

Board of Directors – Public

SUMMARY REPORT

Meeting Date:

24 November 2021

Agenda Item:

20

Report Title:	Review of Standing Orders, Standing Financial Instructions, Scheme of Delegations	
Author(s):	David Walsh (former Director of Corporate Governance)	
Accountable Director:	Susan Rudd (Director of Corporate Governance)	
Other meetings this paper has been presented to or previously agreed at:	Committee/Tier 2 Group/Tier 3 Group	Finance and Performance Committee
	Date:	15 July 2021
Key points/recommendations from those meetings	The revised Standing Orders (SOs), Standing Financial Instructions (SFIs) and Scheme of Delegations (SoDs) were agreed by Finance and Performance subject to minor amendments and are presented for final approval.	

Summary of key points in report

A report considered by the Finance and Performance Committee detailing most of the changes within the SOs, SFIs and SoDs is attached as an appendix. Some minor further amendments have been made which are detailed in this report.

Recommendation for the Board/Committee to consider:

Consider for Action	Approval	X	Assurance	Information
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To approve the Standing Orders, Standing Financial Instructions and Scheme of Delegations, and to agree their escalation to the Council of Governors for ratification;

Please identify which strategic priorities will be impacted by this report:					
Covid-19 Recovering effectively			Yes	X	No
CQC Getting Back to Good – Continuous improvement			Yes	X	No
Transformation – Changing things that will make a difference			Yes	X	No
Partnerships – working together to make a bigger impact			Yes	X	No
Is this report relevant to compliance with any key standards ? State specific standard					
Care Quality Commission Fundamental Standards	Yes	X	No		Good Governance
Data Security and Protection Toolkit	Yes		No	X	N/A
Any other specific standard?				X	N/A
Have these areas been considered ? YES/NO					
				If Yes, what are the implications or the impact? If no, please explain why	
Service User and Carer Safety and Experience	Yes		No		
Financial (revenue & capital)	Yes		No		
Organisational Development /Workforce	Yes		No		
Equality, Diversity & Inclusion	Yes		No		
Legal	Yes		No		

Section 1: Analysis and supporting detail

Background

- 1.1 It is good practice for these governing documents to be periodically reviewed. A review has been delayed as a result of other activity but this has now been undertaken and is reported for approval.

Standing Orders, Standing Financial Instructions, Scheme of Delegations

- 1.2 The detailed report considered by the Finance and Performance Committee in July captures the vast majority of changes to this document, and is attached as an appendix.
- 1.3 Further consequential changes have been made following this, namely:
- Corrections to the names of committees;
 - Addition of the Mental Health Legislation Committee and appropriate delegated responsibilities;
 - Clarity on the role of Policy Governance Group (PGG) following changes agreed by Audit and Risk Committee and Board in 2020 but now formally adopted;
 - Minor changes to job titles etc.

Section 2: List of Appendices

- Appendix 1 – Report considered by Finance and Performance Committee in July 2021
Appendix 2 – SOs, SFIs and SoDs

Finance & Performance Committee

SUMMARY REPORT

Meeting Date: 15 July 2021

Agenda Item: 14

Report Title:	Scheduled Review of Standing Orders, Standing Financial Instructions & the Scheme of Delegation - Proposed Amendments	
Author(s):	Gabriel Recalde	
Accountable Director:	James Sabin	
Other Meetings presented to or previously agreed at:	Committee/Group:	n/a
	Date:	n/a
Key Points recommendations to or previously agreed at:	n/a	

Summary of key points in report

The Standing Financial Instructions (SFI) and the Scheme of Delegation (SoD) have been last revised in December 2019, however, due to organisational changes over the past year, a need has arisen for a new revision to bring these documents in line with changes in the governance structure and operational requirements.

Operational requirements are around the need to increase delegated authorisation levels in order to provide more resilience and are in line with the level of Managers' seniority proposed for these changes.

Minor changes have been made to references to NHS Act and the Data Protection Act, these changes will be subsequently submitted to the Trust Information Governance lead for further review and to progress to the next step in the governance path for Board Approval.

This report provides with the details of the proposed changes to SFIs and the SoD in Appendix A.

Recommendation for the Board/Committee to consider:

Consider for Action	Approval	X	Assurance	Information

The Committee is required to review the proposed changes and approve them for progression to the next step of the governance path.

Please identify which strategic priorities will be impacted by this report:					
Covid-19 Getting through safely			Yes		No X
CQC Getting Back to Good			Yes	X	No
Transformation – Changing things that will make a difference			Yes		No X
Partnerships – working together to make a bigger impact			Yes		No X
Is this report relevant to compliance with any key standards ? State specific standard					
Care Quality Commission	Yes	X	No		Regulation 7 – Good governance
IG Governance Toolkit	Yes	X	No		
Have these areas been considered ? YES/NO					
				If Yes, what are the implications or the impact? If no, please explain why	
Patient Safety and Experience	Yes		No	X	No impact as these changes are for authorisation levels for non-pay expenditure.
Financial (revenue & capital)	Yes	X	No		Enhance control and resilience over authority levels
OD/Workforce	Yes		No	X	No impact as these changes are for authorisation levels for non-pay expenditure.
Equality, Diversity & Inclusion	Yes		No		<i>Please complete section 4.2 in the content of your report</i>
Legal	Yes	X	No		Enhance control and resilience over authority levels

Title	Scheduled Review of Standing Orders; Standing Financial Instructions & the Scheme of Delegation – Proposed Amendments
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Section 1: Analysis and supporting detail

Background

- 1.1 The Standing Financial Instructions (SFI) and the Scheme of Delegation (SoD) have been last revised in December 2019, however, due to organisational changes over the past year, a need has arisen for a new revision to bring these documents in line with changes in the governance structure and operational requirements.

