

Board of Directors - **Public**

11 November 2021

Paper title:	Review of Standing Financial Instructions and Scheme of Delegation	Agenda item 19
Presented by:	Mike Woodhead, Director of Finance, Contracting & Estates	
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Purpose of the report		
The purpose of this paper is to summarise the changes required to the Standing Financial Instructions and Scheme of Delegation and present the recommended changes to the Audit Committee, for approval by the board.	For approval	✓
	For discussion	
	For information	

Executive summary
<p>A review of the Trust's Standing Financial Instructions (SFI's) and the Scheme of Delegation (SoD) has been undertaken, to reflect any changes required.</p> <p>The main change to the SFI's and SoD's is the revised title for the Director of Finance, Contracting and Estates and the Head of Procurement. The proposed amendments throughout both the SoDs and SFIs are as follows:</p> <ul style="list-style-type: none"> - Replace the Director of Finance, Contracting and Facilities (DFCF) with Director of Finance, Contracting and Estates (DFCE), - Replace the Head of Procurement and Supplies with Head of Procurement. <p>The remaining proposed amendments to the SFI's are provided in Appendix A. They are relating to three main areas:</p> <ul style="list-style-type: none"> • Narrative amendments in relation to the changes of official acts, regulators and policy frameworks, • Amendments in relation to section 17 – tendering and contracting procedures, • Amendments relating to changes in director's responsibilities for payroll services. <p>Due to the future changes of the Provider Collaborative and the developments within the Integrated Care System (ICS), there will be a requirement in 2022/23 to carry out a detailed review and update to the trusts existing SFI's and SoD's.</p>

Appendix A: Summary of the existing and proposed amendments to the SFI's Appendix B: Detailed SFI's with the proposed amendments – includes track changes Appendix C: 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?	State below 'Yes' or 'No'	If yes please set out what action has been taken to address this in your paper
	No	

Recommendation
The Board of Directors is asked to: <ul style="list-style-type: none"> Review the recommendation by the Audit Committee and approve the amendments proposed to the Standing Financial Instructions and Scheme of Delegation, to reflect changes within the Trust, in addition to legal and regulatory references made throughout the documents.

Strategic vision 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

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

Relationship to the Board Assurance Framework (BAF)	The work contained with this report links to the following strategic risks as identified in the BAF: <ul style="list-style-type: none"> SO6: To make effective use of our resources to ensure that services are clinically, environmentally, and financially sustainable.
Links to the Corporate Risk Register (CRR)	The work contained with this report links to the following corporate risks as identified in the CRR: <ul style="list-style-type: none"> Risk 2536: If we do not make effective use of our resources this may result in regulatory interventions, as well as impacts on quality of services
Compliance and regulatory implications	The following compliance and regulatory implications have been identified as a result of the work outlined in this report: <ul style="list-style-type: none"> Standing Financial Instructions (SFIs) detail the financial responsibilities, policies and procedures adopted by the Trust. They are designed to

	<p>ensure that the Trust's financial transactions are carried out in accordance with the law and the Independent Regulator's relevant guidance. SFIs identify the financial responsibilities that apply to everyone working for the Trust and its constituent organisations.</p>
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Meeting of the Board of Directors - Public

11 November 2021

Review of Standing Financial Instructions and Scheme of Delegation

1 Purpose

The purpose of this paper is to summarise the changes required to the Standing Financial Instructions and Scheme of Delegation and present the recommended changes to the Audit Committee, for approval by the Board. A review of the Trust's Standing Financial Instructions (SFI's) and the Scheme of Delegation (SoD) has been undertaken, to reflect changes required.

2 Proposed Outcome

Audit Committee are able to scrutinise the proposed changes made within the SFI's and SOD documents and recommend the board that the proposed changes be approved.

3 Options

N/A

4 Risk and Implications

These Standing Financial Instructions (SFIs) detail the financial responsibilities, policies and procedures adopted by the Trust. They are designed to ensure that the Trust's financial transactions are carried out in accordance with the law and the Independent Regulator's relevant guidance. These SFIs identify the financial responsibilities that apply to everyone working for the Trust and its constituent organisations.

All financial procedures must be approved by the Director of Finance, Contracting and Facilities. These SFIs do not set out in full the requirements of the Independent Regulator's guidance and all relevant guidance of the Independent Regulator should be consulted.

The main risk within the Trust, that there is a breach of SFI's, as a result of not being followed and applied.

5 Results

That Audit Committee recommend to Board that the amendments to the SFI's and SOD are required and appropriate.