

Trust Board Meeting: Thursday 3 November 2011**TB2011.61**

Title	Standing Orders/Scheme of Delegation/Standing Financial Instructions
Purpose of paper	For Board members to approve the Standing Orders/Scheme of Delegation/Financial Instructions.
Board Lead(s)	Mr Mark Mansfield, Director of Finance and Procurement

Key purpose - make bold the relevant word(s)	Strategy	Assurance	Policy	Performance
Strategic Objectives	<p>SO5 To meet the challenges of the current economic climate and the changes in the NHS and become a resilient, flexible and successful Foundation Trust</p> <p>SO6 To achieve the integration of the ORH and the NOC during 2011/2012, realising the benefits as set out in the business case</p>			
Links to Board Assurance Framework/Trust Key Risks/CQC Registration	It is a key part of the governance framework for the Trust.			
Resource and financial impact	N/A			
Consideration of legal/ equality /diversity/engagement/risk issues	The adoption of Standing Orders/Standing Financial instructions is a key deliverable for the Trust.			

Standing Orders/Standing Financial Instructions for Oxford University Hospitals NHS Trust

Introduction

1. As part of the preparatory work in preparation for the creation of the Oxford University Hospitals NHS Trust, work has been undertaken on the formulation of a set of Standing Orders / Scheme of Delegation / Standing Financial Instructions for the Trust Board to adopt at its first meeting in November 2011.

Overview

Process

2. This document is based on the latest national guidance published by the Department of Health (in March 2006) along with the current ORH and NOC documents, and recent exemplars from other NHS organisations. It is designed to be kept on the intranet for ease of reference and future amendment. Earlier drafts have already been considered by a wide range of staff within the two former trusts, and where appropriate, their suggestions incorporated into the attached document.

Changes from Previous ORH / NOC Documents

3. As drafted, the document incorporates the proposed committee structure and terms of reference and the proposed financial limits are the same as the current ORH documents with the exception of :-
 - 3.1. The value of contracts which the Trust Board reserve the right to approve raised from £100,000 to £1,000,000. (page 39)
 - 3.2. Introduction of limits on the authority to sign NHS Service Agreements (not included in previous ORH documents - page 98)
4. Other changes proposed include:-
 - 4.1. Inclusion at section 3.15 (page 20) of a requirement that all Trust Board members should be required to attend at least 50% of meetings held in any 12 month period.
 - 4.2. National guidance to be adopted in respect of the approval of the Annual Report and Accounts as a decision reserved to the Trust Board (page 40)
 - 4.3. Inclusion at section 11.3 (page 73) of a requirement that all managers in receipt of an audit report have a duty to take appropriate remedial action within the timescales specified in the report.
 - 4.4. The addition at section 16.5 (page 83) of a provision on Money Laundering.
 - 4.5. The updating of section 17 on Tendering and Contracting including references to E-tendering, the use of electronic auctions and ICT procurement

4.6. The addition of section 31 (page 120) on Research & Development.

5. In addition there are a number of other minor changes to reflect updated titles of organisations, changes in legislation (e.g. the introduction of the Bribery Act 2010) and changes of titles within the Trust.

Future arrangements

6. The attached documents have been prepared for the Trust to meet current requirements; however, they will require further minor adjustments, in due course, to meet the requirements of a Foundation Trust. These adjustments will be made at an appropriate time in the future.

Conclusion

7. The adoption of these documents will ensure that the Trust has an appropriate framework in place. Arrangements will be made to ensure that they are brought to the attention of all staff and that they are readily accessible.

Recommendation

8. The Trust Board is recommended to adopt the attached Standing Orders / Scheme of Delegation / Standing Financial Instructions.

Mr Mark Mansfield, Director of Finance

Mr Richard Gardner, Assistant Director of Finance, NOC

October 2011