEGISLATION COMPLIANCE	N/A	Estates	N/A	Pollution Prevention and Control Act 1999 & Environmental Permitting Regulations 2010 (previously The Radioactive Substances Act 1993) -Inspections regarding Radioactive Waste, etc. Under Radioactive Substance Act 1993. Registration to keep radioactive substances and authorisation to store and dispose of radioactive waste to comply with the requirements	Director of Operations	Director of Estates, Facilities & Capital Management
LEGISLATION COMPLIANCE	N/A	Estates	N/A	Energy Act 2008 (c.32) - Combined Heat and Power Quality Assurance (CHPQA)	Director of Operations	Director of Estates, Facilities & Capital Management
LEGISLATION COMPLIANCE	N/A	Health & Safety	N/A	Health and Safety at Work Act 1974 & Secondary Legislation (Regulations)	Director of Nursing, Quality & Patient Experience	All Executive Directors/Directors, General Managers, County Directors, Director of MHL, Assistant Director of EFCM, Asst Director Informatics, Deputy Director of Operations
LEGISLATION COMPLIANCE	N/A	Health & Safety	N/A	Fire & Rescue Services Act 2005 & Regulatory Reform (Fire Safety) Order 2005	Director of Operations	All Executive Directors/Directors, General Managers, County Directors, Director of MHL, Assistant Director of EFCM, Assistant Director Informatics, Deputy Director of Operations
LEGISLATION COMPLIANCE	N/A	Health & Safety	N/A	Ionising Radiation (Medical Exposure) Regulations 1999	Director of Therapies & Health Science	Head of Radiology

LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	General Data Protection Regulations 2018 - Protection of personal information	Director of Strategic Development & Operational Planning	Digital Director and Head of Information Governance
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	General Data Protection Regulations 2018 - Non Medical Subject Access Requests	Director of Strategic Development & Operational Planning	Digital Director and Head of Information Governance
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	General Data Protection Regulations 2018 - Acute Subject Access Requests	Director of Operations	Acute Records Manager
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	General Data Protection Regulations 2018 - Mental Health Subject Access Requests	Director of Operations	MH Administrator
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	Access to Health Records Act 1990 - Access to the health records of a deceased person	Director of Operations	Health Records Manager/ MH Administrator
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	Common Law duty of Confidentiality	Director of Finance	Digital Director
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	Computer Misuse Act 1990 – Securing computer material against unauthorised access or modification; and for connected purposes	Director of Finance	Digital Director
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	Freedom of Information Act 2000 - Provides public access to information held by public authorities	Board Secretary	Assistant Director of Corporate Legal Services and Public Affairs
LEGISLATION COMPLIANCE	N/A	Information Governance	N/A	Environmental Information Regulations 2004	Board Secretary	Board Secretary
LEGISLATION COMPLIANCE	N/A	Medicines Management	N/A	Health Act 2006 (c.28) & Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 (under Health Act 2006)	Medical Director	Head of Medicines Management
LEGISLATION COMPLIANCE	N/A	Medicines Management	N/A	Controlled Drugs (Supervision of Management and Use) (Wales) Regulations 2008 (under Health Act 2006) - Regulations on the management of Controlled Drugs (Jan 2009)	Medical Director	Head of Medicines Management
LEGISLATION COMPLIANCE	N/A	Medicines Management	N/A	Misuse of Drugs Act 1971 (c.38) & Misuse of Drugs Act 2001- Restriction relating to production, supply, possession and destruction of controlled drugs	Medical Director	Pharmaceutical & Prescribing Manager, Head of Medicines Management
LEGISLATION COMPLIANCE	N/A	Mental Health	N/A	Mental Health Act 1983	Director of Operations	Director of Mental Health & LD
LEGISLATION COMPLIANCE	N/A	Mental Health	N/A	Mental Health (Wales) Measure 2010	Director of Operations	Director of Mental Health & LD
LEGISLATION COMPLIANCE	N/A	Patient Safety	N/A	Human Tissue Act 2004 – Licence Holder	Medical Director	Consultant Histopathologist (Pathology Lead)
LEGISLATION COMPLIANCE	N/A	Patient Safety	N/A	Human Transplantation (Wales) Act 2013	Director of Operations	Consultant Histopathologist (Pathology Lead)
LEGISLATION COMPLIANCE	N/A	Patient Safety	N/A	Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance, Professional Regulation
