

 <p> <b>GIG</b>      CYMRU  <b>NHS</b>      WALES   </p> <p>     Iechyd Cyhoeddus      Cymru      Public Health      Wales   </p>	<p> <b>Name of Meeting</b>        Business Executive        Team Meeting  <b>Date of Meeting</b>        29 May 2025  <b>Agenda item:</b>        5.1.1     </p>
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## Annual Review of the Public Health Wales Standing Orders and Reservations and Delegations of Powers and Committee Terms of Reference

<b>Executive lead:</b>	Paul Veysey – Board Secretary and Head of the Board Business Unit
<b>Author:</b>	Paul Veysey – Board Secretary and Head of the Board Business Unit

<b>Approval/Scrutiny route:</b>	<ul style="list-style-type: none"> <li>- BET – 30<sup>th</sup> April 2025</li> <li>- ACGC on 8<sup>th</sup> May 2025 for Recommendation to the Board (SO)</li> <li>- Committee Approval (TORs)</li> <li>- Board for Adoption on 29<sup>th</sup> May 2025</li> </ul>
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<p><b>Purpose</b></p> <p>To present to BET a reviewed set of Standing Orders Reservations and Delegations of Powers as well as proposed updated Committee Terms of Reference.</p>
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<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input checked="" type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>
<p>Board is asked to:</p> <ul style="list-style-type: none"> <li>- <b>Consider</b> and <b>approve</b> the proposed revisions to Standing Orders and Reservations and Delegations of Powers and Committee Terms of Reference.</li> </ul>				
<p><b>Link to Public Health Wales <a href="#">Strategic Plan</a></b></p>				



Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
<b>Strategic Priority/Well-being Objective</b>	Choose an item.
<b>Strategic Priority/Well-being Objective</b>	Choose an item.

### Summary impact analysis

<b>Equality and Health Impact Assessment</b>	An Equality and Health Impact Assessment has been completed.
<b>Risk and Assurance</b>	The Standing Orders and Scheme of Reservation and Delegation of Powers provides assurance that appropriate arrangements are in place within the organisation to make decisions.
<b>Health and Care Standards</b>	This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes  Governance, Leadership and Accountability Choose an item. Choose an item.
<b>Financial implications</b>	N/A
<b>People implications</b>	N/A

## 1. Purpose / situation

Whilst the Welsh Government has not issued revised Model Standing Orders and Reservation and Delegation of Powers this year, Public Health Wales is required to undertake an annual review of existing Standing Orders as well as Committee Terms of Reference.

The purpose of this paper is to set out the changes recommended as a result of this review in order for BET to recommend the proposed changes to the relevant committees and to Board for adoption on 29<sup>th</sup> May 2025.

## 2. Background

The Standing Orders and Reservation and Delegation of Powers (SOs), together with a range of other framework documents, are designed to translate the statutory requirements set out in Public Health Wales National Health Service Trust (Membership and Procedure) Regulations 2009 (2009/1385) (as amended) into day-to-day operating practice. Together with the adoption of a Schedule of Decisions Reserved to the Board; a Scheme of Decisions to Officers and others; and Standing Financial Instructions (SFIs), they provide the regulatory framework for the business conducted by the Trust.

The current Public Health Wales NHS Trust SOs were adopted by the Board in May 2024 and were amended in March 2025, following the issue WHC/2025/007. The amendments responded to changes to meeting notice periods and timescales for the publication of papers.

We are required to review our SOs annually whether Model SOs are issued by the Welsh Government or not. The Welsh Government has not (as yet) issued revised Model SOs for 2025.

Very minor typographical other minor updates to tiles, functions and embedded links to documents have been made.

We have also reviewed our Standing Financial Instructions (SFIs). These also need to be updated to reflect the Procurement Act 2023. This will be addressed on an all-Wales basis, aligned to the national model instructions currently being amended by the Welsh Government.

In terms of the Committee Terms of Reference, following on from our Committee Effectiveness Review, and the work planning sessions, the Committees Terms of Reference have been reviewed to reflect the amendments required.

The Committee Terms of reference were last approved by the Board in May 2024. The Terms of Reference should be reviewed at least annually to ensure compliance with Standing orders.

### 3. Description/Assessment

Attached at **appendix 1** are our current Standing Orders with the proposed changes highlighted in red / track changes.

Attached at appendix 2 are our Committee Terms of Reference with the proposed changes also highlighted in red / track changes.

#### 3.1 Changes to Standing Orders

The main changes to the Standing Orders relate to;

1. Correct references to the Cabinet Secretary for Health and Social Care.
2. Correct references to government portfolio - Health and Social Care.
3. Correct minor typographical errors
4. Update links to documents referenced within the SOs

#### 3.2 Deviations from the Model Standing Orders

Following the amendments to the SOs in March 2025, Public Health Wales has no deviations from the Model Standing Orders of note.

#### 3.3 Changes to Committee Terms of Reference

The main changes to the Committee Terms of Reference relate to:

<b>All</b>	
<b>NHS Executive</b>	<b>NHS Executive</b> – <i>QSIC, ACGC and PODC</i> have had a standard sentence added to reflect the NHSE assurance schedule in place and the reporting to Committees on this. <ul style="list-style-type: none"> <li>○ <i>“Seek assurance on the on the relevant governance compliance areas, within the remit of the Committee, as outlined in the NHS Executive Assurance Schedule.”</i></li> </ul>
<b>Titles</b>	Titles updated for all to reflect recent change to titles for Execs / attendees (all Committees)

<b>KRIC</b>	
Artificial Intelligence (AI)	AI added to the list at the beginning summarising remit – This was to make it more explicit as an element within the remit of the Committee.

ACGC	
System of Performance	<p>Addition of a sentence for the Committee to seek assurance on the <b>system of performance</b>.</p> <p>This was raised as part of the ACGC work planning session, and at the Cross Committee Chairs Group. The proposal was that this would be a report once a year outlining what the system for performance is (similar to the annual risk system report), not to review the performance of the organisation, but for assurance on the performance system in place. This has been added to the draft workplan for September.</p>
NHSE	Amendment to the wording for the NHSE assurance (remove duty of Quality as now reported separately inline with the assurance schedule).

There are no proposed changes to the Standard Committee Terms of Reference and Operating Procedures. ([Current version](#) available on the website)

### 3.4 Well-being of Future Generations (Wales) Act 2015

*This work has been put together following the five ways of working, as defined within the sustainable development principle in the Act, in the following ways:*

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**Hirdymor** **Long Term**

The Standing Orders and Reservation and Delegation of Powers provide the organisation with a long-term framework within which it operates
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**Atal** **Prevention**

The Standing Orders and Reservation and Delegation of Powers provide staff with guidance to prevent non-compliance
- 

**Integreiddio** **Integration**

The Standing Orders and Reservation and Delegation of Powers ensure decision making is integrated across the organisation
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**Cydwethio** **Collaboration**

The Standing Orders and Reservation and Delegation of Powers are based on the model standing orders issued by Welsh Government,

which were reviewed and developed on a collaborative basis.



The Standing Orders and Reservation and Delegation of Powers are based on the model standing orders issued by Welsh Government, which were reviewed and developed in conjunction and consultation with relevant stakeholders.

#### 4. Recommendation

Board is asked to:

- **Consider** and **approve** the proposed revisions to Standing Orders and Reservations and Delegations of Powers and Committee Terms of Reference.