

**Board of Directors**

<b>Subject:</b>	Standing Financial Instructions and Scheme of Delegation updates		Date: 26 <sup>th</sup> July 2018	
<b>Prepared By:</b>	Neil Wilkinson, Head of Compliance and Systems			
<b>Approved By:</b>	Paul Robinson, Chief Financial Officer			
<b>Presented By:</b>	Paul Robinson, Chief Financial Officer			
<b>Purpose</b>				
Update of Standing Financial Instructions and Scheme of Delegation.			<b>Approval</b>	✓
			<b>Assurance</b>	
			<b>Update</b>	
			<b>Consider</b>	
<b>Strategic Objectives</b>				
<b>To provide outstanding care to our patients</b>	<b>To support each other to do a great job</b>	<b>To inspire excellence</b>	<b>To get the most from our resources</b>	<b>To play a leading role in transforming health and care services</b>
	✓	✓	✓	
<b>Overall Level of Assurance</b>				
	<b>Significant</b>	<b>Sufficient</b>	<b>Limited</b>	<b>None</b>
		✓		
<b>Risks/Issues</b>				
<b>Financial</b>	Potential costs due to inconsistent approval requirements			
<b>Patient Impact</b>				
<b>Staff Impact</b>	Insufficient direction on responsibility and/or authority			
<b>Services</b>				
<b>Reputational</b>				
<b>Committees/groups where this item has been presented before</b>				
Audit and Assurance Committee.				
<b>Executive Summary</b>				
<p>A number of changes to the Standing Financial Instructions (SFIs) and Scheme of Delegation are proposed due to the following circumstances:</p> <ol style="list-style-type: none"> <li>1. A review of the SFIs and Scheme of Delegation has been undertaken following internal audit recommendations regarding the consistency of wording across the SFIs, Scheme of Delegation and Procurement procedures/guides in relation to capital expenditure and VAT. <p>In order to ensure that capital approval requirements are clear and consistent in the documents, a small number of amendments within the Scheme of Delegation are proposed. These are:</p> <p>Table A – Delegated Authority</p> <ul style="list-style-type: none"> <li>- Remove the perceived requirement for the CEO/CFO to approve all capital requisitions</li> </ul> <p>Table B – Delegated Financial Limits</p> <ul style="list-style-type: none"> <li>- Insert a section to state Delegated Budget Holder authority to commit capital expenditure requisitions</li> </ul> <p>In the SFIs, Section 9 – Contracts Procedure Rules, addition of a statement to clarify that all financial values or thresholds in the Contracts Procedure Rules section include the cost of non-recoverable VAT.</p> <p>Relevant changes have also been made within Procurement departmental procedures/guides to ensure consistency.</p> </li> </ol>				

2. The Scheme of Delegation needs to be updated to reflect the change of title from Capital Planning Group to Investments Governance Group.
3. Changes to the Scheme of Delegation are required following the resignation of Paul Moore, Director of Governance and Quality Improvement.

Paul had delegated authority for 8 items within the Complaints, Clinical Governance and Risk Management sections, which need to be reassigned to successors for these areas.

Extracts from the Scheme of Delegation are attached, which highlight the proposed changes.

Members are requested to approve the proposed changes and the publication of the updated documents.