Operational requirements are around the need to increase delegated authorisation levels in order to provide more resilience and are in line with the level of Managers' seniority proposed for these changes.

Section 2: Risks

- 2.1 No risks have been identified as a result of the proposed changes.

Section 3: Assurance

Benchmarking

- 3.1 n/a
- 3.2 Yearly internal and external audit reviews, and via established reporting channels.
- 3.3 Operational requirements are the drivers for the proposed recommendations.

Triangulation

- 3.4 Delegated authority will increase resilience and avoid delays for the approval of non-pay expenditure including contracts.

Engagement

- 3.5 The need for increased level of authority has been highlighted in regular performance meetings.

Section 4: Implications

Strategic Aims and Board Assurance Framework

4.1 n/a

Equalities, diversity and inclusion

4.2 n/a

Culture and People

4.3 All budget managers should familiarise themselves with the revised documents once approved and available.

Integration and system thinking

4.4 n/a

Financial

4.5 Documents by which we ensure financial stewardship within the Trust.

Any breaches continue to be reported annually into Audit & Risk Committee to determine any follow up action

Compliance - Legal/Regulatory

4.6 n/a

4.7 n/a

Section 5: List of Appendices

Enclosed Appendix A



APPENDIX A – Details of proposed changes

Section A - STANDING ORDERS Changes

Current version	Proposed changes (in red)
<p>(page 10) INTRODUCTION</p> <p>Statutory Framework</p> <p>The Sheffield Health and Social Care NHS Foundation Trust (“the Trust”) is a public benefit corporation which was established under the 2006 Act on 1st July 2008 subject to its Constitution and Terms of Authorisation.</p> <p>The Headquarters of the Trust is Fulwood House, Old Fulwood Road, Sheffield S10 3TH.</p> <p>NHS Foundation Trusts are governed by a regulatory framework that confers the functions of the Trust and comprises the 2006 Act, the Constitution and the Terms of Authorisation. The powers of the Trust are set out in the 2006 Act subject to any restrictions in the Terms of Authorisation.</p> <p>The Trust will be bound by such other statute and legal provisions or guidance which governs the conduct of its affairs.</p> <p>As a statutory body the Trust has specified powers to contract in its own name and to act as a corporate trustee. In the latter note it is accountable to the Charity Commission for those funds deemed to be charitable. In addition, the Trust has a common law duty as a bailee for patients' property held by the Trust on behalf of the patients.</p>	<p>(page 10) INTRODUCTION</p> <p>Statutory Framework</p> <p>The Sheffield Health and Social Care NHS Foundation Trust (“the Trust”) is a public benefit corporation which was established under the National Health Service Act 2006 (as amended) on 1st July 2008 subject to its Constitution and Terms of Authorisation.</p> <p>The Headquarters of the Trust is Fulwood House, Old Fulwood Road, Sheffield S10 3TH.</p> <p>NHS Foundation Trusts are governed by a regulatory framework that confers the functions of the Trust and comprises the National Health Service Act 2006 (as amended), the Health & Social Care Act 2012 and by secondary legislation made under these Acts. The Constitution and the Terms of Authorisation. The powers of the Trust are set out in the National Health Service Act 2006 (as amended) subject to any restrictions in the Terms of Authorisation.</p> <p>The Trust will be bound by such other statute and legal provisions or guidance which governs the conduct of its affairs.</p> <p>As a statutory body the Trust has specified powers to contract in its own name and to act as a corporate trustee. In the latter note it is accountable to the Charity Commission for those funds deemed to be charitable. In addition, the Trust has a common law duty as a bailee for patients' property held by the Trust on behalf of the patients.</p>

