



<b>Paper No. SET/20/23</b>	
	<b>Tick One ✓</b>
For discussion	
For approval	✓
For noting	

**Date of Trust Board Meeting:** **Wednesday 27 February 2023**

**Agenda Item:** **Revision of SEHSCT Standing Financial Instructions**

### 1.0 Introduction

The Standing Orders, Reservation and Delegation of Powers along with the Standing Financial Instructions (SFIs) were last updated in August 2017. The former covers the governance of the Trust Board, Committees and Sub-Committees whilst the SFIs identify key financial responsibilities which apply to everyone working for the Trust.

### 2.0 Background

It has been decided to split the document into 2 new ones (Standing Orders, Reservation and Delegation of Powers in one) and SFIs in another. This is because upkeep of each rest with 2 separate Directorates. There is no legal requirement to have both elements covered in one document.

The revised Standing Financial Instructions were circulated for comment on 26 July 2022 to all NEDS, the Chairman, Chief Executive, Deputy Chief Executive and Directors following initial review by the relevant Assistant Directors.

All changes to wording and additions are underlined.

### 3.0 Summary of Key Changes

The SFIs have been updated to:

- a) Transfer responsibility for the tasks reflected in the following table:

<b>Paragraph</b>	<b>Task</b>	<b>In last SFI responsibility was listed as:</b>	<b>Responsibility Now:</b>
8.14.3	Agreeing the recommendation of an evaluation team in respect of bringing a service In-House	Trust Board	Finance & Performance Committee
10.3	Amendments to Employee Pay	Directors	DoH
11.1.1	Procurement exercises	Trust Board	Employees via the Chief Executives Scheme of

			Delegated Authority
16.2.5	Setting of Limits for Approving the Write-off of losses	Trust Board	DoH
20.1	Raising awareness of the Gift & Hospitality policy	Director of Finance & Estates	Board Secretary
20.2	Ensuring a written record is maintained of any gifts & hospitality accepted	Chief Executive	Board Secretary

- b) Remove references to the former DHSS&PS and HSCB, which is now referred to as the DoH and Commissioning Body respectively.
- c) Clarify the role of both the Director of Finance & Estates and the Director of Planning, Performance & Informatics on procurement matters relating to Goods & Services and IT Systems (section 8.4.4).
- d) Transfer the responsibility for pharmaceutical procurement to the Medical Director instead of the Director of Hospital Services (section 8.5.2).
- e) Provide an update for competition in procurement (section 8.9).
- f) Reflect the role of the Remuneration Committee in line with their Terms of Reference (section 10.1.2).
- g) Enhance the section covering grants and contracts with community and voluntary organisations (section 12).
- h) Enhance section covering leases (section 14.3).
- i) Remove reference to investing service user's money. No Trust does this due to the high risk of incurring losses on investments. Instead funds are held in current accounts with the Trust's bankers. Also removed reference to apportioning any interest earned on the bank account balance to service users as Patient and Private Property accounts is a free service and client numbers are growing. Instead all Trusts use any such interest to offset the cost of providing the service. (section 18.16).
- j) Inclusion of the current Scheme of Delegated Authority (Appendix 1).

#### 4.0 Recommendation for Trust Board

Members are asked to **approve** the above amendments to the Trust Standing Financial Instructions and the document as tabled.

**Lead Director:** Wendy Thompson  
**Designation:** Director of Finance & Estates  
**Date:** 15 February 2023