

Board of Directors

Thursday, 07 May 2020

Report Title:	Updated SFIs and SoD
Executive/NED Lead:	Adrian Marr, Director of Finance
Report author(s):	Andy Lehain, Deputy Director of Finance
Previously considered by:	n/a

Approval

 Discussion

 Information

 Assurance

Executive summary

The Trust's Scheme of Delegation (SFI) and Scheme of Delegation (SoD) have been reviewed (as required annually).

Aside from minor title updates and corrections, amendments are largely as agreed by the Board following receipt of the Financial Governance Paper in February; the one exception being the annual update to EU procurement thresholds (at SoD 5.4 Quotation and Tendering Limits)

The adjustments are:

1.3 Approval of Revenue Only Business Cases (See Scheme of Delegation 11 for Capital Business Cases)

- Approval of revenue only business cases up to £250,000 delegated to divisions. This includes changes to funded establishments.
- Approval of revenue only business cases up to £500,000 delegated to Operational Delivery Group (ODG) following recommendation by relevant Divisional Management Teams
- Approval of revenue only business cases up to £1,000,000 delegated to Executive Management Group following recommendation by relevant Divisional Management Teams and the Operational Delivery Group

6.2 Contracting

- Approval of contracts up to £250,000 annually with a maximum contract value of £750,000 delegated to Associate Directors of Operations.

7.1 Funded Establishment

- Authority to fill funded posts on the establishment delegated to divisional vacancy panels
- No staff appointments should be made to unfunded posts without Executive approval. Changes to establishment control following the approval of business cases must be in place before staff appointments are made

9.3.1 Non Pay Expenditure: Requisitioning and Ordering of Goods and Services

Non pay thresholds to be set as follows:

(a) All requisitions up to £1,000	Budget Manager
(b) All requisitions up to £25,000	Service Manager
(c) All requisitions up to £50,000	General Manager
(d) All requisitions up to £100,000	Associate Director of Operations or Divisional Director

(e) All requisitions up to £250,000	Group Director of Operations
(f) All requisitions up to £500,000	Executive Director
(g) All requisitions up to £999,999	Director of Finance or Chief Executive (or designated deputy in their absence)
(h) All requisitions over £1,000,000	Trust Board

11.1.2 Approval of capital business cases

References to the Trust Investment Group changed to Capital Investment group. The current Trust Investment Group will be replaced by a Capital Investment Group to focus assurance on management and delivery of the Trust's Capital Programme.

Action Required of the Board/Committee

The Committee is asked to approve amendments to SFis/SoD.

Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input checked="" type="checkbox"/>
SO2	Lead the integration of care	<input checked="" type="checkbox"/>
SO3	Develop our centres of excellence	<input checked="" type="checkbox"/>
SO4	Support and develop our staff	<input checked="" type="checkbox"/>
SO4	Drive technology enabled care	<input checked="" type="checkbox"/>
Risk Implications for the Trust (including any clinical and financial consequences)	The Scheme of Delegation and Standing Financial Instructions play a key role in managing financial governance and performance	
Trust Risk Appetite	Financial: the board has a flexible view of financial risk in the medium to long-term and is prepared to be bold but not reckless. Otherwise its position is cautious, with VFM as a primary concern.	
Legal and regulatory implications (including links to CQC outcomes, Monitor, inspections, audits, etc)	The Scheme of Delegation and Standing Financial Instructions are key components of the Trust's corporate governance framework which is the regulatory framework for the business conduct of the Trust. The aim of these documents is to protect the Trust's interests and to protect staff from any accusation that they have acted less than properly. It does this by ensuring that all staff, particularly budget managers and authorised signatories are aware of their authorities and responsibilities for compliance with the relevant procedures.	
Financial Implications	n/a	
Equality and Diversity	n/a	