<p>The Trust also has statutory powers under section 256 of the 2006 Act to fund projects jointly planned with local authorities, voluntary organisations and other bodies.</p> <p>In accordance with paragraph 27 of the Constitution, the Standing Orders of the Board of Directors are to be set out in this Annex 8. The Trust adopts Standing Orders for the regulation of proceedings and business. The Trust has adopted Standing Financial Instructions as an integral part of the Standing Orders setting out the responsibilities of individuals.</p>	<p>The Trust also has statutory powers under section 256 of the National Health Service Act 2006 (as amended) to fund projects jointly planned with local authorities, voluntary organisations, and other bodies.</p> <p>In accordance with paragraph 27 of the Constitution, the Standing Orders of the Board of Directors are to be set out in this Annex 8. The Trust adopts Standing Orders for the regulation of proceedings and business. The Trust has adopted Standing Financial Instructions as an integral part of the Standing Orders setting out the responsibilities of individuals.</p>
<p>(page 10) NHS Framework</p> <p>The Trust Board will draw up a schedule of decisions reserved to the Board, and will ensure that management arrangements are in place to ensure responsibility to be clearly delegated to the Executive Committee and to senior executives (a scheme of delegation). The Trust will also have regard to the NHS Foundation Trust Code of Governance and the Constitution, which make various requirements concerning possible conflicts of interest of Board Directors.</p> <p>The Code of Practice on Openness in the NHS (which is subject to the Freedom of Information Act 2000) sets out the requirements for public access to information on the NHS.</p>	<p>(page 10) NHS Framework</p> <p>The Trust Board will draw up a schedule of decisions reserved to the Board, and will ensure that management arrangements are in place to ensure responsibility to be clearly delegated to the Executive Committee and to senior executives (a scheme of delegation). The Trust will also have regard to the NHS Foundation Trust Code of Governance and the Constitution, which make various requirements concerning possible conflicts of interest of Board Directors.</p> <p>The Code of Practice on Openness in the NHS (which is subject to the Freedom of Information Act 2018) sets out the requirements for public access to information on the NHS.</p>
<p>(page 12) "Funds held on trust" means those funds which the Trust holds at its date of incorporation, receives on distribution by statutory instrument, or chooses subsequently to accept under powers derived under Schedule 6, paragraph 8 of the 2006 Act. Such funds may or may not be charitable.</p>	<p>(page 12) "Funds held on trust" means those funds which the Trust holds at its date of incorporation, receives on distribution by statutory instrument, or chooses subsequently to accept under powers derived under Schedule 6, paragraph 8 of the National Health Service Act 2006 (as amended) and the Health and Social Care Act 2012. Such funds may or may not be charitable.</p>
<p>(page 18) 5.8 The committees, sub-committees, and joint-committees established by the Board are:</p> <p>Audit and Risk Committee As laid down in the Constitution and the 2006 Act, a committee of Non-Executive Directors will be established and constituted. Further details of the Audit Committee's remit can be found in Standing Financial Instructions 2.1 and the Audit Committee's Terms of Reference.</p>	<p>(page 18) 5.8 The committees, sub-committees, and joint-committees established by the Board are:</p> <p>Audit and Risk Committee As laid down in the Constitution and the 2006-Act Health and Social Care Act 2012, a committee of Non-Executive Directors will be established and constituted. Further details of the Audit Committee's remit can be found in Standing Financial Instructions 2.1 and the Audit Committee's Terms of Reference.</p>

<p>Remuneration and Nominations Committee As laid down in the Constitution and the 2006 Act, a committee of Non-Executive Directors will be established to decide this remuneration and allowances of, and other terms and conditions of the Executive Directors. Refer to SFI 8.1 for further details of their remit.</p>	<p>Remuneration and Nominations Committee As laid down in the Constitution and the 2006 Act Health and Social Care Act 2012, a committee of Non-Executive Directors will be established to decide this remuneration and allowances of, and other terms and conditions of the Executive Directors. Refer to SFI 8.1 for further details of their remit.</p>
<p>(page 18) 5.9 The Board have delegated authority to the Executive Directors Group (EDG) to ratify all policies and policy amendments with the exception of those policies which have strategic content. Policies with strategic content will be referred by EDG to the Board for final approval. Details of the delegated powers are included in the Scheme of Reservation and Delegation.</p>	<p>(page 18) 5.9 The Board have delegated authority to the Executive Directors Group (EDG) to ratify all policies and policy amendments with the exception of those policies which have strategic content. Policies with strategic content will be referred by EDG to the Board for final approval. Details of the delegated powers are included in the Scheme of Reservation and Delegation. (5.9 deleted entirely)</p>
<p>(page 19) 6 DECLARATIONS OF INTERESTS AND REGISTER OF INTERESTS 6.1 Declaration of Interests - The Constitution, 2006 Act, the NHS Foundation Trust Code of Governance and “Managing Conflicts of Interest in the NHS: Guidance for staff and organisations” (Gateway Ref. 06419, published February 2017) requires Board Directors to declare interests which are relevant and material to the NHS board of which they are a director. All existing Board Directors should declare such interests. Any Board Directors appointed subsequently should do so on appointment.</p>	<p>(page 19) 6 DECLARATIONS OF INTERESTS AND REGISTER OF INTERESTS 6.1 Declaration of Interests - The Constitution, 2006 Act the Health & Social Care Act 2012, the NHS Foundation Trust Code of Governance and “Managing Conflicts of Interest in the NHS: Guidance for staff and organisations” (Gateway Ref. 06419, published February 2017) requires Board Directors to declare interests which are relevant and material to the NHS board of which they are a director. All existing Board Directors should declare such interests. Any Board Directors appointed subsequently should do so on appointment.</p>
<p>(page 20) 7 DISABILITY OF CHAIR AND DIRECTORS IN PROCEEDINGS ON ACCOUNT OF PECUNIARY INTEREST 7.3 Any remuneration, compensation or allowances payable to the Chair or a Director by virtue of the 2006 Act shall not be treated as a pecuniary interest for the purpose of this Standing Order</p>	<p>(page 20) 7 DISABILITY OF CHAIR AND DIRECTORS IN PROCEEDINGS ON ACCOUNT OF PECUNIARY INTEREST 7.3 Any remuneration, compensation or allowances payable to the Chair or a Director by virtue of the 2006 Act National Health Service Act 2012 shall not be treated as a pecuniary interest for the purpose of this Standing Order</p>
<p>(page 26) 14 MISCELLANEOUS 14.4 Contracts to purchase from a voluntary organisation or a local authority - The Board may confirm contracts to purchase from a voluntary organisation or a local authority using its powers under Section 256 of the 2006 Act. The Board may confirm contracts to transfer money from the NHS to the voluntary sector or the health-related functions of local authorities where such a transfer is to fund</p>	<p>(page 26) 14 MISCELLANEOUS 14.4 Contracts to purchase from a voluntary organisation or a local authority - The Board may confirm contracts to purchase from a voluntary organisation or a local authority using its powers under Section 256 of the National Health Service Act 2006 (as amended). The Board may confirm contracts to transfer money from the NHS to the voluntary sector or the health-related functions of</p>

