

Model

Standing Orders

Reservation and Delegation of powers
for

Local Health Boards

Glossary of Terms

September 2019

Model Standing Orders, Reservation and Delegation of Powers for LHBs
Glossary of Terms

Glossary of terms

This Glossary of Terms should be used in conjunction with the Local Health Board's (LHB's) Standing Orders and Standing Financial Instructions; and also with the Welsh Health Specialised Services Committee's (WHSSC) and the Emergency Ambulance Services Committee (EASC) 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 Director of Shared Services is the Accountable Officer for the NHS Wales Shared Service Partnership. 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. The role of the Accountable Officer and their responsibilities are defined within an Accountable Officer Memorandum issued by the Director General Health and Social Services/NHS Wales Chief Executive. |
| Additional Accounting Officer | <p>The person holding the post of Director General, Department for Health and Social Services and NHS Wales Chief Executive, who has been formally designated the Welsh Governments Additional Accounting Officer for Health and Social Services.</p> <p>The NHS Wales Chief Executive is an 'Additional Accounting Officer', designated by the Principal Accounting Officer for the Welsh Government. The Principal Accounting Officer is the Permanent Secretary. This is in accordance with section 133(2) of the Government of Wales Act 2006 and the arrangements for ensuring accountability for departmental operations and the preparation of accounts. The Principal Accounting Officer also sets out responsibilities in a formal Memorandum.</p> |

| | |
|--------------------------------------|---|
| 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. The Plan should be published on the organisations website. |
| Associate Member | <u>For LHB</u> : 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. <u>For WHSSC and EASC</u> : The Chief Executives of Velindre NHS Trust, the Welsh Ambulance Services NHS Trust (WAST) and the Public Health Wales (PHW) 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 | An Audit Committee supports the Board by critically reviewing governance and assurance processes on which the Board places reliance. <u>For WHSSC and EASC</u> : Joint-Committee's are also required to have Audit Committees. |
| 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 | The person appointed by the Board as its principal advisor on all aspects of governance. |
| Chair | <u>For LHB</u> : The LHB Chair or Chair of the Board (or LHB), means the person appointed by the |

| | |
|---|--|
| | <p>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 and EASC:</i> The Chair of the 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 and EASC:</i> The Chief Executive of the host LHB.</p> |
| NHS Wales Chief Executive | The person holding the post of Director General, Health and Social Services, Welsh Government, and NHS Wales Chief Executive. |
| Committee | A Committee or sub-Committee, created and appointed by the LHB or, in the case of a joint-Committee or joint sub-Committee one which is created and appointed by the LHB or by another organisation and approved by the LHB (see below) |
| Committee Members | <i>For LHB:</i> Those persons formally appointed by the Board to sit on or to chair specific Committees. |
| Committee Secretary | <i>For WHSSC and EASC:</i> The person appointed by the joint-Committee as its principal advisor on all aspects of governance. |
| Community Health Councils (CHC) | Community Health Councils (CHCs) are established for each LHB area in Wales. Their overarching function is to “represent the interests of the public in its district”. |
| Constitution Regulations | <p>The Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009 (2009/779)</p> <p>The Welsh Health Specialised Services Committee (Wales) Regulations (2009/3097)</p> <p>The Emergency Ambulance Services Committee (Wales) Regulations 2014 (2014/566)</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. They are also the NHS Wales Chief Executive. |
| 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> |

