



Meeting Date	21 November 2019	Agenda Item	2.4
Report Title	Agreement of Model Standing Orders		
Report Author	Liz Stauber, Interim Head of Corporate Governance		
Report Sponsor	Pam Wenger, Director of Corporate Governance		
Presented by	Pam Wenger, Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of the report is to seek agreement of the revised model standing orders as set out by Welsh Government.		
Key Issues	The model standing orders were last reviewed in 2014 and as such, consideration has been given nationally to ministerial directions and legislative requirements. The changes apply to main standing orders document as well as the glossary of terms and delegation of powers. The other schedules are local to the health board and remain unchanged.		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations	Approval	<input checked="" type="checkbox"/>	
	Members are asked to: <ul style="list-style-type: none"> • NOTE the report; • RECOMMEND the revised model standing orders to the board for approval, subjected to the proposed localised changes. 		

AGREEMENT OF MODEL STANDING ORDERS

1. INTRODUCTION

The purpose of the report is to seek agreement of the revised model standing orders as set out by Welsh Government.

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.

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3. GOVERNANCE AND RISK ISSUES

The changes recommended by Welsh Government are set out in appendix one.

While the majority are applicable, there are two which are not. The first is paragraph (i) in section A and paragraph 1.0.1 of section B which refer to the establishment of the health board in 2009 in accordance with the Local Health Boards (Establishment and Dissolution) (Wales) Order 2009 (S.I. 2009/778). However, as a result of the Bridgend boundary change, Swansea Bay University Health Board was established in April 2019 and this will need to be reflected in our standing orders.

The second issue relates to paragraph 7.4.3 of section B which states that *'board members shall be sent an agenda and a complete set of supporting papers at least 10 calendar days before a formal board meeting.'* The proposed amendment to this section is the addition of the word 'calendar' and it does not take into account the change made by most health boards in May 2016 to reduce the number of days to seven as it has used the text of the original model standing orders. The timeframe was amended to reflect that the board now works digitally and no longer needs the extra three days to print and post the papers. It is therefore recommended that we maintain the seven days requirement.

Finally, the standing orders of the Welsh Health Specialised Services Committee (WHSSC) are a schedule of the health board's main document and therefore require ratification for inclusion (appendix two).

4. FINANCIAL IMPLICATIONS

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

5. RECOMMENDATION

Members are asked to:

- **NOTE** the report;

- **RECOMMEND** the revised model standing orders to the board for approval, subjected to the proposed localised changes.

Governance and Assurance		
Link to Enabling Objectives <i>(please choose)</i>	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		
<i>(please choose)</i>	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	Regular updates are provided to the Audit Committee proposing changes to the standing orders.	
Appendices	Appendix one – proposed changes to the model standing orders Appendix two – WHSSC standing orders	