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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	15 September 2022	Agenda Item	2.6
Report Title	Review of Standing Orders		
Report Author	Liz Stauber, Head of Corporate Governance		
Report Sponsor	Hazel Lloyd, Interim Director of Corporate Governance		
Presented by	Hazel Lloyd, Interim Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of the report is set out the findings of the annual review of standing orders.		
Key Issues	<p>There is an annual requirement to review standing orders, this has been undertaken and no changes are proposed to the health board's main schedules:</p> <ul style="list-style-type: none"> - Standing orders (main); - Glossary of terms; - Schedule one: scheme of delegation; - Schedule two: key guidance; - Schedule six: standing financial instructions. <p>Schedule three is the terms of reference for the board committees. While these have recently been reviewed and agreed by the relevant committees and board, further updates have been made to revert memberships back to independent members only and the quorum to two members. The exception to this is the Charitable Funds Committee. These changes now require approval.</p> <p>In addition, included within the suite of documents are the standing orders for the joint committees (schedule four) and the latest versions of these require approval for inclusion in the pack:</p> <ul style="list-style-type: none"> - Welsh Health Specialised Services Committee (WHSSC); - Emergency Ambulance Services Committee (EASC); - NHS Wales Shared Services Partnership (NWSSP). <p>Alongside these are the terms of reference for the three advisory groups which also require approval:</p> <ul style="list-style-type: none"> - Stakeholder Reference Group; - Healthcare Professionals Forum - Health Board Partnership Forum 		
Specific Action Required	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>

<i>(please choose one only)</i>				
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE that there are no suggested amendments made to the main standing orders and standing financial instructions to the board for approval; • APPROVE the changes to the memberships and quorum of the board committees as set out in the terms of references; • RECOMMEND the inclusion of the revised WHSSC standing orders and memorandum of understanding, NWSSP standing orders and EASC standing orders and standing financial instructions into the health board's suite of documents to the board for approval; • RECOMMEND the inclusion of the terms of reference for the Stakeholder Reference Group, Healthcare Professionals Forum and Health Board Partnership Forum into the health board's suite of documents to the board for approval; 			

Review of Standing Orders

1. INTRODUCTION

The purpose of the report is set out the findings of the annual review of standing orders.

2. BACKGROUND

Local health boards and trusts in Wales must agree standing orders for the regulation of their proceedings and business. They are designed to translate the statutory requirements into day-to-day operating practice and, together with the adoption of a scheme of decisions reserved to the board; a scheme of delegations to officers and others; and standing financial instructions, they provide the regulatory framework for the business conduct of the health board. The documents are based on 'models' issued by Welsh Government and updates to these templates are issued on a routine basis.

In addition, included within the suite of documents are the standing orders for the joint committees and as revised versions are received from these organisations, the health board is asked to approve their inclusion into its own standing orders:

- Welsh Health Specialised Services Committee (WHSSC);
- Emergency Ambulance Services Committee (EASC);
- NHS Wales Shared Services Partnership (NWSSP).

Alongside these are the terms of reference for the three advisory groups which also require approval for inclusion in the suite of documents:

- Stakeholder Reference Group;
- Healthcare Professionals Forum;
- Health Board Partnership Forum

These are available in the resources section of Admin Control.

3. GOVERNANCE AND RISK ISSUES

There no changes are proposed to the health board's main schedules:

- Standing orders (main);
- Glossary of terms;
- Schedule one: scheme of delegation;
- Schedule two: key guidance;
- Schedule six: standing financial instructions.

These are based on the model standing orders issued by Welsh Government and were considered and approved by the board in September 2021, including any deviations from the template provided. The content remains extant therefore no amendments are required. In addition, the scheme of delegation was reviewed in January 2022 to bring the approval limits in-line with those of the partner organisations in the Regional Partnership Board. The current versions are available on request from the corporate governance team.

Schedule three is the terms of reference for the board committees. While these have recently been reviewed and agreed by the relevant committees and board, further updates have been now been made to revert memberships back to independent members only and the quorum to two members. The exception to this is the Charitable Funds Committee as independent members and executive directors have an equal role as trustees. These

changes now require approval and the amended versions are available in the resources section of Admin Control.

4. FINANCIAL IMPLICATIONS

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

5. RECOMMENDATION

Members are asked to:

- **NOTE** that there are no suggested amendments made to the main standing orders and standing financial instructions to the board for approval;
- **APPROVE** the changes to the memberships and quorum of the board committees as set out in the terms of references;
- **RECOMMEND** the inclusion of the revised WHSSC standing orders and memorandum of understanding, NWSSP standing orders and EASC standing orders and standing financial instructions into the health board's suite of documents to the board for approval;
- **RECOMMEND** the inclusion of the terms of reference for the Stakeholder Reference Group, Healthcare Professionals Forum and Health Board Partnership Forum into the health board's suite of documents to the board for approval.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input checked="" type="checkbox"/>
	Effective Care	<input checked="" type="checkbox"/>
	Dignified Care	<input checked="" type="checkbox"/>
	Timely Care	<input checked="" type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input type="checkbox"/>
Quality, Safety and Patient Experience		
Adherence to the standing orders ensures the correct governance procedures are in place to support quality, safety and patient experience.		
Financial Implications		
There are no financial implications.		
Legal Implications (including equality and diversity assessment)		
The health board has a statutory responsibility to ensure it has standing orders in place by which to manage its day-to-day business.		
Staffing Implications		
There are no staffing implications.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
Standing orders will ensure the health board continues to have good governance procedures in place for its long-term future.		
Report History	Revised standing orders were approved by the Audit Committee and Board in September 2021.	
Appendices	No appendices but the following can be found in the resources section of Admin Control: <ul style="list-style-type: none"> - Schedule Three – Committee Terms of References; - Schedule Four – Standing Orders of Joint Committees (WHSSC, EASC, NWSSP); - Schedule Five – Advisory Groups' Terms of References (Stakeholder Reference Group, Healthcare Professionals Forum and Health Board Partnership Forum). 	

