

Glossary of terms

This Glossary of Terms should be used in conjunction with the Local Health Board's Standing Orders and Standing Financial Instructions; and also with the Welsh Health Specialised Services Committee's Standing Orders and Standing Financial Instructions

Accountable Officer	The officer formally designated as the LHB's 'Accountable Officer' by the Chief Executive, NHS Wales. In LHBs, the Chief Executive must be the designated Accountable Officer, and this is a condition of their appointment to the role. The essence of the role of Accountable Officer is the designation of personal responsibility for the propriety and regularity of the public finances for which the AO is answerable.
Accounting Officer	The person holding the post of Director General, Department for Health and Social Services and Chief Executive, NHS Wales who has been formally designated the Assembly Government's Accounting Officer for Health and Social Services.
Advisory Group	A Group, created and appointed by the LHB Board to provide advice in the exercise of its functions. The LHB's advisory groups include a Stakeholder Reference Group, Healthcare Professionals' Forum, and Local Partnership Forum.
Annual Plan of Board Business	Annual Plan of Board Business will include proposals on meeting dates, venues and coverage of business activity during the year
Welsh Government	The Welsh Ministers or any person whose authority emanates from the Welsh Ministers.
Associate Member	<i>For LHB:</i> A board member who has been appointed to bring a particular perspective to the Board and to participate in Board debate and discussions, but who does not have voting rights. <i>For WHSSC:</i> The Chief Executives of Velindre NHS Trust, the Welsh Ambulance Services NHS Trust and the Public Health Wales NHS Trust who has been appointed to bring a particular perspective to the Joint Committee and to participate in Joint Committee debate and discussions but do not have voting rights.

Audit Committee	<i>For WHSSC:</i> The Joint Committee Audit Committee
Board	The corporate, decision making body of the LHB. Its role is to set its strategic direction; establish and uphold its governance and accountability framework, including its values and standards of behaviour; and to ensure delivery of its aims and objectives through effective challenge and scrutiny of performance across all areas of activity.
Board members	All members of the Board, including the Chair, Vice Chair, officer members (known as Executive Directors), non officer members (collectively with the Chair and Vice Chair known as Independent Members) and Associate (non voting) members.
Board Secretary/Director of Corporate Governance	The person appointed by the Board as its principal advisor on all aspects of governance.
Chair	<p><i>For LHB:</i> The LHB Chair or Chair of the Board (or LHB), means the person appointed by the Minister to lead the Board and to ensure it successfully discharges its overall responsibility for the LHB as a whole.</p> <p><i>For WHSSC:</i> The WHSSC or Joint Committee Chair or Chair of the WHSSC (or Joint Committee), means the person appointed by the Minister to lead the Joint Committee and to ensure it successfully discharges its overall responsibility for the Joint Committee as a whole.</p>
Chief Executive	<p><i>For LHB:</i> The Chief Officer of the LHB.</p> <p><i>For WHSSC:</i> The Chief Executive of the host LHB.</p>
Director General, Health and Social Services	The person holding the post of the Welsh Government's Director General, responsible for the Health and Social Services Directorate General and Chief Executive, NHS Wales.
Committee	A Committee or sub-Committee, created and appointed by the LHB or, in the case of a joint-Committee or joint sub-Committee created and appointed by the LHB or by another organisation and approved by the LHB.

Committee Members	<p><i>For LHB:</i> Those persons formally appointed by the Board to sit on or to chair specific Committees.</p> <p><i>For WHSSC:</i> The LHB Chief Executives together with the Joint Committee Chair appointed by the Minister and two Independent Members appointed by the Joint Committee from existing Independent Members of a LHB (and one of whom will be the Vice-Chair) and Associate (non voting) members.</p>
Committee Secretary	<p><i>For WHSSC:</i> The person appointed by the Joint Committee as its principal advisor on all aspects of governance.</p>
Constitution Regulations	<p>The Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009 (2009/779 (W.67))</p>
Director General, Health and Social Services	<p>The person holding the post of the Assembly Government's Director General, responsible for the Health and Social Services Directorate General and Chief Executive, NHS Wales.</p>
Director of Finance	<p><i>For LHB:</i> The chief financial officer of the LHB.</p> <p><i>For WHSSC:</i> The Finance Director of Specialised and Tertiary Services.</p>
Executive Director(s)	<p>Officer member(s) of the Board. There are nine Executive Directors (including the Chief Officer) with responsibility for the following areas: Medical; Finance; Nursing; Primary Care, Community and Mental Health Services; Strategic and Operational Planning; Workforce and Organisational Development; Public Health; Therapies and Health Science.</p>
Functions	<p><i>For LHB:</i> Those functions defined in the Local Health Boards (Directed Functions) (Wales) Regulations 2009 (2009/1511 (W.147)) and in other legislation.</p> <p><i>For WHSSC:</i> Those functions listed in Annex 1 of the Welsh Health Specialised Services Committee (Wales) Directions 2009 (2009/35) and subject to any variations to those functions agreed from time to time by the Joint Committee.</p>

