

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

<b>Trust Board</b>	<b>Item: 22</b>
<b>25<sup>th</sup> January 2017</b>	<b>Enc: R</b>
<b>Purpose of the Report:</b> To outline the proposed changes to the Standing Orders and Standing Financial Instructions. No changes have been proposed to the Scheme of Delegation.	
<b>For information</b> <input checked="" type="checkbox"/>	<b>For Decision</b>
<b>Sponsor (Executive Lead):</b>	Susan Simpson Head of Corporate Affairs/Company Secretary  Jo Farrar Director of Finance
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<b>Risk Implications – Link to Assurance Framework or Corporate Risk Register:</b>	None
<b>Link to Relevant Corporate Objective:</b>	N/A
<b>Impact on Patients and Carers:</b>	None
<b>Recommendations:</b>  The Trust Board is asked to:  <ul style="list-style-type: none"> <li><b>a) Approve</b> the revisions to the Standing Orders and Standing Financial Instructions as summarised overleaf.</li> <li><b>b) Note</b> that a review has commenced of the operational structure as part of the 2017/18 CIP programme and thus resulting changes may need to be incorporated into this document at a later date.</li> </ul>	

## Review of Standing Orders and Standing Financial Instructions December 2016

The proposed changes are outlined in the table below. The Standing Orders and Standing Financial Instructions have been reviewed and some minor updates have been proposed. No significant changes are being proposed to the Scheme of Delegation at this stage.

It is noted however that a review has commenced of the operational structure as part of the 2017/18 CIP programme and thus resulting changes may need to be incorporated into this document at a later date.

Page	Paragraph	Change	Rationale
1		New version number: 11.1 and dates prepared and due for next review	To enable retention of change history
Various		Changes made to refer to he/she, him/her	To ensure consistency throughout the document
Various		Changes made to paragraph reference numbers in the constitution.	To ensure proper referencing between the two documents.
Various		Changes made to refer to the Company Secretary rather than the Trust Secretary.	To ensure consistency throughout the document
17	2.2	Notice of Meetings and the Business to be Transacted  All deadlines for papers to now state three working days	To clarify the definition.
34	5.2.1.3	Correction of references to policies and guidelines	To reflect the titles of current policies and guidelines
42	6.4.1	Standards of Conduct and Behavior Guidelines and the Register of Interest Policy	To reflect the titles of current policies and guidelines

## Review of Standing Financial Instructions, December 2016

Page	Paragraph	Change	Rationale
2	Document Info and Control	Dates of last review and next review updated	Retain traceability in up to date format
32	Tendering waiver exceptions	Delete Para 7.4.3.2.10	Capital Investment Manual to which this para refers is no longer available.
33	Tendering waiver exceptions	Add the words "unlawful practices"	Complete a sentence which was previously incomplete.
90	Appendix 2: Capital Expenditure Approval Limits	Amend all references to "Finance and Investment Committee" to "Investment Committee"	Reflect the change which took place in 2016.
90	Appendix 2: Capital Expenditure Approval Limits	Update to show correct IC membership	Update to show correct IC membership and attendees
95	Version Control Tracker	Amend to Version 12.3, date December 2016	Retain traceability in up to date format