



Standing Order Compliance Overview 2024-25

Section in Standing Orders	Key points of note
Section 1 – Membership, Tenure and the roles and responsibilities of the Board	<ul style="list-style-type: none"> Board Members – Currently there are 12 voting Board members (five Executives and seven Independent Members) and one Associate Member for Trade Unions (non-voting). The Board has been quorate at all Board meetings to date. Annual Eligibility – The Board members have been asked to complete a self-declaration of eligibility to serve in March 2024. This will be undertaken on an annual basis. Board Champion roles have been identified and agreed with Board Members by the Chair, a Board Champions Annual Report was presented to the Board in March 2025
Section 2 – Reservation and Delegation of DHCW Functions	<ul style="list-style-type: none"> Section 2.0.3 outlines that DHCW retain full responsibility for any functions delegated to others to carry out on its behalf. DHCW have introduced a number of partnership agreements including Memorandum of Understanding (MOU) and Provision of Service Agreements (POSA) to outline the roles and responsibilities expected from these relationships. There has been no Chair’s action taken during 2024-25. There have been no amendments to the Standing Orders and Standing Financial Instructions in 2024-25.
Section 3 – Committees	<ul style="list-style-type: none"> DHCW have adhered to the recommended Committee structure set out in Standing Orders. Paragraph 3.1.1 details that each Committee must have standing orders of terms of reference that meet the requirements listed. The Terms of reference for each Committee and Advisory Group of the Board are brought to the March 2025 Board for approval and are included in the appendices of the Standing Orders. The DHCW Committee’s and Advisory Groups have reported to each Board meeting a summary of activity and any areas of escalation throughout 2024/25. Section 3.4.5 outlines the membership of the Committees, there have been no changes to Committee membership during 2024/25.
Section 4 – NHS Wales Shared Services Partnership	<ul style="list-style-type: none"> The Executive Director of Finance is the DHCW representative on the NHS Wales Shared Services Partnership, attending the meeting with voting rights.
Section 5 – Working in Partnership	<ul style="list-style-type: none"> The Independent Member Digital Network has been established to build relationships across the system, this has continued to be successful with meetings held during 2024-25. DHCW continue to work with Digital Communities Wales and achieved the Digital Inclusion Charter DHCW continue to work with Cwmpas on to support Digital inclusion DHCW Chair and Chief Executive have regular meetings with Llais Executive to Executive engagement sessions are undertaken on a regular basis with other health boards and trusts and Special Health Authorities

