

Summary Report – Trust Board Meeting (Part 1)	Date: 2 May 2013
Report Title: Standing Financial Instructions, Standing Orders and Scheme of Delegation	
Agenda Item: 16	Enclosures:
Sponsor; Director of Finance and Commerce	Presenter: Director of Finance & Commerce
Report Author: Company Secretary,	
Report discussed previously at:	<i>n/a</i>

Purpose of the Report and Action required		
To report to the Audit Committee the proposed changes to the Standing Orders (SOs), Standing Financial Instructions (SFI's) and Scheme of Delegation.	Approval	X
	Discussion	
	Information	

Executive Summary of Key Issues

The Trust has adopted Standing Orders for the regulation 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 has 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.

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. The Board is responsible for ensuring the currency of these governance documents.

Standing Financial Instructions, Scheme of Delegation and Standing Orders

Which Strategic Objective does this paper address	
A sustainable value for money business	Y
Excellent service user access and experience	
Excellent partnership working with other organisations	
Effective engagement and improvement in staff satisfaction	

Link to Fit for the Future Implementation Plan	
<i>Specify objective number</i>	n/a

Recommendations to other committees
n/a

Recommendation/Decision
The Board is recommended to note the report

Standing Financial Instructions, Scheme of Delegation and Standing Orders

1. Background

- 1.1. The Trust has adopted Standing Orders for the regulation 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.
- 1.2. Furthermore, the Trust has 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.
- 1.3. 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.
- 1.4. The Audit Committee reviewed the proposed changes on behalf of the Board, and subject to amendments recommending some amendments, and recommend approval by the Board.

2. Summary of key findings:

- 2.1. Following good practice the Trust undertakes an annual review of the Standing Orders (SO), Standing Financial Instructions (SFI) and Scheme of Delegation (SoD). The last review was carried out in April 2012.
- 2.2. This year's review is particularly important as from 1st April 2013 the Trust has restructured the management of its clinical services into a locality based structure. This will have an impact particularly in the Delegated Authority levels and limits as contained in the Delegated Authority Schedule.
- 2.3. The new locality based organisations senior management structures and their levels within the Delegated Authority Scheme are shown in the table below:

Clinical Director	Part time	Level 1
Managing Director	Full time	Level 2
Head of Profession & Practice	Full time	Level 2

- 2.4. In addition the Company Secretary, and the Director of Human Resources will operate at Level 1 and all Deputy Directors at Level 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 if required

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- Increase the general awareness through the Trust of the reference to the SO's and SFI's
- 2.5. This paper is to report to the Board the proposed changes to the SO, SFI and SoD for approval. The Board is asked to 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 is likely to be carried out in less than one year.
- 2.6. These SOs / SFIs currently follow the model for NHS Trusts produced by the DoH but do make provisions that are also relevant to Foundation Trusts.
- 2.7. Feedback from the key users of the SFIs and SoD has been completed and the required changes have been taken into consideration. These are summarised in Appendix 1.
- 2.8. The Delegated Authority Levels schedule has been updated to reflect the proposed changes and is attached as Appendix 2. The existing schedule is shown on a separate tab for information.

3. Recommendation

- 3.1. The Board is asked to review and approve the proposed changes to the Standing Orders, Standing Financial Instructions and Scheme of Delegation.
- 3.2. Following sign off and adoption by the Trust Board, the revised SOs and SFIs will be uploaded onto Ourspace for onward dissemination.

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