



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 22/07/2014	
TITLE of PAPER	For Approval: Annual Review of Standing Orders, Reservation and Delegation of Powers & Standing Orders	PAPER REF	5.7
STRATEGIC OBJECTIVE	Choose an item. To develop culture, systems and processes to support continuous improvement and innovation		
PURPOSE OF THE PAPER	To provide the Trust Board with 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	Deputy Chief Executive & Executive Director of Finance & Performance	ACCOUNTABLE DIRECTOR	Deputy Chief Executive & Executive Director of Finance & Performance
DISCUSSED AT / INFORMED BY – Audit Committee 3 July 2014			
PREVIOUSLY AGREED AT:	Committee/Group: Audit Committee Choose an item.	Date: 03/07/2014	
RECOMMENDATION	It is recommended that the Trust Board approve the changes to the Standing Orders, Scheme of Delegation and Standing Financial Instructions and endorse the changes made.		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality and Diversity Implications		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Registration Outcome(s)	Not Applicable Choose an item. Choose an item.		
NHSLA Risk Management Standards for Ambulance Trusts	2: Learning from Experience Choose an item. Choose an item.		

1. PURPOSE/AIM

- 1.1 To provide an update to the Trust Board 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 November 2013 the Standing Orders, Scheme of Delegation and Standing Financial Instructions have been updated to reflect changes in Director job titles and outline the limit to which an Associate Director may sub-delegate their expenditure authorisation limit. The revised document is presented for approval.

4 RECOMMENDATIONS

- 4.1 It is recommended that the Trust Board approves the changes to the Standing Orders, Scheme of Delegation and Standing Financial Instructions and endorse the changes made.

5. APPENDICES/BACKGROUND INFORMATION

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