

REVIEW OF NHS WALES SHARED SERVICES PARTNERSHIP COMMITTEE - STANDING ORDERS

1. INTRODUCTION

To ensure effective, robust and up to date governance arrangements are in place for the SSPC, the SOs are reviewed on an annual basis and were last updated in June 2020, being endorsed by the SSPC and approved at Velindre Trust Board. Amendments have been made to the document since its last publication date and a summary of the amendments proposed are set out at **Appendix 1**. The fully updated document is included at **Appendix 2**, for **NOTING** and **ENDORSEMENT**, prior to re-submission to the Velindre Trust Board.

2. GOVERNANCE AND ASSURANCE

Revision of the document to ensures its relevance is a key element of the corporate governance arrangements of the SSPC and provides assurance that the SOs are compliant with Welsh Government directives and Model Standing Orders, up to date with emerging legislation and regulatory guidance and ensures consistency in managing the business of Committee. The updated SOs will be presented to the Velindre University NHS Trust Board, once noted and endorsed by the SSPC.

Section 10.0.1 of the SSPC SOs state:

"These Shared Services SOs shall be reviewed annually by the SSPC, which shall report any proposed amendments to the Velindre Board for consideration. The requirement for review extends to all documents having the effect as if incorporated in Shared Services SOs, including the Equality Impact Assessment."

Section 9.0.3 of Welsh Government's Model Standing Orders for NHS bodies states:

"Assurances in respect of the Shared Services shall primarily be achieved by the reports of the Managing Director of Shared Services to the Shared Services Partnership Committee, and reported back by the Chief Executive (or their nominated representative). Where appropriate, and by exception, the Board may seek assurances direct from the Managing Director of Shared Services. The Director of Shared Services and the Shared Services Partnership Committee shall be under an obligation to comply with any internal or external audit functions being undertaken by or on behalf of the HB."

Appendix 1 – Summary of Amendments to SSPC SOs (July 2020)

Page(s)	Amendment
16, 103 and 104	<p>Tenure of Chair</p> <p>The SSPC SOs form part of the Velindre University NHS Trust Standing Orders, which must take account of the provisions of the Velindre National Health Service Trust Shared Services Committee (Wales) Regulations 2012 and the disapplication of these Regulations with regard to the tenure of the Chair and Vice Chair, in accordance with Welsh Health Circular 2020 011 (Model Standing Orders - LHBs Trusts WHSSC and EASC - Temporary Amendments July 2020).</p> <p>On 5 July 2020, in response to the suspension of recruitment to public appointments in Wales, the National Health Service (Temporary Disapplication of Tenure of Office) (Wales) (Coronavirus) Regulations 2020 came into force. The purpose of these Regulations (“the Regulations”) is to dis-apply the maximum tenure of office contained in the specified regulations for NHS Committee non-Officer members for a time limited period.</p> <p>Due to the temporary suspension of all public appointments in March 2020 in Wales and the time required to re-start the appointment process as the restrictions are lifted, the Regulations will ensure that during such a critical and challenging period for the health sector in responding and recovering from the impact of COVID-19, Committees do not to carry vacancies, allowing them to function properly and support good and effective governance.</p> <p>The Regulations will dis-apply the statutory maximum tenure of office to ensure any Committee member who is nearing the end of their statutory maximum tenure of office is eligible for re-appointment. Any reappointments will be made in accordance with the Commissioner for Public Appointments’ Governance Code, which includes allowing an appointee to hold office for a maximum of ten years.</p> <p>The amendments will cease to have effect on 31 March 2020, or at the end of the term of appointment made in accordance with the amendments, whichever is the later. The Regulations temporarily dis-apply Regulation 8(5) of the Velindre National Health Service Trust Shared Services Committee (Wales) Regulations 2012.</p>
74	<p>COVID-19 Expenditure</p> <p>Sets out the agreed NWSSP Scheme of Delegation for COVID-19 and pandemic expenditure, which was approved at the Velindre University NHS Trust Board meetings of 18 and 30 March 2020, 4 and 25 June 2020. It was initially agreed to increase the delegated authorisation limits for the Chair and Managing Director for COVID 19 expenditure to £2M.</p> <p>This was subsequently increased to £5M from 30 March 2020. However, contracts and orders for COVID expenditure in excess of £5M still require approval of the Velindre Trust Board, which for expenditure may need to be through the existing mechanism of Chair’s action.</p> <p>It was agreed that these increased limits for COVID expenditure would be reviewed on 30 June 2020 and the arrangements were subsequently reviewed and extended until a further review is undertaken on 30 September 2020 when these increased limits are due to expire.</p>

Confirmation was received on the 23rd July that the NHS Wales Shared Services Partnership Committee **ENDORSED** the amendments for Health Board approval.