

Board of Directors – Meeting held in Public

9 March 2023

Paper title:	Ratification of Standing Financial Instructions and Scheme of Delegation	Agenda Item 17.1
Presented by:	Mike Woodhead, Director of Finance, Contracting and Estates	
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Committees where content has been discussed previously	Audit Committee, 19 th January 2023	
Purpose of the paper Please check ONE box only:	<input checked="" type="checkbox"/> For approval <input type="checkbox"/> For information <input type="checkbox"/> For discussion	
Link to Trust Strategic Vision Please check ALL that apply	<input type="checkbox"/> Providing excellent quality services and seamless access <input type="checkbox"/> Creating the best place to work <input type="checkbox"/> Supporting people to live to their fullest potential <input type="checkbox"/> Financial sustainability, growth and innovation <input checked="" type="checkbox"/> Governance and well-led	
Care Quality Commission domains Please check ALL that apply	<input type="checkbox"/> Safe <input type="checkbox"/> Caring <input type="checkbox"/> Effective <input checked="" type="checkbox"/> Well-Led <input type="checkbox"/> Responsive	

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.

The recommended changes to the Standing Financial Instructions and Scheme of Delegation, were presented to Audit Committee on the 19th January 2023, where the recommendation was made that the Board approve the amendments proposed to the Standing Financial Instructions and Scheme of Delegation, to reflect changes in relation to the opening of paper-based tenders

Executive Summary

A review of the Trust’s Standing Financial Instructions (SFI’s) and the Scheme of Delegation (SoD) has been undertaken, to reflect a proposed change on the process of opening paper-based tenders.

A proposal has been made in relation to the opening of paper-based tenders. Due to the changes in our working practices of staff mainly working from home, there is a need to update the SFIs to support this and ensure that the opening of paper-based tenders, is not delayed due the frequency staff are on site. The proposal is to allow paper-based responses to be opened with senior managers also present via Microsoft Teams.

The proposal is to include an additional paragraph into the SFIs 17.6.3 ‘Opening tender and Register of Tenders (paper based responses)’. The proposed additional narrative is as follows;

‘As soon as practicable after the date and time stated as being the latest time for the receipt of tenders, they shall be opened by two senior managers designated by the Chief Executive and not from the originating department. In the event that the two senior managers availability is limited to Microsoft Teams, this is deemed acceptable, as long as there is another senior manager, or a member of the executive support team (in addition to the existing two senior managers) also present at the opening of the tender and in receipt of hard copy paper based tender document. The meeting must be recorded and saved for audit/ assurance purposes.’

There is no change to the Scheme of Delegation (SoD).

Appendix A: Section 17 of the SFIs – Tendering and Contracting Procedure

Appendix B: Detailed SFI’s 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?

Yes

No

Recommendation(s)

The Board of Directors is asked to:

- Review the recommendation by the Audit Committee held on the 19th January 2023 and **approve** the amendments proposed to the Standing Financial Instructions, to reflect changes on the opening of paper-based Tenders.
- Note there is no change to the Scheme of Delegation (SoD).

Relationship to the Board Assurance Framework (BAF)

The work contained with this report links to the following strategic risks as identified in the BAF:

- SO1:** Engaging with our patients, service users and wider community to ensure they are equal partners in care delivery (QSC)
- SO2:** Prioritising our people, ensuring they have the tools, skills and right environment to be effective leaders with a culture that is open, compassionate, improvement-focused and inclusive culture (WEC)

<input type="checkbox"/> SO3: Maximising the potential of services to delivery outstanding care to our communities (QSC) <input type="checkbox"/> SO4: Collaborating to drive innovation and transformation, enabling us to deliver against local and national ambitions (Board) <input checked="" type="checkbox"/> SO5: To make effective use of our resources to ensure services are environmentally and financially sustainable and resilient (FBIC) <input type="checkbox"/> SO6: To make progress in implementing our digital strategy to support our ambition to become a digital leader in the NHS (FBIC)	
Links to the Strategic Organisational Risk register (SORR)	<p>The work contained with this report links to the following corporate risks as identified in the SORR:</p> <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 & regulatory implications	<p>The following compliance and regulatory implications have been identified as a result of the work outlined in this report:</p> <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 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.