

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 HSC 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 HSC, 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 HSC 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.

RESERVED MATTERS	RESPONSIBILITY	CONSTRAINTS	SUBMITTED BY	TIMETABLE
1. Strategy, Plans and Budgets	Approve Strategic Orientation Document		Chief Executive	January
	Define the Agency's annual and longer term objectives		Chief Executive	November
	Agree Annual Business Plan	Income estimates by end of March each year	Administrative Director	End March
	Approve income estimates and annual budgets	Inclusion of cost improvement targets/income estimates and rectification of any financial instability from previous year	Finance Manager	End March
	Authorise disposal of assets	For items over £20k Items under £20k authorised for disposal by the Chief Executive	Chief Executive	As necessary
2. Monitoring Performance	Mid-year review of performance against objectives		Chief Executive	September
	Consider reports on the operation of contracts		Chief Executive	Annually
	Monitor staffing numbers and structures		Human Resources Manager	Annually
	Identify issues and patterns of complaints		Administrative Director	At least annually
	Consider annual report on the Agency's Equality Scheme		Administrative Director	Annually

3. Financial Stewardships	Consider income and expenditure reports		Finance Manager	At least quarterly
	Consider report on adequacy and effectiveness of internal control and approve statement of responsibility for Annual Accounts	Following consideration and recommendation for approval by Audit Committee	Chairman of Audit Committee	End August
	Approve Annual Accounts for submission to DHSSPS	Following consideration and recommendation for approval by Audit Committee	Chairman of Audit Committee	End August
	Approve Value for Money Strategy and receive periodic reports	Following consideration and recommendation for approval by the Audit Committee	Finance Manager	Annually
4. Corporate Governance	Approve Standing Orders and any subsequent revision	Following consideration by the Audit Committee, subject to DHSSPS requirements	Administrative Director	At least annually
	Approve Schedule of Matters Reserved to Board and any subsequent revision	Following consideration by Audit Committee, subject to DHSSPS requirements	Administrative Director	At least annually
	Approve Scheme of Delegation and any subsequent revision	Following consideration by Audit Committee, subject to DHSSPS requirements	Administrative Director	At least annually
	Approve Standing Financial Instructions and any subsequent revision	Following consideration by Audit Committee, subject to DHSSPS requirements	Administrative Director	At least annually
	Members interests to be declared and recorded in minutes	Within 4 weeks of a change or addition to be entered in Register and available for scrutiny by public in Agency offices	Board members	As necessary

	Review and approve establishment, terms of reference and reporting arrangements of standing committees <ul style="list-style-type: none"> • Audit Committee • Remuneration Committee • Other sub-committees 	Following consideration by Audit Committee, subject to DHSSPS requirements	Administrative Director	Annually
	Review annually and approve measures to ensure that staff are aware of the public service values which underpin their conduct		Administrative Director	Annually
	Review and approve measures to ensure that concerns expressed by staff and others are fully investigated and acted on as necessary		Administrative Director	At least annually
5. Appoint, Appraise and Remunerate Senior Executives	Approve the recommendations of interview panels for Director appointments		Chairman of Panel	As necessary
	Approve recommendations from Remuneration Committee in relation to terms and conditions and remuneration		Chairman of Remuneration Committee	As necessary
6. Dialogue with User Community	Approve annual report	To be signed by Board and submitted to DHSSPS following end of year to which report relates	Chief Executive	End of August

	Hold public meetings	Matter which would adversely affect an individual's legitimate interests or the public interest may be considered in a confidential section of the meeting not open to the public		Five times per year
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