Funds held on trust	Those funds which the LHB holds on date of incorporation, receives on distribution by statutory instrument or chooses subsequently to accept under powers derived under Section 163 of the National Health Service (Wales) Act 2006 (C.42). Such funds may or may not be charitable.
Host LHB	<i>For WHSSC:</i> Cwm Taf LHB.
Independent Member(s)	Collectively the Chair, Vice-Chair and the Non Officer Member(s) of the Board.
Integrated Medium Term Plans (IMTP)	Plans prepared, submitted and approved in accordance with the NHS Finance (Wales) Act 2014 and as defined by the NHS Wales Planning Framework
Joint Committee	The Welsh Health Specialised Services Committee established pursuant to the Welsh Health Specialised Services Committee (Wales) Directions 2009 (2009/35).
Joint Committee Audit Committee	<i>For WHSSC:</i> The Welsh Health Specialised Services Committee's Audit Committee.
Lead Director	<i>For WHSSC:</i> The Director of Specialised and Tertiary Services.
LHB	The Swansea Bay University Local Health Board.
LHBs	Local Health Boards
Management Team	<i>For WHSSC:</i> Consists of the Director of Specialised and Tertiary Services, the Finance Director of Specialised and Tertiary Services, the Medical Director of Specialised and Tertiary Services and the Nurse Director of Specialised and Tertiary Services.
Ministers or Minister	Either, collectively Welsh Ministers, or separately the Minister or the Deputy Minister for Health and Social Services for Wales.
National Assembly	The National Assembly for Wales, or any person whose authority emanates from the National Assembly for Wales.
NHS	The National Health Service.
NHS Act 2006	The National Health Service Act 2006 (C.41).
NHS (Wales) Act 2006	The National Health Service (Wales) Act 2006 (C.42).
NHS Finance (Wales) Act 2014	The National Health Service Finance (Wales) Act 2014

Nominated Officer	An officer charged with the responsibility for discharging specific tasks within these Standing Orders and related Standing Financial Instructions.
Non Officer Members (NOMs)	There are nine non-officer members, who must include: a local authority member; a voluntary organisation (or third sector) member; a trade union member; and a person who holds a post in a university that is related to health.
Officer	<p><i>For LHB:</i> An employee of the LHB. In certain circumstances, the term officer may include a person who is employed by another LHB or by a third party contracted to the LHB who carries out functions on behalf of the LHB.</p> <p><i>For WHSSC:</i> An employee of the host LHB who provides administrative support for the running of the Joint Committee.</p>
Officer Members	See Executive Director(s).
Relevant Services	<i>For WHSSC:</i> The planning and securing of specialised and tertiary services consisting of those functions and services listed in Annex 1 of the Welsh Health Specialised Services Committee (Wales) Directions 2009 (2009/35) and subject to any variations to those functions agreed from time to time by the Joint Committee.
SFIs	Standing Financial Instructions.
SOs	Standing Orders.
Values and Standards of Behaviour Framework	The Values and Standards of Behaviour Framework, incorporating NHS Codes of Conduct.
Vice-Chair	The non officer member appointed by the Minister who shall have particular responsibility for primary care, community and mental health services; and to take on the Chair's duties if the Chair is absent for any reason.
WHSSC	The Welsh Health Specialised Services Committee (“the Joint Committee”).
WHSSC Directions	The Welsh Health Specialised Services Committee (Wales) Directions 2009 (2009/35).

WHSSC Regulations	The Welsh Health Specialised Services Committee (Wales) Regulations 2009 (2009/3097 (W.270)).
WHSSC SFIs	<i>For WHSSC:</i> The Welsh Health Specialised Services Committee Standing Financial Instructions.
WHSSC SOs	<i>For WHSSC:</i> The Welsh Health Specialised Services Committee Standing Orders.
WHSST	<i>For WHSSC:</i> The Welsh Health Specialised Services Team established to run the day to day business of the Joint Committee.
WHSST Directors	<i>For WHSSC:</i> Those persons appointed by the Joint Committee, employed by the host LHB, and consist of the Director of Specialised and Tertiary Services, the Finance Director of Specialised and Tertiary Services, the Medical Director of Specialised and Tertiary Services and the Nurse Director of Specialised and Tertiary Services. Collectively, the WHSST Directors make up the Joint Committee's Management Team.

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