

WELSH HEALTH CIRCULAR



Llywodraeth Cymru
Welsh Government

Issue Date: 16 September 2021

STATUS: COMPLIANCE

CATEGORY: GOVERNANCE

Title: Amendments to Model Standing Orders, Reservation and Delegation of Powers and Model Standing Financial Instructions – NHS Wales

Date of Expiry / Review: March 2023

For Action by:

Chairs of Local Health boards and NHS
Trusts

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

Chair of Health Education and Improvement
Wales

Directors of Corporate Governance/Board
Secretaries and Joint Committee Secretaries

Action required by: In accordance with
Board and Committee timetable.

Sender:

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

HSSG Welsh Government Contact(s):

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

Note: The WHC supersedes all previous versions issued, however some organisations will need to consider the temporary amendments made in accordance with the disapplication of tenures of non-officer and associate members ([WHC 2020/011](#) refers) which may remain in place.

Introduction and Background: NHS bodies in Wales must agree Standing Orders (SOs) that, 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, Reservation and Delegation of Powers and Model Standing Financial Instructions – Local Health Boards;
- Model Standing Orders, Reservation and Delegation of Powers and Model Standing Financial Instructions – NHS Trusts;
- Model Standing Orders, Reservation and Delegation of Powers 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, Reservation and Delegation of Powers – 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, Reservation and Delegation of Powers and Model Standing Financial Instructions – Health Education and Improvement Wales.

Model Standing Orders, Reservation and Delegation of Powers and Model Standing Financial Instructions have been issued separately to the newly established 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:

<https://nwssp.nhs.wales/all-wales-programmes/governance-e-manual/knowning-who-does-what-why/supporting-good-governance/standing-orders/>

Enclosure(s):

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

[Table of Amendments – Model Standing Orders and Reservation and Delegation of Powers](#)

[Table of Amendments – Standing Financial Instructions](#)

[Model Standing Orders, Reservation and Delegation of Powers – Local Health Boards;](#)

[Model Standing Financial Instructions – Local Health Boards;](#)

[Model Standing Orders, Reservation and Delegation of Powers – NHS Trusts;](#)

[Model Standing Financial Instructions – NHS Trusts;](#)

[Model Standing Orders, Reservation and Delegation of Powers – WHSSC;](#)

[Model Standing Financial Instructions – WHSSC;](#)

[Model Standing Orders, Reservation and Delegation of Powers - EASC;](#)

[Model Standing Orders, Reservation and Delegation of Powers – Health Education and Improvement Wales;](#) and

[Model Standing Financial Instructions – Health Education and Improvement Wales.](#)

Vaughan Gething AS/MS
Y Gweinidog Iechyd a Gwasanaethau Cymdeithasol
Minister for Health and Social Services



Ein cyf/Our ref MA/VG/1430/21

Llywodraeth Cymru
Welsh Government

Chairs of Local Health Boards
Chairs of NHS Trusts
Chair of Health Education and Improvement Wales
Chair of Welsh Health Specialised Services Committee
Chair of the Emergency Ambulances Services Committee

7 April 2021

Dear Chairs

Review of:

- a) **Model Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions – Local Health Boards, NHS Trusts, Welsh Health Specialised Services Committee (WHSSC), Health Education and Improvement Wales (HEIW), 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 September 2019 for Local Health Boards, Trusts, WHSSC and EASC. A review of the Model Standing Financial Instructions (SFI's) was not undertaken at this time. Model SO's and SFI's were issued to HEIW in September 2018.

All documents have recently been reviewed by officials in association with representatives of the Board Secretaries and Directors of Finance Peer Groups.

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.

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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.

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/>).

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). The WHSSC and EASC Standing Orders form Schedule 4.1 and 4.2 of the Local Health Board Standing Orders.

Yours sincerely,

A handwritten signature in black ink that reads "Vaughan Gething". The signature is written in a cursive, flowing style.

Vaughan Gething AS/MS

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

CC. Chief Executives of Local Health Boards

Chief Executives of NHS Trusts

Chief Executive – Health Education and Improvement Wales

Managing Director, Welsh Health Specialised
Services Committee

Chief Ambulance Services Commissioner, Emergency Services
Ambulance Committee

Board Secretaries, Local Health Boards, NHS Trusts and Health Education and
Improvement Wales

Committee Secretaries, Welsh Health Specialised

Services Committee and Emergency Ambulance Services Committee