



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 23/07/2013	
TITLE of PAPER	For Approval: Standing Orders, Standing Financial Instructions: Updated	PAPER REF	6.2
STRATEGIC OBJECTIVE	<i>To develop culture, systems and processes to support continuous improvement and innovation</i>		
PURPOSE OF THE PAPER	To provide an update on changes to Standing Orders, the Scheme of Delegation and the 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	Gillian Hodgson, Acting Financial Controller	ACCOUNTABLE DIRECTOR	Executive Director of Finance & Performance
PREVIOUSLY CONSIDERED BY	Committee/Group: Audit Committee	Date:	16/07/2013
RECOMMENDATION	It is recommended that the Trust Board approves this document		
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"/>	/
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	/
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>		/	<input type="checkbox"/>
Quality and Diversity Implications <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	/
ASSURANCE/COMPLIANCE			
Care Quality Commission Registration Outcome(s)		Not Applicable	
NHSLA Risk Management Standards for Ambulance Trusts		1: Governance 2: Learning from Experience	

1. PURPOSE/AIM

- 1.1 To provide an update on changes to the Trusts Standing Orders, Scheme of Delegation and Standing Financial Instructions.

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 a regular basis.

3. PROPOSALS

- 3.1 Since the last update in February 2013 the Standing Orders, Scheme of Delegation and Standing Financial Instructions have been updated to reflect changes to NHS commissioning and monitoring bodies and address points raised at the Trust Board on 21 May 2013. The Standing Financial Instructions have been updated to include reference to off payroll engagements following guidance issued HM Treasury. The revised document is presented for approval at Section 6.

4. RISK ASSESSMENT

- 4.1 The use of a checklist detailing losses and special payments will furnish a risk assessment which will be incorporated into the risk register where appropriate. Risks surrounding none compliance with Standing Orders, the Scheme of Delegation and Standing Financial Instructions are already integral within the Corporate risk processes.

5. RECOMMENDATIONS

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

6. APPENDICES/BACKGROUND INFORMATION

Appendix 1 – Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions revised July 2013.