

Agenda item 3.vi

Report to:	Audit Committee	Date: 02 April 2020
Report from:	Chief Finance Officer and Trust Secretary	
Principal Objective/Strategy:	GOVERNANCE	
Title:	Annual Review of a) Standing Orders of the Board of Directors (DN142) b) Standing Financial Instructions (DN140) c) Schedule of Decisions Reserved for the Board of Directors and Scheme of Delegation (DN137)	
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 and recommendation to the Board of Directors	

1 Purpose

1.1 The purpose of this paper is to present updated documents to the Board of Directors for approval on the recommendation of the Audit Committee. The attached documents were considered at the Audit Committee on the 23 January 2020 as part of the normal Trust documents review cycle:

- a) Standing Orders of the Board of Directors (DN142)
- b) Standing Financial Instructions (DN140)
- c) Schedule of Decisions Reserved for the Board of Directors and Scheme of Delegation (DN137)

2 Changes

2.1 The revised documents were recommended the Board for approval with the following further amendments which have been incorporated into the final documents and are included in the accompanying Board data pack.

a. DN142 - Standing Orders of the Board of Directors

No further amendment required.

b. DN140 Standing Financial Instructions

- i. NHS Protect revised to refer to NHS Counter Fraud Authority.
- ii. Reference 16.2.2 Charity share and stock certificates and property deeds. The Audit Committee requested that this was retained as delegated to the CFO unless otherwise specified.
- iii. The Committee requested that references to EU Directives and Regulation be caveated as these would be subject to revision according to the requirements of UK legislation following EU Exit. This statement has been included at point 9.3.

c. DN137 SOD

- iv. Clarification delegation to the level of Divisional Director. The scheme now reflects this with delegation levels of £15k for Divisional Directors (with exception of the Deputy Chief Operating Officer who has a £75k limit as per the scheme of

- delegation). All other budget holders have £15k limit and department managers that are not budget holders have a £5k limit. (Page 11)
- v. That the reporting to Police where a criminal offence is suspected is the responsibility of the Associate Director of Estates & Facilities'. (Page 18)

3 Recommendation

3.1 The Board of Directors is asked to approve:

- a) Standing Orders of the Board of Directors (DN142)
- b) Standing Financial Instructions (DN140)
- c) Schedule of Decisions Reserved for the Board of Directors and Scheme of Delegation (DN137)

In line with the recommendations of the Audit Committee.