

**Annual Review of Standing Orders and Annual Review of Standing
Financial Instructions
Report for the AWP NHS Trust Board**

Meeting Date: 27 April 2012	Meeting Time: 10:00	Agenda Item: 11	Serial: 12.0111
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This Report is presented by the Chief Executive for Approval in the
Part 1 Session of the Board.

Report Summary

Purpose of this Report:

To seek the Board's approval of proposed changes to the Standing Orders, Standing Financial Instructions (SFI's) and Scheme of Delegation.

Board Decisions Recommended:

In accordance with the provision of paragraph 4.15 of the Trust's Standing Orders, the Board is recommended to **approve** the proposed amendments to the Standing Financial Instructions and Standing Orders as recommended by the Chief Executive and having been considered by the Audit Committee of the Trust.

Actions Arising from the Report:

The Trust Board are asked to review and approve the proposed changes to the Standing Orders, Standing Financial Instructions and the Scheme of Delegation.

The Board will note that paragraph 4.15 of the Trust Standing Orders stipulates that Standing Orders may only be amended upon recommendation of the Chairman or Chief Executive included on the Agenda of a meeting of the Board, and that two thirds of the Board members present at that meeting; and of those, one half of the non-executive directors, vote in favour of the amendments.

Following approval of changes by the Board the policy will be updated and posted on Ourspace.

Report Links

Quality and Safety Implications	This paper provides a high level review of quality and performance
FGEB (formerly ALE)	4.2.5, 4.2.6

List of Appendices

Appendix A – Proposed changes to Standing Financial Instructions and Standing Orders.

1. Overview

- 1.1 The Trust has adopted Standing Orders (SO's) for the regulations of its proceedings and business in line with its constitutions. It has also adopted a scheme of delegation which provides details of the powers reserved to the Board, details of the delegation of some powers to the appropriate level and the detailed application of Trust policies and procedures. Furthermore, the Trust adopted Standing Financial Instructions (SFI's) which set out the regulatory framework on the conduct of the Trust in relation to all financial matters as required by the Trust's constitution.
- 1.2 SFI's detail the financial responsibilities, policies and procedures adopted by the Trust and are designed to ensure that its financial transactions are carried out in accordance with the law and government policy in order to achieve probity, accuracy, economy, efficiency and effectiveness.

2. Analysis and Discussion

- 2.1 Each year the Trust is required to update the Standing Orders (SO), Standing Financial Instructions (SFI) and Scheme of Delegation (SoD). The last review was carried out in March 2011.
- 2.2 As part of this review we will:
 - Update the Authorised Signatory listing if relevant and all other necessary changes
 - Provide an updated coding manual
 - Increase the general awareness through the Trust of the reference to the SO's and SFI's.
- 2.3 This report to the Board sets out the proposed changes to the SO, SFI and SoD and seeks the Board's approval of the amendments. The Board will note that when the Trust moves to Foundation Trust status a fundamental review of the SO, SFI and SoD will be required and therefore the next review may be carried out in less than one year.

These SO's/SFI's currently follow the model for NHS Trust's produced by the DoH but do make provisions that are also relevant to Foundation Trust's. The Board can be assured that, therefore, none of the changes recommended deviate from statutory provisions or directions of the Department of Health.

This exercise relates to the annual review and update of the current SO, SFI and SoD that is a current requirement of the Trust's Internal Financial Governance Evidence Base (FGEB) formerly the Auditors Local Evaluation (ALE).

- 2.4 The Board is asked to note that there may have been a number of cosmetic changes completed which have no implications on the substance of the SO, SFI and SoD (for example change in job title or corrected typo's), these are not set out in Appendix A but can be obtained from the Company Secretary for completeness.

3. Recommendation

3.1. *Decision*

That the Board **resolves** to approve the amendments to Standing Orders, Standing Financial Instructions and Scheme of Delegation as set out at Appendix A.

4. Additional Report Contributors

- 4.1. Helen Chivers – Head of Exchequer