

TRUST BOARD
29th May 2014

TITLE	Review of Scheme of Delegation and Standing Financial Instructions
EXECUTIVE SUMMARY	<p>The Scheme of Delegation and Standing Financial Instructions are reviewed annually. A review for 2014 has been completed and changes are shown on the attached document. As can be seen from the document there are no significant changes.</p> <p>The changes to both the Scheme of Delegation and Standing Financial Instructions were reviewed by the Audit Committee at its meeting held on 21st May 2014 and their approval was recommended.</p> <p>As recommended by the Audit Committee the full revised documents have not been attached to this paper but will be published on the Trust intranet once approved by the Trust Board.</p>
BOARD ASSURANCE (Risk) / IMPLICATIONS	It is essential that the Trust Board are able to demonstrate strong governance in order that appropriate and timely decisions can be taken. If the Scheme of Delegation and Standing Financial Instructions are not up to date there is a risk that the Board sub committees and management structures may not be aware of regulations for decision making.
STAKEHOLDER / PATIENT IMPACT AND VIEWS	As identified in the documents individuals limits and actions are governed by the Scheme of Delegation and Standing Financial Instructions.
EQUALITY AND DIVERSITY ISSUES	None identified.
LEGAL ISSUES	The Scheme of Delegation and Standing Financial Instructions have been updated to reflect current legislation.
The Trust Board is asked to:	Approve the changes to the revised Scheme of Delegation and Standing Financial Instructions.
Submitted by:	Simon Marshall, Director of Finance and Information
Date:	21 st May 2014
Decision:	For Approval

Review of Scheme of Delegation and Standing Financial Instructions

Introduction

The Scheme of Delegation and Standing Financial Instructions are reviewed annually.

A review for 2014 has been completed and changes are shown below and as can be seen there are no significant changes.

The changes to both the Scheme of Delegation and Standing Financial Instructions were reviewed by the Audit Committee at its meeting held on 21st May 2014 and their approval was recommended.

As recommended by the Audit Committee the full revised documents have not been attached to this paper but will be published on the Trust intranet once approved by the Trust Board.

Changes to Scheme of Delegation

Apart from typographical, grammatical, updated references to other documents or post title changes, the following have been amended.

1. Section 2: Scheme of Decisions Reserved to the Board
 - Receive Trust wide Annual Reports including those relating to Complaints and Clinical Governance (this previously also included Infection Control).
2. Section 5: Chief Executives Detailed Scheme of Delegation to the Organisation
 - Revenue expenses – increase in authorisation level of Deputy Director of Finance from £80,000 to £125,000;
 - Revenue expenses – clarification that Business Cases where the revenue expense is over £100k must be approved by TEC with any over £500k revenue expense also approved by the Finance Committee. For £1m plus this is for the Trust Board; and
 - Investment of funds – charitable monies – transfer of oversight responsibility to the Charitable Funds Committee.

Changes to Standing Financial Instructions

Apart from typographical, grammatical, updated references to other documents or post title changes, the following have been amended.

1. Non Pay Expenditure – paragraph 9.2.4 – made the guidance clearer to state that prepayments are only permitted where it is normal commercial practice or where exceptional circumstances apply. In such instances ...

2. Non Pay Expenditure – paragraph 9.2.6(h) – made the guidance clear that neither requisitions nor orders should be split or otherwise placed in a manner devised so as to avoid the financial thresholds.
3. Appendix A – Tendering Procedures paragraph 3.1 – alignment of who can open tenders to the Scheme of Delegation (they shall be opened in the presence of one Executive Director and an independent witness not from the originating department).