

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

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	21 June 2022
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Annual Review of HDdUHB Standing Orders and Standing Financial Instructions
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Joanne Wilson, Board Secretary
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Charlotte Beare, Assistant Director of Assurance and Risk

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA  
SBAR REPORT**

**Sefyllfa / Situation**

To present Hywel Dda University Health Board's (HDdUHB's) reviewed Standing Orders (SOs) and Standing Financial Instructions (SFIs) against recently issued Model SOs and SFIs to the Audit and Risk Assurance Committee for consideration, prior to their onward submission to the Board for approval on 28<sup>th</sup> July 2022.

The most recently revised Model Standing Orders and Model Standing Financial Instructions were issued in accordance with the Minister for Health and Social Services' powers of direction in correspondence dated 7<sup>th</sup> April 2021, accompanied by a detailed breakdown of the amendments made.

In line with this, HDdUHB's Standing Orders and Standing Financial Instructions were reviewed and updated to account for changes made to the Model versions and any local amendments, and were presented to the Audit & Risk Assurance Committee for comment on 5<sup>th</sup> May 2021, prior to approval by the Board on 27<sup>th</sup> May 2021.

Welsh Government has made no further amendments to its Model Standing Orders and Standing Financial Instructions since 7<sup>th</sup> April 2021, however paragraph 11.0.2 of the Model Standing Orders states that these should be reviewed annually by Health Boards and Trusts Audit Committees, and any proposed amendments reported to the Board for consideration.

The reviewed HDdUHB Standing Orders and Standing Financial Instructions are therefore presented to Audit & Risk Assurance Committee for comment, via the following hyperlink, prior to recommending their onward submission for approval to the Board on 28<sup>th</sup> July 2022.

[LHB Model Standing Orders Reservation and Delegation of Powers - 25 March 2021 v5 Final \(nhs.wales\)](#)

[Standing Orders and Standing Financial Instructions - Hywel Dda University Health Board \(nhs.wales\)](#)

## Cefndir / Background

It is necessary to ensure that Local Health Board, Trust, Welsh Health Specialised Services Committee (WHSSC) and Emergency Ambulance Services Committee (EASC) Model Standing Orders and Standing Financial Instructions are kept up to date and take account of any developments, and NHS organisations in Wales are required to review their Standing Orders and Standing Financial Instructions against these Model Standing Orders and Standing Financial Instructions on an annual basis.

HDdUHB approved the original version of its Standing Orders and Standing Financial Instructions at its Board meeting in July 2010 and revised versions in September 2011, September 2012, May 2014, November 2015, January 2017, March 2018, May 2019, January 2021 and May 2021.

Following Welsh Government's issue of revised Model Standing Orders for Local Health Boards, Trusts, WHSSC and EASC, together with revised Standing Financial instructions in April 2021, a further review was undertaken of the HDdUHB Standing Orders and Standing Financial Instructions and approved by Board in May 2021.

## Asesiad / Assessment

### **Standing Orders**

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

- Reference to Hywel Dda University Local Health Board throughout where the Model Standing Orders require insertion of the NHS organisation's name;
- Reference to Audit & Risk Assurance Committee throughout where the Model Standing Orders require insertion of the name of the Committee established to consider audit matters;
- Reference to HDdUHB's Standards of Behaviour Policy throughout where the Model Standing Orders require insertion of the title of the relevant policy;
- Insertion of HDdUHB's address on page 8 of the documentation;
- Hyperlink added on page 13 to where details on the role of the Board Secretary within HDdUHB and how to contact them can be accessed from HDdUHB's website;
- Confirmation on page 50 that a summary equality impact assessment has been carried out on the Standing Orders prior to their formal adoption by the Board;
- Hyperlinks added on page 67 of the documentation to where the Standing Financial Instructions, Values & Standards of Behaviour Framework, Standards of Behaviour Policy, Risk & Assurance Framework and other key policy documents can be accessed from HDdUHB's and WG's websites.

Following the Board's approval of its revised governance arrangements in July 2021, the HDdUHB's Board Committees were updated on Schedule 3 on page 70.

### **Schedule 1 – Scheme of Reservation and Delegation of Powers**

As Welsh Government has made no further amendments to the Model Scheme of Reservation and Delegation of Powers, a hyperlink has been added in Schedule 2.1 on page 56 to where HDdUHB's extant Scheme of Delegation, as approved by the Board in May 2021, can be accessed from HDdUHB's website. This is under review and will be issued to follow.

## Schedule 2.1 - Standing Financial Instructions

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

- To identify the Sustainable Resources Committee (agreed by Board in July 2021) as the approving Committee for financial procedures, as opposed to the Audit Committee.

A hyperlink has been added in Schedule 2.1 on page 56 to where the Standing Financial Instructions can be accessed from HDdUHB's website.

## Schedule 3 – Board Committee Arrangements

Terms of Reference for HDdUHB's Board level Committees have been subject to their annual review during 2022 and will be presented to each Committee for approval during June and the Board for ratification in July 2022. Hyperlinks to the extant Terms of Reference are included in Schedule 3 on page 70. All Terms of Reference for all Board level Committees are also made available to Members within the Resource section of HDdUHB's e-Board software.

## Schedule 4 - Joint Committee Arrangements

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

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

## Schedule 5 – Advisory Groups

Terms of Reference for HDdUHB's Advisory Groups have also been subject to their annual review during 2022 and will be presented for approval to each Advisory Group before being presented to the Board for ratification in July 2022; hyperlinks to the extant versions are included in Schedule 5 on page 72. All Terms of Reference for HDdUHB Advisory Groups are made available to Members within the Resource section of HDdUHB's e-Board software.

## Argymhelliad / Recommendation

The Audit & Risk Assurance Committee is asked to:

- Consider the previously agreed local amendments to HDdUHB's Standing Orders and Standing Financial Instructions as approved by the Board in May 2021 and whether any further local amendments are required.
- Recommend the revised version of HDdUHB Standing Orders and Standing Financial Instructions to the Board on 28<sup>th</sup> July 2022 for approval.

### Amcanion: (rhaid cwblhau)

### Objectives: (must be completed)

Committee ToR Reference  
Cyfeirnod Cylch Gorchwyl y Pwyllgor

3.11 The Committee will be responsible for reviewing the UHB's Standing Orders and Standing Financial Instructions and Scheme of Delegation annually, (including associated framework documents as appropriate), monitoring compliance, and reporting

	any proposed changes to the Board for consideration and approval.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Amcanion Strategol y BIP: UHB Strategic Objectives:	Not Applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Statement</a>	Not Applicable

#### Gwybodaeth Ychwanegol: Further Information:

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

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

<b>Ariannol / Gwerth am Arian:</b> <b>Financial / Service:</b>	Robust governance arrangements underpinning financial management contribute towards internal control and value for money being achieved
<b>Ansawdd / Gofal Claf:</b> <b>Quality / Patient Care:</b>	Where applicable, included within the report.
<b>Gweithlu:</b> <b>Workforce:</b>	Where applicable, included within the report.
<b>Risg:</b> <b>Risk:</b>	A sound system of internal control ensures that any risks to the achievement of the Health Board's objectives are identified, assessed and managed.

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