

## Board of Directors

**26 March 2020**

<b>Paper title:</b>	Review of Standing Financial Instructions and Scheme of Delegation	<b>Agenda item</b>  <b>13.1</b>
<b>Presented by:</b>	Paul Hogg, Director of Corporate Affairs Liz Romaniak, Director of Finance, Contracting and Facilities	
<b>Prepared by:</b>	Fran Limbert, Corporate Governance Manager	

Purpose of the report		
The purpose of this paper is to summarise the suggested changes required to the Standing Financial Instructions and Scheme of Delegation to further strengthen the Trust's business continuity framework in response to the COVID-19 epidemic.	For approval	✓
	For discussion	
	For information	

Executive summary
<p>In response to the organisational requirements to address the COVID-19 epidemic, a review of the Trust's Standing Financial Instructions (SFI's) and the Scheme of Delegation (SoD) has been undertaken. As a full review of both documents took place November 2019, this review was specifically focused on further strengthening the Trust's business continuity framework.</p> <p>The proposed amendments within the <b>SFIs</b> include:</p> <ul style="list-style-type: none"> <li>- expanding a duty for the Audit Committee to review proposed changes to the SFI's and SoD, to include in extraordinary circumstances this duty is carried out solely by the Board</li> <li>- inclusion of reference to business continuity within the 'budgetary delegation' section</li> <li>- inclusion of reference to business continuity within the 'budgetary control and reporting' section</li> <li>- inclusion of reference to business continuity within the 'tendering and contracting' section</li> <li>- creation of Appendix A that outlines the Trust's process for: unplanned absence; budget responsibility; tender responsibility; policy and/or procedure renewal that have temporarily transferred from the Senior Leadership Team to the Silver Command meetings; and supporting governance.</li> </ul>

The proposed amendments within the **SoD** include:

- creation of a ‘emergency planning, resilience and preparedness’ section within the document to outline the Trust’s process to support business continuity
- references the creation of Appendix A within the SFIs
- notes the process for nominated deputies to fulfil duties on during unplanned absence of those individuals names within the document as leads for particular tasks.

Enclosed are:  
**Appendix 1:** Detailed SFI’s with the proposed amendments – includes track changes  
**Appendix 2:** Detailed SoD with the proposed amendments – includes track changes.

Do the recommendations in this paper have any impact upon the requirements of the protected groups identified by the Equality Act?	<b>State below ‘Yes’ or ‘No’</b>	If yes please set out what action has been taken to address this in your paper
	<b>No</b>	

**Recommendation**

The Board of Directors is asked to:

- Review the recommendations proposed and approve the amendments to the Standing Financial Instructions and Scheme of Delegation, to further strengthen the Trust’s business continuity framework.

<b>Strategic vision</b>				
Please mark those that apply with an X				
Providing excellent quality services and seamless access	Creating the best place to work	Supporting people to live to their fullest potential	Financial sustainability growth and innovation	Governance and well-led
				X

<b>Care Quality Commission domains</b>				
Please mark those that apply with an X				
Safe	Effective	Responsive	Caring	Well Led
				X