

## Board of Directors

**Subject:** Standing Financial Instructions and Scheme of Delegation Review  
**Date:** 30<sup>th</sup> October 2014  
**Author:** Neil Wilkinson, Head of Compliance and Systems  
**Lead Director:** Margaret Ashworth, Chief Financial Officer

**Executive Summary:**

Major overhauls of the Standing Financial Instructions (SFIs) and the Scheme of Delegation (SoD) were carried out as part of the FT application in February 2007, to reflect the national templates.

Both documents have since been updated periodically to reflect committee and job title changes, and specifically in the SoD, the Official Journal of the European Union (OJEU) limits. However, to reflect current practices and references to statutory and/or NHS directives, a full review has been undertaken.

The attached documents were presented to the Executive Team on 8th September, and Audit and Assurance Committee on 18th September, where the proposed changes were agreed subject to the potential changes to agency staff booking and/or recommendations from the Baker Tilly review.

Following ratification, the revised documents will be issued. This will coincide with the Procurement team proactively supporting staff across the Trust during the roll-out of the new process of advertising contracts over £25,000.

**Next Steps:**

Following ratification, the revised documents will be issued.

Roll-out of the new process of advertising contracts over £25,000.

**Recommendations**

Members are requested approve the proposed changes for issue of the revised documents.

**Relevant Strategic Objectives (please mark in bold)**

Achieve the best patient experience	<b>Achieve financial sustainability</b>
<b>Improve patient safety and provide high quality care</b>	<b>Build successful relationships with external organisations and regulators</b>
Attract, develop and motivate effective teams	

<b>Links to the BAF and Corporate Risk Register</b>	Not applicable
<b>Details of additional risks associated with this paper</b> (may include CQC Essential Standards, NHSLA, NHS Constitution)	Not applicable

<b>Links to NHS Constitution</b>	Not applicable
<b>Financial Implications/Impact</b>	Not applicable
<b>Legal Implications/Impact</b>	Not applicable
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	Not applicable
<b>Committees/groups where this item has been presented before</b>	Executive Team and Audit & Assurance Committee
<b>Monitoring and Review</b>	Not applicable
<b>Is a QIA required/been completed? If yes provide brief details</b>	Not applicable