<p>services to improve the health of the local population more effectively than equivalent expenditure on NHS services, using its powers under Section 256 of the 2006 Act, and shall comply with procedures laid down by the Director of Finance which shall be in accordance with this Act.</p>	<p>local authorities where such a transfer is to fund services to improve the health of the local population more effectively than equivalent expenditure on NHS services, using its powers under Section 256 of the National Health Service Act 2006 (as amended), and shall comply with procedures laid down by the Director of Finance which shall be in accordance with this Act and the Health and Social Care Act 2012.</p>
<p>(page 30) APPENDIX A 6. Authorisation of Tenders and Competitive Quotations:</p> <p>Providing all the conditions and circumstances set out in the Standing Financial Instructions have been fully complied with, formal authorisation and awarding of a contract may be decided by the staff and the contract signed, to the value of the contract in accordance with the Scheme of Delegation (see Appendix A)</p> <ul style="list-style-type: none"> • Designated Budget Holders up to £4,999; • Authorised Budget Holders / Managers up to £9,999; • Head of Contracting / Procurement up to £9,999 (as per Scheme of Delegation); • Deputy Director of Finance up to £99,999; • Chief Executive, Deputy Chief Executive and Director of Finance (with Business Planning Group approval) up to £249,999; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Executive Director Group approval) up to £1million; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Finance and Performance Committee approval) up to £2million; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Trust Board approval) over £2million. <p>These levels of authorisation may be varied or changed and need to be read in conjunction with the Trust Board's Scheme of Delegation. Where tenders or quotations are not required, because expenditure is below £10,000 (including VAT), the Trust shall procure goods and services in accordance with procurement procedures approved by the Trust.</p>	<p>(page 30) APPENDIX A 6. Authorisation of Tenders and Competitive Quotations:</p> <p>Providing all the conditions and circumstances set out in the Standing Financial Instructions have been fully complied with, formal authorisation and awarding of a contract may be decided by the staff and the contract signed, to the value of the contract in accordance with the Scheme of Delegation (see Appendix A)</p> <ul style="list-style-type: none"> • Designated Budget Holders up to £9,999; • Authorised Budget Holders / Managers up to £19,999; • Head of Contracting / Procurement up to £19,999 (as per Scheme of Delegation) • Deputy Director of Finance up to £99,999; • Chief Executive, Deputy Chief Executive and Director of Finance (with Business Planning Group approval) up to £499,999; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Executive Director—Group Finance and Performance Committee approval) up to £2million; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Finance and Performance Committee approval) up to £2million; • Two from Chief Executive, Deputy Chief Executive or Director of Finance (with Trust Board approval) over £2million. <p>These levels of authorisation may be varied or changed and need to be read in conjunction with the Trust Board's Scheme of Delegation. Where tenders or quotations are not required, because expenditure is below £10,000 (including excluding VAT), the Trust shall procure goods and services in accordance with procurement procedures approved by the Trust.</p>

Section B – SCHEME OF RESERVATION AND DELEGATION OF POWERS Changes

Current version	Proposed changes (in red)
<p>(page 34)</p> <p>1. RESERVATION OF POWERS TO THE BOARD</p> <p>General Enabling Provision The Board may determine any matter, for which it has delegated or statutory authority, it wishes in full session within its statutory powers under the 2006 Act, its Constitution and its Terms of Authorisation (the "Regulatory Framework").</p>	<p>(page 34)</p> <p>1. RESERVATION OF POWERS TO THE BOARD</p> <p>General Enabling Provision The Board may determine any matter, for which it has delegated or statutory authority, it wishes in full session within its statutory powers under the 2006 Act Health and Social Care Act 2012, its Constitution and its Terms of Authorisation (the "Regulatory Framework").</p>
<p>(page 36)</p> <p>Policy Determination</p> <p>1. The Board have delegated authority to the Executive Directors Group (EDG) to ratify all policies and policy amendments with the exception of those policies which have strategic content. Policies with strategic content will be referred by EDG to the Board for final approval. These policies so adopted will be listed and kept on the Trust's web site for reference (SO 5.9).</p>	<p>(page 36)</p> <p>Policy Determination</p> <p>1. Approve management policies including personnel policies incorporating the arrangements for the appointment, removal and remuneration of staff. These policies so adopted will be listed and kept on the Trust's web site for reference. (amended in full)</p>
<p>(page 39)</p> <p>2. DECISIONS/DUTIES DELEGATED BY THE BOARD TO COMMITTEES</p> <p>[See section 1.4 of the Corporate Governance Framework Manual]</p> <p>As laid down in the Constitution and the 2006 Act, a committee of Non-Executive Directors will be established and constituted. The Committee shall not have executive powers in addition to those delegated in its Terms of Reference. Refer to SFI 2.1 for an overview of responsibilities.</p> <p>[See section 1.5 of the Corporate Governance Framework Manual]</p> <p>As laid down in the Constitution and the 2006 Act, a committee of Non-Executive Directors will be established to decide this remuneration and allowances of, and other terms and conditions of the Executive Directors. The Committee shall not have executive powers in addition to those delegated in its Terms of Reference. Refer to SFI 8.1 for an overview of responsibilities.</p>	<p>(page 39)</p> <p>2. DECISIONS/DUTIES DELEGATED BY THE BOARD TO COMMITTEES</p> <p>[See section 1.4 of the Corporate Governance Framework Manual]</p> <p>As laid down in the Constitution and the 2006 Act Health and Social Care Act 2012, a committee of Non-Executive Directors will be established and constituted. The Committee shall not have executive powers in addition to those delegated in its Terms of Reference. Refer to SFI 2.1 for an overview of responsibilities.</p> <p>[See section 1.5 of the Corporate Governance Framework Manual]</p> <p>As laid down in the Constitution and the 2006 Act Health and Social Care Act 2012, a committee of Non-Executive Directors will be established to decide this remuneration and allowances of, and other terms and conditions of the Executive Directors. The Committee shall not have executive powers in addition to those delegated in its Terms of Reference. Refer to SFI 8.1 for an overview of responsibilities.</p>
<p>(page 39)</p> <p>Delegated duties to the Executive Directors Group are:</p> <p>DECISIONS/DUTIES DELEGATED BY THE BOARD</p> <p>The Board have delegated authority to the Executive Directors Group (EDG) to ratify all policies and</p>	<p>(page 39)</p> <p>Delegated duties to the Executive Directors Group are:</p> <p>DECISIONS/DUTIES DELEGATED BY THE BOARD</p> <p>The Board have delegated authority to the Executive Directors Group (EDG) to ratify all policies and policy amendments with the exception of those policies</p>

