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| MEETING TITLE Public Trust Board | | MEETING DATE 21/05/2013 | |
| TITLE of PAPER | Standing Orders, Scheme of Delegation and Standing Financial Instructions | PAPER REF | 6.1 |
| STRATEGIC OBJECTIVE | To develop culture, systems and processes to support continuous improvement and innovation | | |
| PURPOSE OF THE PAPER | The paper presents revisions to the Standing Orders, Scheme of Delegation and Standing Financial Instructions | | |
| For Approval | <input checked="" type="checkbox"/> | For Assurance | <input type="checkbox"/> |
| For Decision | <input type="checkbox"/> | Discussion/Information | <input type="checkbox"/> |
| AUTHOR / LEAD | Anna Rispin | ACCOUNTABLE DIRECTOR | Executive Director of Finance & Performance |
| DEBATED AT: | Committee/Group: Audit Committee (reference authorisation limits) | Date: | 18/04/2013 |
| PREVIOUSLY AGREED AT: | Committee/Group: Audit Committee (reference Losses & Special payments) | Date: | 12/02/2013 |
| RECOMMENDATION | It is recommended that the Board approve the revisions to the Standing Orders, Scheme of Delegation and Standing Financial Instructions | | |
| 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"/> |
| Quality and Diversity 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 Registration Outcome(s) | | Not Applicable | |
| NHSLA Risk Management Standards for Ambulance Trusts | | 1: Governance | |

1. PURPOSE/AIM

- 1.1 The paper presents to the Trust Board for approval proposed revisions to the Standing Orders (SOs), Scheme of Delegation (SD) and Standing Financial Instructions (SFIs).

2. BACKGROUND/CONTEXT

- 2.1 Standing Orders cover all aspects of the conduct of the Trust, including governance, committees and their duties and responsibilities. The Scheme of Delegation lays down in detail the specifics of committee responsibilities and duties together with that of the executive and the officers to which delegated authority has been designated. The Standing Financial Instructions detail the financial conduct and governance of the Trust and requirements therein.
- 2.2 A working copy of the Standing Orders, Scheme of Delegation and Standing Financial Instructions is maintained by the Finance Department and updated to reflect any changes that have arisen since the last review. These are then presented for update and adoption on an annual basis.
- 2.3 The Terms of Reference of the Audit Committee require it to review any changes to SOs, SD and SFIs before they come to Board for approval. At the meeting held 12th February 2013, changes to delegated authority on Losses and Special Payments, in line with national guidance, were noted. (See Appendix Page 88 Point 14.5.7)
- 2.4 The NHS Trust Development Authority (NHS TDA) has assumed responsibility for the Capital regime and Investment Business Case Approvals of NHS Trusts. NHS TDA guidance lays down delegated approval limits for Capital Investment. (See Appendix Page 70 Point 12.4.8)
- 2.5 Since the last Board meeting, and following feedback received from the Chief Executive and Chairman, the published SFIs have been amended to reflect the joint authorisation limit of the two officers. (See Appendix Page 57 10.2.8 and Page 82 Point 13.5.1)

3 RECOMMENDATIONS

It is recommended that the Board note the changes to the Standing Orders, Scheme of Delegation and Standing Financial Instructions and approve the changes made.

4 APPENDIX

Standing Orders, Scheme of Delegation and Standing Financial Instructions