

# **MEDICAL AND DENTAL TRAINING AGENCY**

## **STANDING ORDERS (SCHEDULE 5)**

### **MATTERS RESERVED FOR THE AGENCY BOARD.**

#### **1. INTRODUCTION**

The matters reserved to the Agency Board are derived from the Code of Accountability issued by the Health and Social Services Executive and the guidance on implementation given in Circular HSS (PDD) 8/94 under cover of letter dated 15 November 1994.

#### **2. CODE OF ACCOUNTABILITY**

2.2 Section 6 of the Code directs that HPSS Boards have six key functions for which they are accountable by the HSSE on behalf of the Minister:

- (a) To set the strategic direction of the organisation within overall policies and priorities of the HPSS, define its annual and longer term objectives and agree plans to achieve them.
- (b) to oversee the delivery of planned results by monitoring performance against objectives and ensuring corrective action is taken as necessary.
- (c) to ensure effective financial stewardship through value for money, financial control and financial planning and strategy.
- (d) to ensure that high standards of corporate governance and personal behaviour are maintained in the conduct of the business of the whole organisation.
- (e) to appoint, appraise and remunerate senior executives.
- (f) to ensure that there is effective dialogue between the organisation and its users on its plans and performance and that these are responsive to the user community's needs.

2.2 The HPSS Guidance issued on 15 November 1994 recognised that while it was for each HPSS body to decide on the details of the financial and other control mechanisms which must be put in place in order to maintain full and effective control over the organisation, approval of the following items should be reserved for the Boards:-

- (a) Strategy, Business Plans and Budgets
- (b) Standing Orders which should include a Scheme of Delegation

- (c) Standing Financial Instructions
- (d) The establishment, terms of reference and reporting arrangements for all committees and sub-committees active on behalf of the Agency
- (e) Significant items of capital expenditure or disposal of assets;
- (f) Human Resources policies, including arrangements for the appointment/removal and remuneration of key staff;
- (g) Financial and performance reporting arrangements;
- (h) Audit arrangements;
- (h) Approval of annual report and accounts.

### **3. ARRANGEMENTS FOR MANAGING RESERVED MATTERS**

The table which follows identifies the matters reserved and indicates how the Board responsibility for these matters is to be discharged. The matters listed should not be treated as those which should exclusively be brought to the Board. Other issues which are deemed to be appropriate must be brought to the Board for decision.