<p>policy amendments with the exception of those policies which have strategic content. Policies with strategic content will be referred by EDG to the Board for final approval. These policies so adopted will be listed and kept on the Trust's web site for reference (SO 5.9).</p>	<p>which have strategic content. Policies with strategic content will be referred by EDG to the Board for final approval. These policies so adopted will be listed and kept on the Trust's web site for reference (SO 5.9). (deleted entirely)</p>
<p>(page 40) 3. SCHEME OF DELEGATION DERIVED FROM THE NHS FOUNDATION TRUST ACCOUNTING OFFICER MEMORANDUM The National Health Service Act 2006 designates the chief executive of an NHS foundation trust as the accounting officer. The Act specifies that the accounting officer has a duty to prepare the accounts in accordance with the Act. An accounting officer has the personal duty of signing the NHS foundation trust's accounts. By virtue of this duty, the accounting officer has the further duty of being a witness before the Public Accounts Committee (PAC) to deal with questions arising from those accounts or, more commonly, from reports made to Parliament by the Comptroller and Auditor General (C&AG) under the National Audit Act 1983.</p>	<p>(page 40) 3. SCHEME OF DELEGATION DERIVED FROM THE NHS FOUNDATION TRUST ACCOUNTING OFFICER MEMORANDUM The National Health Service Act 2006 Health and Social Care Act 2012 designates the chief executive of an NHS foundation trust as the accounting officer. The Act specifies that the accounting officer has a duty to prepare the accounts in accordance with the Act. An accounting officer has the personal duty of signing the NHS foundation trust's accounts. By virtue of this duty, the accounting officer has the further duty of being a witness before the Public Accounts Committee (PAC) to deal with questions arising from those accounts or, more commonly, from reports made to Parliament by the Comptroller and Auditor General (C&AG) under the National Audit Act 1983.</p>
<p>(page 61) Part 3 Authority Delegated to Non-Pay Revenue & Capital Expenditure/ Requisitioning/Ordering/Payment of Goods & Services (Excluding Call Off Orders) a) Approving requisitions</p> <ul style="list-style-type: none"> • Stock/non stock requisitions up to £499 <ul style="list-style-type: none"> - Delegated Budget Holders per Authorised Signatory Lists - Line Manager budget level. • Stock/non stock requisitions up to £999 <ul style="list-style-type: none"> - Delegated Budget Holders per Authorised Signatory Lists - Budget Holder budget level. • Stock/non stock requisitions up to £9,999 <ul style="list-style-type: none"> - Delegated Budget Holders & per Authorised Signatory Lists - Budget Manager level. • all requisitions (other than Pharmacy drugs orders, IT orders and Estates Works orders) from £10,000 to £99,999 <ul style="list-style-type: none"> - Delegated to Budget Holder & responsible Executive Director, Deputy Director of Finance or Principal Accountant • all requisitions (other than Pharmacy drugs orders, IT orders and Estates Works orders) from £100,000 to £249,999 	<p>(page 61) Part 3 Authority Delegated to Non-Pay Revenue & Capital Expenditure/ Requisitioning/Ordering/Payment of Goods & Services (Excluding Call Off Orders) a) Approving requisitions</p> <ul style="list-style-type: none"> • Stock/non stock requisitions up to £999 <ul style="list-style-type: none"> - Delegated Budget Holders per Authorised Signatory Lists - Line Manager budget level. • Stock/non stock requisitions up to £4,999 <ul style="list-style-type: none"> - Delegated Budget Holders per Authorised Signatory Lists - Budget Holder budget level. • Stock/non stock requisitions up to £19,999 <ul style="list-style-type: none"> - Delegated Budget Holders & per Authorised Signatory Lists - Budget Manager level. • all requisitions (other than Pharmacy drugs orders, IT orders and Estates Works orders) over £19,999 to £99,999 <ul style="list-style-type: none"> - Delegated to Budget Holder & responsible Executive Director, Deputy Director of Finance or Principal Accountant • all requisitions (other than Pharmacy drugs orders, IT orders and Estates Works orders) from £100,000 to £499,999

– Delegated to Chief Executive, Deputy Chief Executive or Director of Finance with BPG approval

