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| MEETING TITLE Board of Directors Meeting in Public | | MEETING DATE 24/05/2018 | |
| TITLE of PAPER | For Approval: Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5 (Procurement) | PAPER REF | 7.1 |
| STRATEGIC OBJECTIVE(S) | All | | |
| PURPOSE OF THE PAPER | That the Board of Directors review and approve the Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5 | | |
| For Approval | <input checked="" type="checkbox"/> | For Assurance | <input type="checkbox"/> |
| For Decision | <input type="checkbox"/> | Discussion/Information | <input type="checkbox"/> |
| AUTHOR / LEAD | Anne Allen, Trust Secretary | ACCOUNTABLE DIRECTOR | Rod Barnes, Chief Executive |
| DISCUSSED AT / INFORMED BY – include date(s) as appropriate (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper): The Audit Committee, 10 April 2018 reviewed and agreed to recommend to the Board the updated Standing Orders/Standing Financial Instructions, V2.5 (Procurement) | | | |
| PREVIOUSLY AGREED AT: | Committee/Group: Audit Committee Board of Directors | Date: 10/04/2018 27/03/2018 | |
| RECOMMENDATION(S) | That the Board of Directors review and approve the Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5 | | |
| RISK ASSESSMENT | | Yes | No |
| Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i> | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Diversity and Inclusion Implications <i>If 'Yes' – please attach to the back of this paper</i> | | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ASSURANCE/COMPLIANCE | | | |
| Care Quality Commission Choose a DOMAIN(s) | 5: Well led | | |
| NHSI Single Oversight Framework Choose a THEME(s) | 3. Finance & Use of Resources 6. Leadership & Improvement Capability (Well-Led) | | |

Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5 (Procurement)

1. PURPOSE/AIM

- 1.1 That the Board of Directors review and approve the Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5.

2. BACKGROUND/CONTEXT

- 2.1 In compliance with the Trust's *Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions, V2.4, March 2018* (SO/SFIs) the Trust Secretary, delegated by the Chief Executive, provides assurance to the Board of Directors of legislative, regulatory or compliance requirements in these regards.

The Trust's SO/SFIs were last approved by the Board of Directors on 27 March 2018. Since then further amendments have been recommended by the Audit Committee on 10 April 2018.

- 2.2 Standing Financial Instructions are kept under review as part of the remit of the Audit Committee. As part of that ongoing review the Trust aims to develop SFIs that provide a clear and robust framework for the conduct of the Trust's financial affairs, with more detailed policies and procedures and processes set out and maintained separately rather than being embedded within the SFIs themselves. This is a more practical approach as it allows the Trust to adapt the way the overarching rules are put into effect to reflect the context and environment in which the Trust operates.

- 2.3 As the SFIs note:

"SFIs identify the financial responsibilities that apply to everyone working for the Trust. They do not provide any detailed procedural advice. These statements should, therefore, be read in conjunction with the detailed departmental and financial procedure notes and guidance."

- 2.4 The changes proposed move detailed procedural guidance into a stand-alone Procurement Policy. That policy is the way in which the responsibilities set out in the SFIs are put into effect. The policy replaces Appendix 3 of the SFIs.

3. IMPACT

- 3.1 Changes to the SFIs include:

- 3.2 Appendix 3 has been removed and replaced by references to the Procurement Policy approved by the Trust Management Group (February 2018). This affects paragraphs 15.1.1, 15.1.2 b) and 15.1.4 (**please see: Appendix A**).

3.3 The SO/SFI document (V2.5) has been renumbered throughout, given the removal of Appendix 3.

4. PROPOSALS/NEXT STEPS

4.1 That the Board approve the updated SO/SFIs, V2.5.

4.2 Financial policies and procedures remain under review. Further proposals to improve the clarity and focus of the Standing Financial Instructions may be brought before future meetings of the Committee as opportunities for improvement are identified.

5. RISK ASSESSMENT

5.1 There are no significant risks associated with these changes.

6. RECOMMENDATIONS

6.1 That the Board of Directors review and approve the Updated Standing Orders Including Scheme of Powers Delegated and Reserved to the Board and Standing Financial Instructions - V2.5.

7. APPENDICES/BACKGROUND INFORMATION

Appendix A: Procurement Policy

Note:

For the current version (V2.4) of Standing Orders/Standing Financial Instructions – please see papers for:

Board Meeting in Public, 27 March 2018