

## Agenda items 7

<b>Report to:</b>	<b>Trust Board</b>	<b>Date: 06 March 2025</b>
<b>Report from:</b>	<b>Chief Finance Officer and Associate Director of Corporate Governance</b>	
<b>Principal Objective/Strategy:</b>	<b>GOVERNANCE</b>	
<b>Title:</b>	<b>Annual Reviews:</b> <b>7.i.a Standing Orders of the Board of Directors DN142</b> <b>7.i.b Standing Financial Instructions DN140</b> <b>7.i.c Scheme of Delegation DN137</b>	
<b>Board Assurance Framework Entries:</b>	<b>None</b>	
<b>Regulatory Requirement:</b>	<b>Regulator Code of Governance requirement</b>	
<b>Equality Considerations:</b>	<b>Equality has been considered but none believed to apply</b>	
<b>Key Risks:</b>	<b>Non-compliance resulting in Regulator action</b>	
<b>For:</b>	<b>Ratification</b>	

### **1 Purpose**

- 1.1 The purpose of this paper is to present the following documents for approval and recommendation to the Board of Directors for ratification:

- 11.1 Standing Orders of the Board of Directors DN142
- 11.2 Standing Financial Instructions DN140
- 11.3 Scheme of Delegation DN137

#### **Background**

- 2 The documents brought for review form a central part of the corporate governance framework of the Trust taken alongside the Trust's Constitution; its Provider Licence; the Accounting Officer Memorandum and its codes of conduct.

### **3 Changes for 2024-25**

- 3.1 Key revisions as detailed in the sections below.

Copies of the documents are attached with updates captured as tracked changes.

### **4 Recommendation**

- 4.1 To ratify the updated Standing Orders, Standing Financial Instructions and Scheme of Delegation, as recommended by the Audit Committee.

## **APPENDIX 1 : Commentary from document reviews:**

### **11.1 DN142 Standing Orders**

1. Review dates updated.
2. The title 'Chairman' has been revised to 'Chair'
3. Definitions, Page 8: 'Deputy Chief Executive' role included in the list of titles
4. Section 2.2, Page 10: Composition of the Board of Directors – revisions have been made to the maximum number of Non-executive Directors (from six to seven) and the maximum number of 'non statutory' Executive Directors (from two to three).

### **11.2 DN140 SFI's**

1. Review dates and version number updated.
2. Title changed from CFCO to CFO
3. Title revised from Chairman to Chair
4. 1.2.1 (n) Update of Charitable Funds Interpretation
5. 2.2.3 Audit Committee terms of reference clarification
6. 2.6.5 Update of Anti Fraud to Counter Fraud
7. 2.6.15 (and other sections) Update Anti Fraud and Bribery Policy to Counter-Fraud and Bribery Policy
8. 3.1.1 Update of Trust role within ICB in setting business plan
9. 9.2.8 Paragraph added on NHS Spend Controls
10. 9.3.1 Table updated for limits
11. 9.3.3 Public Contracts Regulations updated to Procurement Act 2023
12. 9.4.1 Values updated
13. 9.4.2 As above (9.3.3)
14. 9.4.3 Values updated
15. 9.5.1 Values updated
16. 9.5.2 Paragraph changed from Competitive to Quotations and wordings updated
17. 9.5.3 Public Contracts Regulations changed to Procurement Act and paragraph updated
18. 9.7.1 Paragraph updated
19. 9.9.3 Agency appointment updated
20. 9.9.4 Agency charge link updated
21. 16.3.1 Update role of Charitable Funds Committee
22. 16.4 Update paragraphs on Charitable Funds Expenditure

### **11.3 DN137 Scheme of Delegation**

1. Review dates and version number updated.
2. Title changed from CFCO to CFO
3. Title revised from Chairman to Chair
4. Scheme of Delegation table (3.1.4) updated number of Directors
5. 16.3.1 Duties of Charitable Funds Committee updated
6. 16.3.2 Title changed from Head of Business Services to Managing Director, Royal Papworth Charity
7. 16.4 Trustee Board duties updated
8. Detailed Scheme of Delegation (section 1) updated
9. Detailed scheme of Delegation (section 5) updated for new service developments
10. Detailed Scheme of Delegation (section 7) updated for quotation values and authorisation
11. Detailed Scheme of Delegation (section 8) updated for authorisation
12. Detailed Scheme of Delegation (section 12) updated for values and authorisation
13. Detailed Scheme of Delegation (section 13j) updated for authorisation limits
14. Detailed Scheme of Delegation (section 15) updated for job title from Financial Controller to Senior Technical Accountant
15. Detailed Scheme of Delegation (section 22.21) Updated to include Deputy Chief Executive
16. Detailed Scheme of Delegation (section 23b) updated to include Deputy Chief Executive
17. Detailed Scheme of Delegation (section 23d) updated to include Deputy Chief Executive