- all requisitions over £250,000 to £1,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with EDG approval
- all requisitions over £1,000,000 to £2,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval
- all requisitions over £2,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Board approval
- Pharmacy drugs orders up to £99,999
– Head of Pharmacy
- Pharmacy drugs over £100,000 to £249,999
-Head of Pharmacy and Director of Finance
- Work orders up to £19,999
-Director of Facilities
- Work orders over £20,000 to £99,999
-Director of Facilities & either Director of Finance or Deputy Director of Finance
- Work orders over £100,000 up to £249,000
-Chief Executive and/or Director of Finance
- IMST orders up to £99,999
-Director of IMST or Deputy Director of Finance
- IMST orders from £100,000 to £249,000
-Director of IMST and Director of Finance

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- Capital Projects
Projects up to £499,999 – Executive Directors' Group
Projects from £499,999 to £999,999 – Finance and Performance Committee
With Projects over £1m requiring further Board approval.
– Delegated to: The approval of a capital scheme by the EDG/FPC /Board acts as authorisation to commit capital expenditure and any adverse variations between the

– Delegated to Chief Executive, Deputy Chief Executive or Director of Finance with BPG approval

- all requisitions over £499,999 to £2,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with EDG FPC approval
- ~~all requisitions over £1,000,000 to £2,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval~~
- all requisitions over £2,000,000
– Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Board approval
- Pharmacy drugs orders up to £99,999
– Head of Pharmacy
- Pharmacy drugs over £99,999 to £249,999
-Head of Pharmacy and Director of Finance
- Work orders up to £19,999
-Director of Facilities
- Work orders over £19,999 to £99,999
-Director of Facilities and either Director of Finance or Deputy Director of Finance
- Work orders over £99,999 up to £249,999
-Chief Executive, Deputy Chief Executive, and/or Director of Finance
- IMST orders up to £99,999
-Director of IMST or Deputy Director of Finance
- IMST orders from £99,999 to £249,999
-Director of IMST and Director of Finance

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- Capital Projects
Projects up to £499,999 – Executive Directors' Group Business Planning Group
Projects from £499,999 to £2,000,000 – Finance and Performance Committee
With Projects over £2m requiring further Board approval.
– Delegated to: The approval of a capital scheme by the EDG/BPG /FPC /Board acts as authorisation to commit capital expenditure and any adverse variations

<p>authorised capital amount and the amount being requisitioned. The requisition may be signed as per the authorised signatory list following appropriate approval</p> <p>NB: Where applicable, competitive quotations/tenders must be sought in accordance with the limits set out in Section 5 below.</p>	<p>between the authorised capital amount and the amount being requisitioned. The requisition may be signed as per the authorised signatory list following appropriate approval</p> <p>NB: Where applicable, competitive quotations/tenders must be sought in accordance with the limits set out in Section 5 below.</p>
<p>(page 62) Part 3 Authority Delegated to b) Awarding and ‘Signing’ of Contracts</p> <ul style="list-style-type: none"> • Up to £4,999 -Designated Budget Holders • Up to £9,999 -Authorised Budget Holders / Managers (per SoD 3a above) OR Head of Contracting / Procurement • Up to £99,999 – Delegated to Deputy Director of Finance, Chief Executive, Deputy Chief Executive, Director of Finance • Up to £249,999 – Delegated to: Director of Finance, Deputy Chief Executive or Chief Executive with BPG approval • Up to £1,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with EDG approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval • Over £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Trust Board approval <p>c) Orders exceeding 12 month period - Director of Finance or Deputy Director of Finance</p> <p>d) All contracts for goods & services and subsequent variations to contracts.</p>	<p>(page 62) Part 3 Authority Delegated to b) Awarding and ‘Signing’ of Contracts</p> <ul style="list-style-type: none"> • Up to £9,999 -Designated Budget Holders • Up to £19,999 -Authorised Budget Holders / Managers (per SoD 3a above) OR Head of Contracting / Procurement • Up to £99,999 – Delegated to Deputy Director of Finance, Principal Accountant, Chief of Pharmacy (drugs only), Head of IMST (IMST orders only), Director of Facilities (Estates works only) Chief Executive, Deputy Chief Executive, Director of Finance • Up to £499,999 – Delegated to: Director of Finance, Deputy Chief Executive or Chief Executive with BPG approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or and Director of Finance, with EDG-FPC approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval • Over £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Trust Board approval <p>c) Orders exceeding 12 month period - Director of Finance or Deputy Director of Finance</p> <p>d) All contracts for goods & services and subsequent variations to contracts.</p>