Section 6 – Advisory Groups	<ul style="list-style-type: none"> • DHCW have one Advisory Group to the Board, the Local Partnership Forum which is held in private due to the sensitive nature of discussions. • The Local Partnership Forum provide highlight reports to each Board following meetings, in addition, they present an annual report to the March Board. 									
Section 7 – Meetings	<ul style="list-style-type: none"> • All DHCW Board meetings are live streamed, in addition recordings are published on the DHCW website within 5 working days. • All Committee meetings are recorded and published on the DHCW website within 5 working days. • All DHCW Board meetings are simultaneously translated in Welsh, in addition there is a notice on the website to advise should members of the public require British Sign Language then the organisation will endeavour to provide this. There have been no requests for British Sign Language provision to be provided in 2024-25. • There have been a number of meetings held in private across the year, below is a breakdown of the meeting numbers and their reasoning, this will continue to be monitored by the Corporate Governance team to ensure reasoning is accurate and relevant and where possible in future arrangements will be made to include public session: <table border="1" data-bbox="667 785 2074 1430"> <thead> <tr> <th>Meeting</th> <th>Number of meetings held in private</th> <th>Reasons in order</th> </tr> </thead> <tbody> <tr> <td>SHA Board</td> <td>2</td> <td> <ul style="list-style-type: none"> • Cyber Assurance Update and Implementation of the 3 Year Plan - <i>Potential Identifiable / Sensitive Information</i> • Cyber Assurance Report – <i>Potential Identifiable / Sensitive Information</i> </td> </tr> <tr> <td>Audit and Assurance Committee</td> <td>4</td> <td> <ul style="list-style-type: none"> • Private Corporate Risk Register – <i>Potential Identifiable / Sensitive Information</i> • Audit Actions (Private) – <i>Potential Identifiable / Sensitive Information</i> • Audit Review Business Continuity (Ransomware) – <i>Potential Identifiable / Sensitive Information</i> • Verbal update on jointly sponsored Eyecare Audit Review – <i>Draft – final version will be public</i> • Audit Actions to included Audit Action Log and Windows 2012 Project Status Report – <i>Potential Identifiable / Sensitive Information</i> </td> </tr> </tbody> </table>	Meeting	Number of meetings held in private	Reasons in order	SHA Board	2	<ul style="list-style-type: none"> • Cyber Assurance Update and Implementation of the 3 Year Plan - <i>Potential Identifiable / Sensitive Information</i> • Cyber Assurance Report – <i>Potential Identifiable / Sensitive Information</i> 	Audit and Assurance Committee	4	<ul style="list-style-type: none"> • Private Corporate Risk Register – <i>Potential Identifiable / Sensitive Information</i> • Audit Actions (Private) – <i>Potential Identifiable / Sensitive Information</i> • Audit Review Business Continuity (Ransomware) – <i>Potential Identifiable / Sensitive Information</i> • Verbal update on jointly sponsored Eyecare Audit Review – <i>Draft – final version will be public</i> • Audit Actions to included Audit Action Log and Windows 2012 Project Status Report – <i>Potential Identifiable / Sensitive Information</i>
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				<ul style="list-style-type: none"> • Internal Audit Report - Legacy Software Modernisation - <i>Potential Identifiable / Sensitive Information</i> • Raising Concerns (at each meeting) - <i>Potential Identifiable / Sensitive Information</i> • Internal Audit Report - IT Change Management • Losses and Special Payments - Asset Sale - <i>Potential Identifiable / Sensitive Information</i> • Audit Wales - Nationally Hosted NHS IT Systems report - <i>Potential Identifiable / Sensitive Information</i> • Financial Impact of Test, Trace Protect System - verbal update - <i>Potential Identifiable / Sensitive Information</i> 	
		Digital Governance and Safety Committee	4	<ul style="list-style-type: none"> • Private Corporate Risk Register (each meeting) - <i>Potential Identifiable / Sensitive Information</i> • Cyber Assurance Reports (each meeting) - <i>Potential Identifiable / Sensitive Information</i> <ul style="list-style-type: none"> ○ Failed Authenticator Study and Multi Factor Authenticator Roll out ○ Cyber Assurance Framework Assessment (CAF) • NIIAS Reporting and Accessing - verbal update - <i>Potential Identifiable / Sensitive Information</i> • Learning from the Synnovis Attack in London - <i>Potential Identifiable / Sensitive Information</i> • Audit + and Power BI Dashboards Verbal update - <i>Commercially Sensitive</i> • Dental Access Portal - verbal update - <i>Potential Identifiable / Sensitive Information</i> • Policies - <i>Potential Identifiable / Sensitive Information</i> <ul style="list-style-type: none"> i. Information Classification Policy and Backup Policy ii. Problem Management Policy iii. Incident Management Policy 	

			<ul style="list-style-type: none"> iv. Business Continuity Management Policy v. Availability Management Policy vi. Access to Information Policy vii. Change Enablement Policy viii. Patching Policy ix. Service Level Management Policy x. Request Fulfilment Policy xi. Cryptographic Policy xii. Acceptable Use Policy xiii. Service Level Target Policy xiv. NHS Wales Password Policy
	Programmes Delivery Committee	4	<ul style="list-style-type: none"> • Programmes Overview Report - <i>Potential Identifiable / Sensitive Information</i> <ul style="list-style-type: none"> ○ Eyecare Digitisation Update (x2) ○ Connecting Care ○ Welsh Intensive Care Informatics System (x2) ○ Welsh Community Care Information System & Connecting Care ○ Digital Maternity ○ INPS/GP Transition Framework • Private Corporate Risk Register - <i>Potential Identifiable / Sensitive Information</i> • WICIS Implementation Update - <i>Commercially Sensitive</i> • Strategic Diagnostics Review - Recommendations - <i>Commercially Sensitive</i>
	Remuneration and Terms of Service Committee	2 - this is a private meeting	<ul style="list-style-type: none"> • <i>Potentially Identifiable/Sensitive Information</i>
	Local Partnership Forum	4 - this is a private meeting	<ul style="list-style-type: none"> • <i>Potentially Identifiable/Sensitive Information</i>
	<ul style="list-style-type: none"> • All Meetings including those held in private are reported to the Board via a highlight report. 		