LEGISLATION COMPLIANCE	N/A	Patient Safety	N/A	Nurse Staffing Levels (Wales) Act 2016	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing (Practice)
LEGISLATION COMPLIANCE	N/A	Public Health	N/A	Public Health (Control of Diseases) Act 1984 (c.22) & Health Protection (Notification) (Wales) Regulations 2010 - Cases of notifiable diseases, death and disposal of bodies	Director of Public Health	Head of Health Emergency Planning
LEGISLATION COMPLIANCE	N/A	Public Health	N/A	Smoke-Free Premises (Wales) Regulations 2007	Director of Public Health	Public Health Officer (Tobacco)
LEGISLATION COMPLIANCE	N/A	Public Involvement	N/A	Local Government and Public Involvement in Health Act 2007 (c.28) – Disclosure of information, ethical standards, patient and public involvement	Director of Public Health	Communications Director
LEGISLATION COMPLIANCE	N/A	Public Safety	N/A	Civil Contingencies Act 2004 - Establishes a coherent framework for emergency planning	Director of Public Health	Head of Health Emergency Planning
LEGISLATION COMPLIANCE	N/A	Safeguarding	N/A	Children's Act 1989, 2004 - Provides the legislative framework for child protection in Wales	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance & Professional Regulation
LEGISLATION COMPLIANCE	N/A	Safeguarding	N/A	Care Standards Act 2000 - Provides for the administration of a variety of care institutions, including children's homes, independent hospitals, nursing homes and residential care homes	Director of Primary Care, Community & Long Term Care	Head of Long Term Care

LEGISLATION COMPLIANCE	N/A	Safeguarding	N/A	Protecting Vulnerable Groups Act 2006 - Provides the legislative framework for the new Vetting and Barring scheme	Director of Nursing, Quality & Patient Experience	Assistant Director of Nursing for Quality, Assurance & Professional Regulation
LEGISLATION COMPLIANCE	N/A	Safeguarding	N/A	Mental Capacity Act 2005 - Provides a statutory framework for people who lack capacity to make decisions for themselves	Director of Operations	Head of Consent & Mental Capacity
CAPITAL SCHEMES	N/A	N/A	N/A	Women & Children's Phase 2. GGH	Director of Acute Services (SRO)	Project Director - Lisa Humprey
CAPITAL SCHEMES	N/A	N/A	N/A	Fire Enforcement work WGH	Director of Operations (SRO)	Project Director - Rob Elliott
CAPITAL SCHEMES	N/A	N/A	N/A	Transforming Mental Health	Director of Operations (SRO)	Project Director - Liz Carroll
CAPITAL SCHEMES	N/A	N/A	N/A	Welsh Community Information System (WCCIS) Health Board Wide	Director of Finance (SRO)	Project Director - Anthony Tracey
CAPITAL SCHEMES	N/A	N/A	N/A	Fire Enforcement work GGH	Director of Operations (SRO)	Project Director - Rob Elliott
CAPITAL SCHEMES	N/A	N/A	N/A	Diagnostic Imaging – All Schemes	Director of Operations (SRO)	Project Director - Sarah Perry
CAPITAL SCHEMES	N/A	N/A	N/A	Demountable Theatre PPH	Director of Strategic Development and Operational Planning (SRO)	Project Director - Keith Jones
CAPITAL SCHEMES	N/A	N/A	N/A	Carmarthen Hwb	Director of Strategic Development and Operational Planning (SRO)	Project Director - Rhian Matthews
CAPITAL SCHEMES	N/A	N/A	N/A	Cross Hands Health & Wellbeing Centre, Cross Hands, Carmarthenshire	Director of Strategic Development and Operational Planning (SRO)	Project Director - Rhian Matthews
CAPITAL SCHEMES	N/A	N/A	N/A	Aseptic Unit	Director of Primary Care, Community & Long Term Care	Project Director - Jenny Pugh-Jones
CAPITAL SCHEMES	N/A	N/A	N/A	Withybush General Hospital	Director of Operations (SRO)	Project Director - Rob Elliott
CAPITAL SCHEMES	N/A	N/A	N/A	Cylch Caron, Tregaron.	County Director & Commissioner Ceredigion (SRO). Project lead by Ceredigion County Council.	N/A
CAPITAL SCHEMES	N/A	N/A	N/A	Aberystwyth Integrated Care Centre	Director of Operations (SRO)	Project Director - Peter Skitt
CAPITAL SCHEMES	N/A	N/A	N/A	Aberystwyth Integrated Education & Research Centre	TBC	Project Director - Peter Skitt
CAPITAL SCHEMES	N/A	N/A	N/A	Integrated Primary and Community Development, Neyland	TBC	Project Director - Elaine Lorton
CAPITAL SCHEMES	N/A	N/A	N/A	Fishguard Wellbeing Centre	TBC	Project Director - Elaine Lorton
CAPITAL SCHEMES	N/A	N/A	N/A	Llandovery Health and Wellbeing Hub	Director of Strategic Development and Operational Planning (SRO)	Project Director - Rhian Matthews
CAPITAL SCHEMES	N/A	N/A	N/A	Chemotherapy Day Unit Bronglais	Director of Operations (SRO)	Project Director - Peter Skitt
CAPITAL SCHEMES	N/A	N/A	N/A	Medical & Non Medical Equipment Replacement. HDUHB wide	Director of Operations (SRO)	Project Director - Gareth Rees
CAPITAL SCHEMES	N/A	N/A	N/A	Regional Cellular Pathology services	TBC	N/A