

# Model Standing Orders

Reservation and Delegation of powers  
for  
NHS Trusts

Glossary of Terms

September 2019

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## Glossary of terms

***This Glossary of Terms should be used in conjunction with the NHS Trust's Standing Orders and Standing Financial Instructions***

<b>Accountable Officer</b>	<p>The officer formally designated as the Trust's 'Accountable Officer' by the Chief Executive, NHS Wales. In NHS Trusts, the Chief Officer (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 Accountable Officer 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.</p>
<b>Additional Accounting Officer</b>	<p>The person holding the post of Director General, Health and Social Services and NHS Wales Chief Executive who has been formally designated the Welsh Government's 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>

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<b>Advisory Group</b>	A Group, created and appointed by the Board to provide advice in the exercise of its functions. The Local Partnership Forum is an Advisory Group.
<b>Annual Plan of Board Business</b>	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.
<b>Audit Committee</b>	An Audit Committee supports the Board by critically reviewing governance and assurance processes on which the Board places reliance.
<b>Board</b>	The collective name for Trust members and is the corporate, decision making body of the NHS Trust. 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.
<b>Board members</b>	All members of the Board, officer members (known as Executive Directors), non-officer members (collectively with the Chair and known as Independent Members or Non-Executive Directors).
<b>Board Secretary</b>	The person appointed by the Board as its principal advisor on all aspects of governance.
<b>Chair</b>	The NHS Trust Chair or Chair of the Board (or NHS Trust), means the person appointed by the Minister to lead the Board and to ensure it successfully discharges its overall responsibility for the Trust as a whole.
<b>Chief Executive</b>	The Chief Officer of the Trust.
<b>NHS Wales Chief Executive</b>	The person holding the post of Director General, Health and Social Services, Welsh Government, and NHS Wales Chief Executive.
<b>Committee</b>	A Trust Committee or sub-Committee, created and appointed by the Board.
<b>Committee Members</b>	Those persons formally appointed by the Board to sit on or to chair specific Committees.

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<b>Community Health Councils</b>	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”.
<b>Director General, Health and Social Services</b>	The person holding the post of Director General, Health and Social Services, Welsh Government. They are also the NHS Wales Chief Executive.
<b>Director of Finance</b>	The chief finance officer of the NHS Trust.
<b>Director of Shared Services</b>	Officer designated as Accountable Officer for the delivery of Shared Services
<b>Executive Director(s)</b>	Executive Director(s) of the Trust appointed by the relevant committee whose members shall be: <u>For the appointment of the Chief Executive</u> : The Chair and Independent Members. <u>For the appointment of all other Executive Directors</u> : The Chair, Independent Members and the Chief Executive. Executive Directors have full voting rights.
<b>Functions</b>	Those functions defined in the: <u>For Velindre NHST</u> : Velindre National Health Service Trust (Establishment) Order 1993 (1993/2838). <u>For WAST</u> : Welsh Ambulance Services National Health Service Trust (Establishment) Order 1998 (1998/678). <u>For PHW NHST</u> : The Public Health Wales National Health Service Trust (Establishment) Order 2009 (2009/2058 (W.177)).
<b>Funds held on trust</b>	Those funds which the NHS Trust 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.
<b>Independent Member(s)</b>	Collectively the Chair, Vice Chair and the other Non-Executive Director(s) of the Trust. Independent Members have full voting rights.
<b>Integrated Medium Term Plans</b>	Plans prepared, submitted and approved in accordance with the NHS Finance (Wales) Act 2014 and as defined by the NHS Wales Planning Framework

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<b>Membership Regulations</b>	<i>For Velindre &amp; WAST NHSTs:</i> The National Health Service Trusts (Membership and Procedure) Regulations 1990 (1990/2024). <i>For PHW NHST:</i> The Public Health Wales National Health Service Trust (Membership and Procedure) Regulations 2009 (2009/1385).
<b>Ministers or Minister</b>	Either, collectively Welsh Ministers, or separately the Minister or the Deputy Minister for Health and Social Services for Wales.
<b>National Assembly for Wales</b>	The democratically elected body that represents the interests of Wales and its people.
<b>NHS</b>	The National Health Service.
<b>NHS Act 2006</b>	The National Health Service Act 2006 (C.41).
<b>NHS (Wales) Act 2006</b>	The National Health Service (Wales) Act 2006 (C.42).
<b>NHS Finance (Wales) Act 2014</b>	The National Health Service Finance (Wales) Act 2014 (2014/2)
<b>NWSSP</b>	NHS Wales Shared Services Partnership
<b>Nominated Officer</b>	An officer charged with the responsibility for discharging specific tasks within these Standing Orders and related Standing Financial Instructions.
<b>Non-Executive Directors</b>	Non-Executive Directors of the Trust appointed by the Minister. Non-Executive Directors have full voting rights. Collectively, Non-Executive Directors are referred to as Independent Members.
<b>Officer</b>	<i>For NHS Trust:</i> An employee of the Trust. In certain circumstances, the term officer may include a person who is employed by another Trust or by a third party contracted to the Trust who carries out functions on behalf of the Trust.
<b>Officer Members</b>	Executive Director(s) of the Trust.
<b>Public Service Board (PSB)</b>	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

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	and Natural Resources Wales. A range of other partners can be invited to join the PSB.
<b>Regional Partnership Board (RPB)</b>	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.
<b>SFIs</b>	Standing Financial Instructions.
<b>SOs</b>	Standing Orders.
<b>Shared Services Regulations</b>	Velindre National Health Service Trust Shared Services Committee (Wales) Regulations 2012 (S.I. 2012/1261)
<b>Shared Services Partnership Committee</b>	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.
<b>Trust members</b>	The executive and non-executive directors (which will include the Chair) of the Trust and shall be referred to as the Executive Directors and Independent Members, respectively.
<b>Values and Standards of Behaviour Framework</b>	The Values and Standards of Behaviour Framework, incorporating NHS Codes of Conduct.
<b>Vice-Chair</b>	The person who deputises for the Chair, taking on the Chair's duties if the Chair is absent for any reason.
<b>Welsh Government</b>	The devolved government for Wales consisting of the Welsh Ministers and the civil servants whose authority emanates from them.

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