<p>- Director of Finance or Chief Executive or Deputy Chief Executive or Deputy Director of Finance</p>	<p>- Director of Finance or Chief Executive or Deputy Chief Executive or Deputy Director of Finance</p>
<p>(page 64) Part 3 Authority Delegated to g) Authority to authorise, award and sign contracts on behalf of the Trust.</p> <ul style="list-style-type: none"> • Up to £4,999 -Designated Budget Holders • Up to £9,999 -Authorised Budget Holders/Managers (per SoD 3a above) OR Head of Contracting / Procurement • Up to £99,999 – Delegated to Deputy Director of Finance, Chief Executive, Deputy Chief Executive, Director of Finance • Up to £249,999 – Delegated to: Director of Finance, Deputy Chief Executive or Chief Executive with BPG approval • Up to £1,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with EDG approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval • Over £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Trust Board approval 	<p>(page 64) Part 3 Authority Delegated to g) Authority to authorise, award and sign contracts on behalf of the Trust.</p> <ul style="list-style-type: none"> • Up to £9,999 -Designated Budget Holders • Up to £19,999 -Authorised Budget Holders/Managers (per SoD 3a above) OR Head of Contracting / Procurement • Up to £99,999 – Delegated to Deputy Director of Finance, Chief Executive, Deputy Chief Executive, Director of Finance • Up to £499,999 – Delegated to: Director of Finance, Deputy Chief Executive or Chief Executive with BPG approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with EDG-FPC approval • Up to £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with FPC approval • Over £2,000,000 – Delegated to: 2 from 3 of Chief Executive, Deputy Chief Executive or Director of Finance, with Trust Board approval
<p>(page 65) Part 3 Authority Delegated to 7. Engagement of Staff Not on the Establishment</p> <p>a) Non-Medical Consultancy Staff Where aggregate commitment in any one year (or total commitment) is less than £9,999 – Authorised Budget Holder</p> <p>b) Where aggregate commitment in any one year is more than £9,999 – Delegated to Deputy Chief Executive or Director of Finance or Deputy Director of Finance</p> <p>d) Engagement of Trust's Solicitors</p>	<p>(page 65) Part 3 Authority Delegated to 7. Engagement of Staff Not on the Establishment</p> <p>a) Non-Medical Consultancy Staff Where aggregate commitment in any one year (or total commitment) is less than £9,999 – Authorised Budget Holder</p> <p>b) Where aggregate commitment in any one year is more than £9,999 – Delegated to Deputy Chief Executive or Director of Finance or Deputy Director of Finance</p> <p>d) Engagement of Trust's Solicitors</p>

<p>– Delegated to Deputy Chief Executive or an Executive Director</p> <p>8. Expenditure on Charitable and Endowment Funds</p> <p>a) Up to £9,999 per request – Delegated to 2 signatures from Chief Executive; Deputy Chief Executive, Director of Finance or Deputy Director of Finance.</p>	<p>– Delegated to Deputy Chief Executive or an Executive Director</p> <p>8. Expenditure on Charitable and Endowment Funds</p> <p>a) Up to £9,999 per request – Delegated to 2 signatures from Chief Executive, Deputy Chief Executive, Director of Finance or Deputy Director of Finance.</p>
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Section C – STANDING FINANCIAL INSTRUCTIONS Changes

Current version	Proposed changes (in red)
<p>(page 79)</p> <p>2. AUDIT</p> <p>2.1 Audit and Risk Committee</p> <p>(1) In accordance with Standing Orders, the Constitution, the 2006 Act (and as set out in the Audit Code for NHS Foundation Trusts, issued by the Independent Regulator) the Board shall formally establish an Audit and Risk Committee, with clearly defined terms of reference,</p>	<p>(page 79)</p> <p>2. AUDIT</p> <p>2.1 Audit and Risk Committee</p> <p>(1) In accordance with Standing Orders, the Constitution, the 2006 Act the Health and Social Care Act 2012 (and as set out in the Audit Code for NHS Foundation Trusts, issued by the Independent Regulator) the Board shall formally establish an Audit and Risk Committee, with clearly defined terms of reference</p>
<p>(page 81)</p> <p>2.4 External Audit</p> <p>3) The Trust will provide the External Auditor with any facility and all information he may require for the purposes of the 2006 Act.</p>	<p>(page 81)</p> <p>2.4 External Audit</p> <p>3) The Trust will provide the External Auditor with any facility and all information he may require for the purposes of the 2006 Act Health and Social Care Act 2012.</p>
<p>(page 85)</p> <p>4. ANNUAL ACCOUNTS AND REPORTS</p> <p>4.3 In accordance with Schedule 7 (paragraph 26) of the 2006 Act, the Trust will also prepare an annual report which, after approval by the Board, will be presented to the Council of Governors. It will then be published and made available to the public and also submitted to the Regulator. The annual report will comply with the Regulator's Annual Report Guidance for NHS Foundation Trusts and will include, inter alia:</p>	<p>(page 85)</p> <p>4. ANNUAL ACCOUNTS AND REPORTS</p> <p>4.3 In accordance with Schedule 7 (paragraph 26) of the 2006 Act with section 13U of the Health and Social Care Act 2012, the Trust will also prepare an annual report which, after approval by the Board, will be presented to the Council of Governors. It will then be published and made available to the public and also submitted to the Regulator. The annual report will comply with the Regulator's Annual Report Guidance for NHS Foundation Trusts and will include, inter alia:</p>
<p>(page 87)</p> <p>6. INCOME, FEES AND CHARGES AND SECURITY OF CASH, CHEQUES AND OTHER NEGOTIABLE INSTRUMENTS</p> <p>6.1 Income Systems</p> <p>(3) The Trust may carry on activities for the purposes of making additional income available in order to better carry out the Trust's principal purpose under the 2006 Act, subject to any restrictions in its Terms of Authorisation.</p>	<p>(page 87)</p> <p>6. INCOME, FEES AND CHARGES AND SECURITY OF CASH, CHEQUES AND OTHER NEGOTIABLE INSTRUMENTS</p> <p>6.1 Income Systems</p> <p>(3) The Trust may carry on activities for the purposes of making additional income available in order to better carry out the Trust's principal purpose under the 2006 Act Health and Social Care Act 2012, subject to any restrictions in its Terms of Authorisation.</p>
<p>(page 89)</p> <p>TERMS OF SERVICE, ALLOWANCES & PAYMENT OF MEMBERS OF THE TRUST BOARD & EXECUTIVE DIRECTORS' GROUP & EMPLOYEES</p> <p>8.1 Remuneration and Terms of Service</p>	<p>(page 89)</p> <p>TERMS OF SERVICE, ALLOWANCES & PAYMENT OF MEMBERS OF THE TRUST BOARD & EXECUTIVE DIRECTORS' GROUP & EMPLOYEES</p> <p>8.1 Remuneration and Terms of Service</p>

