

Agenda item 3.v

Report to:	Board of Directors	Date: 1 February 2023
Report from:	Chief Finance Officer and Trust Secretary	
Principal Objective/ Strategy and Title	Corporate Governance Documents: Annual Reviews	
Board Assurance Framework Entries	None	
Regulatory Requirement	Regulator Code of Governance requirement	
Equality Considerations	Equality has been considered but none believed to apply	
Key Risks	Non-compliance resulting in Regulator action	
For:	Approval	

1. Purpose

The purpose of this paper is to present the following documents for approval and recommendation to the Board of Directors for ratification under Item 3.v Annual Reviews:

- a. DN142 Standing Orders
- b. DN140 Standing Financial Instructions
- c. DN137 Scheme of Delegation

2. Background

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 License; the Accounting Officer Memorandum and its codes of conduct.

3. Changes and key issues for 2024-25

- a. Section B 1.1 on page 6 - Statement amended to indicate that the Associate Director of Corporate Governance 'holds the portfolio of, and performs the duties of, Trust Secretary as set out in Appendix A of the Code of Governance for NHS Provider Trusts' (page 6).

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

4. Recommendation

The Board is asked to review and approve:

- a. DN142 Standing Orders
- b. DN140 Standing Financial Instructions
- c. DN137 Scheme of Delegation

APPENDIX 1

Commentary from document reviews:

13.1 DN142 Standing Orders

5. Review dates updated.
6. Job title changed from 'Trust Secretary' to 'Associate Director of Corporate Governance'.
7. Section B 1.1 - Statement amended to indicate that the Associate Director of Corporate Governance 'holds the portfolio of, and performs the duties of, Trust Secretary as set out in Appendix A of the Code of Governance for NHS Provider Trusts' (page 6).
8. Definitions – Second paragraph added to indicate that the Associate Director of Corporate Governance performs the duties of 'Trust Secretary' (page 6).
9. Job title changed from 'Trust Secretary' to 'Associate Director of Corporate Governance' in the following paragraphs –
 - a. 3.1.2 (page10);
 - b. 3.1.4 (page.10);
 - c. 3.2.1 (page 10);
 - d. 3.2.4 (page 11);
 - e. 3.3.2 (page11);
 - f. 3.5 (page12);
 - g. 6.1.1 (ii) (page17);
 - h. 6.1.5 (page 8);
 - i. 6.2.1 (page18);
 - j. 6.3.2 (page 19);
 - k. 8.2.1 (page 21);
 - l. 8.2.2 (page 21);
 - m. 10.1 (page 23);
 - n. 10.4 (page 23).

13.2 DN140 SFI's

1. Review dates updated.
2. Job title changed from Trust Secretary to Associate Director of Corporate Governance
3. Job title shortened from Chief Finance & Commercial Officer to CFCO across document
4. Amendment to gender neutral pronouns
5. 9.2.8 inclusion of monitoring mechanisms for budget holders
6. 9.3.1 Amendment of wording
7. 9.4.1 updated to procurement thresholds to £214,904 as a result of a change in classification for NHS Foundation Trusts as covered in The Public Contracts (Amendment) Regulations 2022 No. 1390 and amendment of wordings
8. 9.4.3 Amendment to contract award notice
9. 9.4.12 new requirement to evaluate Social Value in procurement and commissioning (Procurement Policy Note 06/20 and NHS publication PAR1030)P7 reference to status of NHS Improvement updated
10. 9.4.13 Additional paragraph added on contract performance
11. 9.5.3 Addition of a new paragraph on non competitive quotation
12. 9.7.1 NHS Improvement changed to NHS England
13. 16.3.1 Chief Finance & Commercial Officer changed to a duly appointed investment manager.

13.3 DN137 Scheme of Delegation

1. Review dates updated.
2. Job title changed from Trust Secretary to Associate Director of Corporate Governance
3. Job title shortened from Chief Finance & Commercial Officer to CFCO across document
4. Amendments to reflect gender neutral pronouns

5. Section 4, page 12 added in to reflect cost pressure authorisation
6. Section 8, page 15 note added in to reflect agency control
7. Section 9, page15 wordings and number of signatories amended
8. Section 11, page 16 wordings amended
9. Section 12, page 17 wordings amended
10. Section 14, page 20 wording amended to remove car parking office
11. Section 22, page 24 wording amended