| | |
|--|--|
| Director of Shared Services | Officer designated as Accountable Officer for the delivery of Shared Services |
| EASC | The Emergency Ambulance Services Committee “the joint-Committee” |
| EASC Directions | The Emergency Ambulance Services Committee (Wales) Directions 2014 (2014/8) as amended by the Emergency Ambulance Services Committee (Wales) (Amendment) Directions 2016 (2016/8) |
| EASC Regulations | The Emergency Ambulance Services Committee (Wales) Regulations 2014 (2014/566) |
| EASC SFIs | The Emergency Ambulance Services Committee Standing Financial Instructions |
| EASC SOs | The Emergency Ambulance Services Committee Standing Orders |
| EASC – Officer member employed by the LHB | The Chief Ambulance Services Commissioner |
| Executive Director(s) | 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. |
| Functions | <p><u>For LHB</u>: Those functions defined in the Local Health Boards (Directed Functions) (Wales) Regulations 2009 (2009/1511) and in other legislation.</p> <p><u>For WHSSC</u>: 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> <p><u>For EASC</u>: Those functions defined in the Emergency Ambulance Services (Wales) Directions 2014 (2014/8)</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 | <p><u>For WHSSC and EASC</u>: Cwm Taf Morgannwg University LHB.</p> <p><u>For NWSSP</u>: Velindre University NHS Trust</p> |

Model Standing Orders, Reservation and Delegation of Powers for LHBs
Glossary of Terms

| | |
|--|---|
| Independent Member(s) | Collectively the Chair, Vice-Chair and the Non Officer Member(s) of the Board. |
| Integrated Medium Term Plans | 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) (as amended) and the Emergency Ambulance Services Committee established pursuant to the Emergency Ambulance Services Committee (Wales) Directions 2014 (2014/8) (as amended) |
| Joint Committee Audit Committee | <u>For WHSSC:</u> The Welsh Health Specialised Services Committee's Audit Committee. <u>For EASC:</u> The Emergency Ambulance Services Committee's Audit Committee. |
| Joint-Committee Members | <u>For WHSSC:</u> The LHB Chief Executives together with the joint-Committee Chair appointed by the Minister, two Independent Members appointed by the joint-Committee from existing Independent Members of a LHB (and one of whom will be the Vice-Chair), four officer members of the WHSS Team and Associate (non voting) members (the Chief Executives of WAST, PHW and Velindre University NHS Trust). <u>For EASC:</u> The LHB Chief Executives together with the joint-Committee Chair appointed by the Minister, the Chief Ambulance Services Commissioner and Associate (non voting) members (the Chief Executives of WAST, PHW and Velindre University NHS Trust). |
| Lead Director/Officer | <u>For WHSSC:</u> The Director of Specialised and Tertiary Services. <u>For EASC:</u> The Chief Ambulance Services Commissioner |
| LHB | The [insert name] Local Health Board. |
| LHBs | Local Health Boards |
| Management Team | <u>For WHSSC:</u> 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 for Wales | The democratically elected body that represents the interests of Wales and its people. |
| 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 (2014/2) |
| NWSSP | NHS Wales Shared Services Partnership |
| 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 | <u>For LHB:</u> 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. <u>For WHSSC and EASC:</u> An employee of the host LHB who provides administrative support for the running of the Joint Committee. |
| Officer Members | See Executive Director(s). |
| Public Service Board (PSB) | Part 4 of the Well-being and Future Generations (Wales) Act 2015 (2015/2) establishes a statutory board known as a Public Services Board (PSB) in each local authority area in Wales. The Board has four statutory members - the local authority, the LHB, the Fire and Rescue Authority for the area and Natural Resources Wales. A range of other partners can be invited to join the PSB. |

| | |
|--|---|
| Regional Partnership Board (RPB) | Part 9 of the Well-being and Social Services (Wales) Act 2014 (2014/4) requires local authorities and LHBs to establish Regional Partnership Boards (RPBs) to manage and develop services to secure strategic planning and partnership working and to ensure effective services, care and support are in place to best meet the needs of their respective population. |
| 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. |
| Shared Services Regulations | Velindre National Health Service Trust Shared Services Committee (Wales) Regulations 2012 (S.I. 2012/1261) |
| Shared Services Partnership Committee | Committee established by Velindre University NHS Trust under the above Regulations to take collective responsibility for setting the policy and delivery of the Shared Services to the health service in Wales. |
| 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. |
| Welsh Government | The devolved government for Wales consisting of the Welsh Ministers and the civil servants whose authority emanates from them. |
| 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 |

Model Standing Orders, Reservation and Delegation of Powers for LHBs
Glossary of Terms

| | |
|------------------------|--|
| | (2009/3097). |
| 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. |