	<ul style="list-style-type: none"> • For the Digital Governance and Safety Committee, Audit and Assurance and Programmes Delivery Committee an abridged version of the private minutes are provided to the public via the DHCW website. • DHCW held its second Annual General Meeting in July 2024. • All Board and Committee papers were published in line with Standing Orders during 2024-25. • Notifications of all Board and Committee meetings were issued to the public in line with Standing Orders during 2024-25.
<p>Section 8 – Values and Standards of Behaviour</p>	<ul style="list-style-type: none"> • DHCW has a values and standards of behaviour framework outlined in the standards of behaviour policy published to the DHCW website. The practicalities of the policy, declarations of interest, gifts, hospitality, sponsorship and honoraria are reported to every Audit and Assurance Committee. • The Register of Interests is a public document and is available on the DHCW website. • The Register of Gifts, Hospitality and Sponsorship is a public document and is available on the DHCW website.
<p>Section 9 – Signing and Sealing Documents</p>	<ul style="list-style-type: none"> • The register for the use of the common seal is kept by the Corporate Governance team and reported via the Chair’s report at Board meetings. There has been one occasion where the Common Seal has been used during 2024-25 and this was reported at the public SHA Board meeting in March 2025. • The common seal is kept in the DHCW safe. • The Chief Executive undertakes signing on behalf of the organisation, with the Board Secretary as witness
<p>Section 10 – Gaining assurance on the conduct of DHCW Business</p>	<ul style="list-style-type: none"> • The Board Assurance Framework has been reviewed by the Board on two occasions in 2024-25. • The DHCW Governance Assurance Framework has been reviewed and presented to the Board for approval in January 2025. • DHCW have worked across 2024-25 with Internal Audit to undertake their review work in line with their plan, which was approved by the Audit and Assurance Committee in April 2024. • The Committees, Advisory Group and the Board have undertaken an effectiveness self-assessment, the outcome reports are included for review by the March Board. • DHCW have worked across 2024-25 with Audit Wales to undertake their review work in line with their plan, which was approved by the Audit and Assurance Committee in April 2024. • DHCW had its second formal Structured Assessment during 2024 and the report received at the Audit and Assurance Committee in October 2024 and findings presented to the Board in November 2024.
<p>Section 11 – Demonstrating Accountability</p>	<ul style="list-style-type: none"> • The Governance Assurance Framework which outlines how the organisation conducts its business and works collaboratively to deliver has been reviewed and presented to the Board for approval in January 2025. • The Board has been involved in the development of the IMTP for 2025-28 and will receive the IMTP 25-28 for approval in March 2025, which also gives an overview of how the organisation works collaboratively to deliver its priorities. • DHCW will prepare its Annual Report 2024/25 which will be received for approval at the extraordinary Board meeting planned in June 2025.



GIG
CYMRU
NHS
WALES

Iechyd a Gofal
Digidol Cymru
Digital Health
and Care Wales

Gwneud **digidol yn rym er gwell** ym maes iechyd a gofal

Making **digital a force for good** in health and care

	<ul style="list-style-type: none">• The Integrated Organisational Performance Report is received at every Board meeting to provide an opportunity for oversight and scrutiny
Section 12 – Review of Standing orders	<ul style="list-style-type: none">• The standing orders must be reviewed on an annual basis and are presented to the Board for approval at the March 2025 Board.