



WELSH HEALTH CIRCULAR

Status: Compliance

Category: Governance

Title: Amendments to Model Standing Orders and Model Standing Financial Instructions – NHS Wales

Date of Expiry / Review: March 2024

Action by:

Required by: In accordance with Board and Committee timetable.

Chairs of Local Health Boards.

Chairs of NHS Trusts.

Chairs of the Welsh Health Specialised Services Committee and the Emergency Ambulance Services Committee.

Chairs of Special Health Authorities.

Directors of Corporate Governance/Board

Secretaries and Joint Committee Secretaries.

Sender: Melanie Westlake, Head of NHS Board Governance, Health and Social Services Group

Welsh Government Contacts:

Melanie Westlake, Head of NHS Board Governance, Health and Social Services Group,
(melanie.westlake@gov.wales)

Note: The WHC supersedes WHC 2020/011 and WHC2021/010.

Introduction and Background: NHS bodies in Wales must agree Standing Orders (SOs). This, together with a set of Standing Financial Instructions (SFIs) and a scheme of decisions reserved to the Board; a scheme of delegations to officers and others; and a range of other framework documents set out the arrangements within which the Board, its Committees, Advisory Groups and NHS staff make decisions and carry out their activities. The Standing Orders should be based upon the model determined by the Welsh Government.

The Welsh Government has reviewed and revised the following model documents:

- Model Standing Orders and Model Standing Financial Instructions – Local Health Boards.
- Model Standing Orders and Model Standing Financial Instructions – NHS Trusts.
- Model Standing Orders and Model Standing Financial Instructions – the Welsh Health Specialised Services Committee (WHSSC), which form Schedule 4.1 of the Local Health Board Model Standing Orders.
- Model Standing Orders - the Emergency Ambulance Services Committee (EASC), which form Schedule 4.2 of the Local Health Board Model Standing Orders [Note: Model Standing Financial Instructions have not yet been issued to EASC]; and
- Model Standing Orders and Model Standing Financial Instructions – Health Education and Improvement Wales.
- Model Standing Orders and Model Standing Financial Instructions - Digital Health and Care Wales Special Health Authority.

The latest versions of the model documents, together with the list of amendments have been published on the NHS Wales Governance e-Manual and can be accessed here:

[Standing Orders - Local Health Boards - NHS Wales Shared Services Partnership](#)

[Standing Orders - NHS Trusts - NHS Wales Shared Services Partnership](#)

[Standing Orders – Special Health Authorities - NHS Wales Shared Services Partnership](#)

[Joint Committee Standing Orders - NHS Wales Shared Services Partnership](#)

Enclosures:

Letter to Chairs of Local Health Boards, NHS Trusts, Health Education and Improvement Wales (HEIW), the Welsh Health Specialised Services Committee (WHSSC) the Emergency Ambulance Services Committee (EASC) and Digital Health and Care Wales (DHCW).



Our ref: MA/EM/1959//23

Chairs of Local Health Boards
Chairs of NHS Trusts
Chairs of Special Health Authorities
Chair of Welsh Health Specialised Services Committee
Chair of the Emergency Ambulances Services Committee

27 July 2023

Dear Chairs

Review of:

- a) Model Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions – Local Health Boards, NHS Trusts, Digital Health and Care Wales, Health Education and Improvement Wales, Welsh Health Specialised Services Committee (WHSSC), and**
- b) Review of Model Standing Orders, Reservation and Delegation of Powers - Emergency Ambulance Services Committee (EASC)**

As you are aware there is a requirement to keep the above documents under review to ensure they remain accurate and current. Model Standing Orders, Reservations and Delegation of Powers (SO's) were last issued in 2021 for Local Health Boards, Trusts, Health Education and Improvement Wales (HEIW), WHSSC and EASC. A review of the Model Standing Financial Instructions (SFI's) (for all of the above organisations except EASC) was also undertaken at this time.

A further review has been undertaken of the above documents, together with the Model Standing Orders and SFI's for Digital Health and Care Wales (DHCW). This is mainly to reflect the implementation of the Health and Social Care (Quality and Engagement) (Wales) Act 2020 and incorporate updates to the Model SFI's previously issued in letters from the Director of Finance.

The revised model documents are issued in accordance with my powers of direction contained within sections 12(3) (for Local Health Boards) and 19(1) (for NHS Trusts) and 23(1) (Special Health Authorities) of the National Health Service (Wales) Act 2006. My officials will provide to your Board Secretary a detailed breakdown of the amendments made and this will also be published on the Governance eManual:

<https://nwssp.nhs.wales/all-wales-programmes/governance-e-manual/>

Bae Caerdydd • Cardiff Bay
Caerdydd • Cardiff
CF99 1SN

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

Gohebiaeth.Eluned.Morgan@llyw.cymru
Correspondence.Eluned.Morgan@gov.wales

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

These amendments supersede those issued in accordance with the Welsh Health Circulars numbered WHC 2020/011 and 2021/010. A new WHC will be published to confirm this.

Your Board is required to incorporate and adopt this latest review into your organisations Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions (which form part of the Standing Orders) as appropriate. The WHSSC and EASC Standing Orders form Schedule 4.1 and 4.2 of the Local Health Board Standing Orders.

It should be noted that Betsi Cadwaladr University Health Board are also subject to the Betsi Cadwaladr University Health Board Intervention Order 2023, No. 1 and No.2. and should continue to reflect these within their Standing Orders.

Yours sincerely,



Eluned Morgan AS/MS

Y Gweinidog Iechyd a Gwasanaethau Cymdeithasol
Minister for Health and Social Services

Copies to: Chief Executives of Local Health Boards
Chief Executives of NHS Trusts
Chief Executive – Health Education and Improvement Wales
Chief Executive – Digital Health and Care Wales
Managing Director, Welsh Health Specialised Services Committee
Chief Ambulance Services Commissioner, Emergency Services Ambulance Committee
Board Secretaries, Local Health Boards, NHS Trusts, Digital Health and Care Wales and Health Education and Improvement Wales
Committee Secretaries, Welsh Health Specialised Services Committee and Emergency Ambulance Services Committee

