

Review of Standing Orders, Scheme of Delegation and Standing Financial Instructions

Trust Board	Item: 20
13th October 2015	Enc: 0
FOR: Information <input checked="" type="checkbox"/> Assurance <input type="checkbox"/> Discussion and input <input type="checkbox"/> Decision/approval <input checked="" type="checkbox"/>	
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Risk Implications – Link to Assurance Framework or Corporate Risk Register:	None
Link to Relevant Corporate Objective:	N/A
Impact on Patients and Carers:	None
Recommendations: The Trust Board approve the proposed revisions as summarised overleaf.	

Review of Standing Orders September 2015			
Page	Paragraph	Change	Rationale
1		New version number: 11 and dates prepared and due for next review	To enable retention of change history
Various		Removal of reference to CORP003 with regards to the Reservation of Delegation of Powers	This is a historical reference used with regards to this document.
9		Reference to the Clinical Governance Committee Removed	This is no longer relevant.
14	1.7.6.2	Correction of title of the Nominations and Remuneration Committee	
16	2.2	Changes to reflect electronic distribution of papers and notice of the meeting	To support current practice.
21	2.11.1	Addition of attendance at meeting via telephone or other means counting towards the quorum of a meeting.	To clarify the definition.
29	3.8.2	Correction of title of the Remuneration Committee	
31	4.2.1	Replaced Non-Officer members with Non-Executive Directors.	To clarify the definition.
34	5.2.1.1	Standards of Conduct and Behaviour Guidelines and the Register of Interest Policy	To reflect the titles of current policies and guidelines
34	5.4.1	Removal of titles of legislation.	To ensure that current legislation and guidelines are sought.
41	6.4.2	Inclusion of reference to the Fit and Proper persons test	To reflect current legislation.

Review of Scheme of Delegation

No revisions have been proposed.

Review of the Standing Financial Instructions

This version of the Standing Financial Instructions contains a number of changes designed to make the document and its associated guidance more accessible. Section 7 Tendering and Contract Procedure provides new and specific guidance relating to several areas including low-value, high-impact contracts. Changes made are summarised overleaf.

Review of Standing Financial Instructions, September 2015

Page	Paragraph	Change	Rationale
1		New version number: 12.2 and dates prepared and due for next review	To enable retention of change history
3		Tendering and Contract Procedure page reference added	This had been omitted from the previous version's index
4	Introduction	Addition of boxed text connecting the Standing Financial Instructions to other key documents and referencing the limits contained within the appendices to the SFI's	To reference other relevant guidance and to make the document easier to use
12	Definitions	Definition added for Scheme of Delegation	To make the document easier to use
16	2.3.3/4	Change to title: Head of Internal Audit	To correct previous grammatical error
23	4.1.1	Change "generally accepted accounting standards" to "International Financial Reporting Standards"	IFRS has replaced UK GAAP as the basis for preparing NHS Accounts
28	7.1.1	Added line: This includes trials of products and equipment; and includes all written agreement to enter into new contracts for goods, services and works.	Point required further clarification
28	7.1.2	New bullet point	Gap in previous compliance instructions
28	7.1.3	New bullet point	Gap in previous compliance instructions
28	7.1.4	New bullet point	Gap in previous compliance instructions
28	7.1.5	New bullet point	Gap in previous compliance instructions
28	7.3	Bullet deleted	Paragraph out of date and no longer needed
30	7.4.3.2.3	Government Procurement Services replaced with Crown Commercial Services	Centrally appointment framework organisation has been replaced
32	7.4.3.5	New bullet point	Gap in previous instructions
32	7.4.3.6	New bullet point	Gap in previous instructions
34	7.4.4.4	New bullet point	New legislation that needs to be included
34	7.5.1.2	Paragraph amended	Amended to reflect eTendering system now in place
40	7.5.6.1	Paragraph amended	Amended to reflect eTendering system now in place
40	7.5.7.2	New bullet point	Amended to reflect eTendering system now in place and good practice requirements
42	7.6.1.1	New bullet point	Gap in previous instructions
71	13.3.6	Delete paragraph: "The value of each asset shall be indexed to current values in accordance with methods specified by Monitor	Asset indexation is no longer widely practised in the NHS. Indices for Plant and Equipment are no longer published centrally. Land and buildings are revalued each year, all other assets are valued at depreciated historic cost.
71	13.3.8	Delete paragraph: "The Director of Finance of the Trust shall calculate and pay capital charges as specified by Monitor or other applicable body."	The Trust no longer pays capital charges as such, but dividend on its Public Dividend Capital

71	13.3.8	Add paragraph "The Director of Finance shall calculate and pay dividends on the Trust's Public Dividend Capital as specified by the Department of Health or other applicable body"	The Trust no longer pays capital charges as such, but dividend on its Public Dividend Capital
80	17.3	Delete the words "and/or Chief Operating Officer"	This responsibility relates to the Director of Nursing and Patient Experience
91	Appendix 3: Tendering Limits	Additional entry relating specifically to low-value, high-impact contracts	The SFI's were previously silent on these.
95	22	Version Control Tracker updated to current version number	To retain version control