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WALES

Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

Model Standing Orders

Reservation and Delegation of Powers

For Local Health Boards

ADOPTED BY POWYS TEACHING HEALTH BOARD – May 2024

Glossary of Terms

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Glossary of Terms

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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 Joint Commissioning Committee (JCC) Standing Orders and Standing Financial Instructions

Accountable Officer	<p>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.</p>
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 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>
Advisory Group	<p>A Group, created and appointed by the LHB</p>

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	Board to provide advice in the exercise of its functions. The LHB's advisory groups include a 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 organisation's 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 JCC:</u> The Chief Commissioner of the JCC.
Audit Committee	An Audit Committee supports the Board by critically reviewing governance and assurance processes on which the Board places reliance. <u>For JCC:</u> Cwm Taf Morgannwg UHB operates the JCC Audit and Risk Committee via a Hosted Bodies Audit and Risk Committee.
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	<u>For LHB:</u> 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 Minister to lead the Board and to ensure it successfully discharges its overall responsibility for the LHB as a whole. <u>For JCC:</u> The Chair of the Joint Committee, means the person appointed by the Minister to

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	lead the Joint Committee and to ensure it successfully discharges its overall responsibility for the Joint Committee as a whole.
Chief Executive	<u>For LHB</u> : The Chief Officer of the LHB. <u>For JCC</u> : AO duties are held by both the chief Commissioner of the JCC and the Chief Executive of the host LHB.
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	<u>For LHB</u> : Those persons formally appointed by the Board to sit on or to chair specific Committees. <u>For JCC</u> : Those persons formally appointed by the JCC to sit on or to chair specific Committees.
Committee Secretary	<u>For JCC</u> : The person appointed by the Joint Committee as its principal advisor on all aspects of governance.
Citizen Voice Body (Llais)	The Citizen Voice Body (Llais) has been established nationally. Its overarching function is to “represent the interests of the public in respect of health services and social services”.
Constitution Regulations	The Local Health Boards (Constitution, Membership and Procedures) (Wales) Regulations 2009 (2009/779) The National Health Service Joint Commissioning Committee (Wales) Regulations (Wales) 2024 (No135 (W29))
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	<u>For LHB</u> : The chief financial officer of the LHB. <u>For JCC</u> : The Director of Finance and Information at the JCC.
Director of Shared	Officer designated as Accountable Officer for

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Services	the delivery of Shared Services
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, Capital and Support Services; Nursing, Quality, Women and Family Health; Primary Care, Community and Mental Health Services; Commissioning, Performance and Planning; People and Culture; Public Health; Allied Health Professions. Health Science and Digital.
Functions	<u>For LHB</u> : Those functions defined in the Local Health Boards (Directed Functions) (Wales) Regulations 2009 (2009/1511) and in other legislation. <u>For JCC</u> : Those functions defined in the National Health Service Joint Commissioning Committee (Wales) Directions (Wales) 2024 (WG24-06)
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	<u>For JCC</u> : Cwm Taf Morgannwg University LHB.
Independent Member(s)	<u>For LHB</u> : Collectively the Chair, Vice-Chair and the Non Officer Member(s) of the Board.
Integrated Plan	Plans prepared and submitted for approval not in accordance with the NHS Finance (Wales) Act 2014 and as defined by the NHS Wales Planning Framework
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 Commissioning Committee	The Joint Commissioning Committee established pursuant to the National Health Service Joint Commissioning Committee (Wales) Directions (Wales) 2024 (WG24-06)
Joint Commissioning Committee Audit Committee	<u>For JCC</u> : Cwm Taf Morgannwg UHB operates the JCC Audit and Risk Committee via a Hosted Bodies Audit and Risk Committee.

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Joint Committee Members	<i>For JCC:</i> The LHB Chief Executives together with the Chair appointed by the Minister, not more than five non-offer members and one associate member who may not vote in any meetings or proceedings of the Joint Committee.
JCC Directions	<u>The National Health Service Joint Commissioning Committee (Wales) Directions 2024</u>
JCC Regulations	<u>The National Health Service Joint Commissioning Committee (Wales) Regulations 2024</u>
JCC SFIs	<u>The Joint Commissioning Committee Standing Financial Instructions</u>
JCC SOs	<u>The Joint Commissioning Committee Standing Orders</u>
Lay Members	<i>For JCC:</i> <u>Non-Executive Members of the JCC including the Chair.</u>
Lead Director/Officer	<i>For JCC:</i> The Chief Commissioner of the JCC.
LHB	The Powys Teaching Health Board.
LHBs	Local Health Boards
Management Team	<i>For JCC:</i> Consists of the Chief Commissioner and their appointed Senior Management Team.
Ministers or Minister	Either, collectively Welsh Ministers, or separately the Minister or the Deputy Minister for Health and Social Services for Wales.
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

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	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><i>For LHB:</i></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><i>For JCC:</i></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	<u><i>For JCC:</i></u> The planning and securing of specialised services consisting of those functions and services listed in 3.(2) of the National Health Service Joint Commissioning Committee (Wales) Directions 2024.
Senedd Cymru / Welsh Parliament	The democratically elected body that represents the interests of Wales and its people.
SFIs	Standing Financial Instructions.
SOs	Standing Orders.
Shared Services	Velindre National Health Service Trust Shared

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Regulations	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.