



<b>MEETING TITLE</b> Trust Board Meeting in Public		<b>MEETING DATE</b> 28/7/15	
<b>TITLE of PAPER</b>	For Approval: Annual Review of Standing Orders, Reservation and Delegation Powers and Standing Financial Instructions	<b>PAPER REF</b>	6.1
<b>STRATEGIC OBJECTIVE</b>	Develop culture, systems and processes to support continuous improvement and innovation		
<b>PURPOSE OF THE PAPER</b>	To propose changes to the Trusts Scheme of Delegation and Standing Financial Instructions in support of greater efficiency and effectiveness in delivery of the Trusts objectives.		
<b>For Approval</b>	<input checked="" type="checkbox"/>	<b>For Assurance</b>	<input type="checkbox"/>
<b>For Decision</b>	<input type="checkbox"/>	<b>Discussion/Information</b>	<input type="checkbox"/>
<b>AUTHOR / LEAD</b>	Neil Cook Interim Associate Director of Finance	<b>ACCOUNTABLE DIRECTOR</b>	Executive Director of Finance & Performance
<b>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):</b>			
TEG (8 July 2015) Audit Committee (2 July 2015)			
<b>PREVIOUSLY AGREED AT:</b>	<b>Committee/Group:</b>	<b>Date:</b>	
<b>RECOMMENDATION</b>	The Trust Board is asked to approve the changes to the Standing Orders, Scheme of Delegation and Standing Financial Instructions.		
		<b>Yes</b>	<b>No</b>
<b>Corporate Risk Register and/or Board Assurance Framework amended</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Resource Implications (Financial, Workforce, other - specify)</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Legal implications/Regulatory requirements</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Equality and Diversity Implications</b>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>ASSURANCE/COMPLIANCE</b>			
<b>Care Quality Commission</b>	5: Well led		
<b>Monitor Quality Governance Framework</b>	1: Ensuring required standards are achieved		

## **1. PURPOSE/AIM**

- 1.1 To propose changes to the Trusts Scheme of Delegation and Standing Financial Instructions in support of greater efficiency and effectiveness in delivery of the Trusts objectives.

## **2. BACKGROUND/CONTEXT**

- 2.1 The Trust's, Scheme of Delegation and Standing Financial Instructions were reviewed and updated at the 8<sup>th</sup> January 2015 Audit Committee meeting. Subsequently the Scheme of Delegation and Standing Financial Instructions were also presented to Audit Committee on the 2 July 2015 and to Trust Executive Group (TEG) on the 8 July 2015 who supported for the changes to be presented to the Trust Board.
- 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.
- 2.3 The Trust has been working with East Coast Audit Consortium and Mersey Internal Audit Agency to inform further proposed changes in reference to Foundation Trust and other Aspirant Trusts including a review of SFI limits.

## **3. PROPOSALS**

- 3.1 Since the last update in 2014 the Standing Orders, Scheme of Delegation and Standing Financial Instructions have been updated to reflect changes in Terms of Reference of Trust Committees. Some additional proposals have been made to the Scheme of Delegation at 12.3.2 (F&I and CF Committees), 12.4 Capital Investment, 12.1.8 Budget Virements and 14.4.4 Control of Stock. A number of minor grammatical and typographical corrections have also been made. A summary of these changes is attached at Appendix 1 with the revised document presented for approval at Appendix 2 incorporating these changes.
- 3.2 A number of other proposed amendments to the Standing Financial Instructions were also presented to Audit Committee on the 2 July 2015 regarding changes in expenditure limits. However these were not accepted by the Audit Committee or TEG at this point, however it was agreed for management continue to work on this and to outline in more detail the potential benefits of the changes before being re-presented to TEG and Audit Committee and subsequently Trust Board.

- 3.3 The Audit Committee and TEG agreed for the SFI's to go to Trust Board for approval in July subject to the main proposals regarding changes in limits not being included at this stage. Subsequently on further review the only changes regarding limits that is proposed in this version is regarding section 12.4 (see appendix 2) regarding capital limits to ensure these are consistent with the other limits for the Executive Director of Finance and Performance and budget virements (see section 12.1.8) to ensure it is clear that these are consistent with other limits and budgetary delegation.

#### **4 RECOMMENDATIONS**

- 4.1 The Trust Board is asked to approve the changes to the Standing Orders, Scheme of Delegation and Standing Financial Instructions.

#### **5. APPENDICES/BACKGROUND INFORMATION**

- 5.1 Appendix 1 – Summary of proposed changes to the current Standing Financial Instructions and Standing Instructions with current instruction for comparison.
- 5.2 Appendix 2 – Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions v 1.5 revised July 2015.