

Trust Board Meeting: Wednesday 14 January 2015
TB2015.17

Title	Proposed update to Standing Orders / Scheme of Delegation / Standing Financial Instructions
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Status	A paper recommending changes to the Standing Orders / Scheme of Delegation / Standing Financial Instructions
History	This report proposes updates to the documents approved by the Trust Board on 22 January 2014

Board Lead	Mr Mark Mansfield, Director of Finance and Procurement			
Key purpose	Strategy	Assurance	Policy	Performance

Summary

1	<p>The Paper recommends changes to the suite of documents approved by the Trust Board in January 2014 to reflect :-</p> <ul style="list-style-type: none">• Changes agree to the terms of reference of the Audit Committee and the Trust Management Executive.• Other minor updates
2	<p>These proposals were reviewed by the Audit Committee in November, when it was recommended that the Trust Board adopt the revised document.</p>
3	<p>Recommendation</p> <p>The Trust Board is asked to adopt the revised document.</p>

1. Proposed changes to Standing Orders / Scheme of Delegation / Standing Financial Instructions – January 2015

1.1. It is good practice to review the Standing Orders / Scheme of Delegation / Standing Financial Instructions on an annual basis and to update these when required.

1.2. Since the adoption of the current Standing Orders / Scheme of Delegation / Standing Financial Instructions by the Trust Board in January 2014, a number of changes have occurred which, it is proposed, need to be reflected in the documents.

2. Proposed Changes to Standing Orders / Scheme of Delegation / Standing Financial Instructions

2.1. It is proposed that the January 2014 document should be amended to reflect:-

2.1.1. Changes made by the Trust Board to the terms of reference of the Audit Committee and the Trust Management Executive.

2.1.2. A number of other minor changes.

2.2. A schedule of the proposed changes is attached at annex 1.

2.3. A further review will be required as and when the documents are updated to reflect authorisation as a Foundation Trust.

2.4. A full version of the revised Standing Orders / Scheme of Delegation / Standing Financial Instructions is available on request and subject to Trust Board approval, will be uploaded to the intranet.

3. Conclusion

3.1. This paper has identified a number of changes required to the January 2014 documents, in order to bring them up to date.

3.2. Subject to the approval of the recommendation outlined above, the master copy of the document held on the intranet will be updated and divisional teams and corporate managers will be alerted to the updated document.

3.3. It is also proposed that as part of the communications exercise to ensure that staff within the Trust are aware of the update to Standing Orders / Scheme of Delegation / Standing Financial Instructions, they will be asked to confirm that they have received and understood the updated document.

4. Recommendation

4.1. Trust Board is asked to adopt the revised document.

Mark Mansfield
Director of Finance and Procurement
January 2015