

Title:	Standing Orders, Standing Financial Instructions and Scheme of Delegation
Purpose:	For the Audit Committee to review and approve the proposed changes to Standing Orders, Standing Financial Instructions and Scheme of Delegation.
Summary:	The paper sets out the proposed changes to the SFI's/SOs and Scheme of Delegation.
Recommendation:	This paper is for adoption
Previous Forum:	Directors Group and Audit Committee
Prepared By:	Colin Launchbury, Finance Development Manager
Presented By:	Jennie Kingston, Director of Finance and Performance

This report covers:

Assurance Framework *(specify)	AF2409 AF2609	Standards for Better Health (specify)	C7a&c
Strategic Goal(s)		Corporate Objective(s)	Corporate Objective 5

Auditors' Local Evaluation (ALE) – specify by Key Line of Enquiry (KLOE)	4.2	Statutory/Legal (specify)	
Information/Other			

*If Assurance Framework, please specify:

AF2409 - Ranked by Care Quality Commission as Good;
AF2609 - Compliance with Standing Orders/SFIs Significant assurance provided by Head of Internal Audit.

The Head of Governance will be responsible for updating the Assurance Framework following each Board meeting.

Please consider the impact of the paper presented and complete the sections below as applicable:

Number of WTE provide number affected or state 'All'	All
£ cost State cost or 'No Value'	All
Geographical Coverage State area affected or 'Whole Trust'	Whole Trust
Activity State any impact on operational activity or 'No Impact'	No impact
Performance State any impact on performance or 'No Impact'	No impact

Standing Orders, Standing Financial Instructions and Scheme of Delegation

1. Introduction

- 1.1 This paper has been produced following the annual review of the Trust's Standing Orders (SOs), Standing Financial Instructions (SFIs) and Scheme of Delegation.
- 1.2 The existing Standing Orders, Standing Financial Instructions and the Scheme of Delegation are based on the NHS model documents, tailored where appropriate to suit Trust requirements as agreed by the Board in February 2009.
- 1.3 As the proposed changes are few in number, these are detailed below and the full document is not being presented with this paper.

2. Proposed changes

Standing Orders/Standing Financial Instructions

Reference	Previously	Proposed change
Page 12 2.1 (3)	5 Officer members Director of Finance; Director of Operations; Director of Human Resources; Director of Urgent Care and Clinical Services.	6 Officer members The Director of Finance & Performance and Deputy Managing Director; Director of Delivery and Quality Director of Human Resources and Workforce Development; Director of Strategic Planning and Service Development; Medical Director.
Page 38		Details of newly established Finance and Investment Committee (see Appendix 1)
Page 50	Head of Information Governance; Director of Operations; Head of I M & T	Information Governance Manager; Director of Finance & Performance and Deputy Managing Director Associate Director of IM & T

Scheme of Delegation

- 2.1 Following the ongoing restructuring of the Trust the authorised signatories and appropriate limits have also been reviewed. The proposed revisions are attached at Appendix 2. These are subject to approval from the Directors Group which are due to be received at their meeting on 2 February 2010.

3. Foundation Trust

- 3.1 Consideration was given to further tailoring these procedures ready for when the Trust achieves Foundation status. However, the revisions, whilst not that significantly different, are extensive and this will be done once the Trust is successful in achieving Foundation Trust status.

4. Recommendation

- 4.1 The Board is asked to adopt the proposed changes to Standing Orders, Standing Financial Instructions and Scheme of Delegation which have been approved by the Audit Committee.

Colin Launchbury,
Finance Development Manager