<p>(1) In accordance with Standing Orders (see Constitution, Annex 8 - Standing Orders for Board, Section 5.8), the Constitution and the 2006 Act, the Board shall establish a Remuneration & Nominations Committee consisting of Non-Executive Directors to decide the remunerations and allowances and the other terms of office of the Executive Directors, with clearly defined terms of reference, specifying which posts fall within its area of responsibility, its composition, and the arrangements for reporting.</p>	<p>(1) In accordance with Standing Orders (see Constitution, Annex 8 - Standing Orders for Board, Section 5.8), the Constitution and the 2006 Act Health and Social Care Act 2012, the Board shall establish a Remuneration & Nominations Committee consisting of Non-Executive Directors to decide the remunerations and allowances and the other terms of office of the Executive Directors, with clearly defined terms of reference, specifying which posts fall within its area of responsibility, its composition, and the arrangements for reporting.</p>
<p>(page 93) 9. NON-PAY EXPENDITURE (1) Requisitioning c) Kings Armoured 'Petty Cash' reimbursement cheques</p> <p>(page 96) Section 6 Duties of Managers and Officers Managers and officers must ensure that they comply fully with the guidance and limits specified by the Director of Finance that:</p> <p>(f) The Trust operates on a "no PO no Payment" policy. All goods, services, or works are ordered on an official order from Integra and JAC except:</p> <ul style="list-style-type: none"> • those elements of works orders and services which are purchased in accordance with a (signed) contract i.e. leases of buildings, however PO is preferred for prompt matching and payment of invoices. • Governors expenses claims. • Petty cash reimbursements (assuming appropriate receipts presented and appropriately approved within delegated limits) • National non-domestic rates paid to Sheffield City Council • Kings Armoured 'Petty Cash' reimbursement cheques • Payroll deduction payments (for example to Unison, Westfield, Salary Sacrifice providers etc.) 	<p>(page 93) 9. NON-PAY EXPENDITURE (1) Requisitioning c) Kings Armoured Security Company 'Petty Cash' reimbursement cheques</p> <p>(page 96) Section 6 Duties of Managers and Officers Managers and officers must ensure that they comply fully with the guidance and limits specified by the Director of Finance that:</p> <p>(f) The Trust operates on a "no PO no Payment" policy. All goods, services, or works are ordered on an official order from Integra and JAC except:</p> <ul style="list-style-type: none"> • those elements of works orders and services which are purchased in accordance with a (signed) contract i.e. leases of buildings, however PO is preferred for prompt matching and payment of invoices. • Governors expenses claims. • Petty cash reimbursements (assuming appropriate receipts presented and appropriately approved within delegated limits) • National non-domestic rates paid to Sheffield City Council • Kings Armoured Security Company 'Petty Cash' reimbursement cheques • Payroll deduction payments (for example to Unison, Westfield, Salary Sacrifice providers etc.)

<ul style="list-style-type: none"> • Litigation payments under NHS Resolution's direction • Supply Chain Coordination Limited (formerly NHS Supply Chain) payments • HMRC payroll pay-overs (Superannuation etc.) • Bank charges • Charity Trust Fund recharges • Utility charges (Gas, Water, Telephony, Electricity) • Pharmacy invoices for purchase of drugs and other pharmaceutical related items ordered via JAC systems • Recharges for external Payroll services (to cover internal bank and medical locums) i.e. TempRe payments to cover internal bank and external locum pay. • Agency fees for direct locums engagements (related to external locum pay above) after timesheets have been duly authorised by relevant Managers • Standing order payments for franking machine top-up charges • Retirement entitlements (refer to "Retirement Policy" section 6.8) • Consolidated invoices where each item charged is supported by individual purchase orders. 	<ul style="list-style-type: none"> • Salary Sacrifice contracts where an effective monitoring system exist. • Litigation payments under NHS Resolution's direction • Supply Chain Coordination Limited (formerly NHS Supply Chain) payments • HMRC payroll pay-overs (Superannuation etc.) • Bank charges • Charity Trust Fund recharges • Utility charges (Gas, Water, Telephony, Electricity) • Pharmacy invoices for purchase of drugs and other pharmaceutical related items ordered via JAC systems • Recharges for external Payroll services (to cover internal bank and medical locums) i.e. TempRe payments to cover internal bank and external locum pay. • Agency fees for direct locums engagements (related to external locum pay above) after timesheets have been duly authorised by relevant Managers • Standing order payments for franking machine top-up charges • Retirement entitlements (refer to "Retirement Policy" section 6.8) • Consolidated invoices where each item charged is supported by individual purchase orders.
<p>(page 100)</p> <p>12.3 Asset Registers</p> <p>(3) Additions to the property, plant and equipment register must be clearly identified to an appropriate budget holder and be validated by reference to:</p> <p>(a) properly authorised and approved agreements, architect's certificates, supplier's invoices and other documentary evidence in respect of purchases from third parties;</p> <p>(b) stores, requisitions and wages records for own materials and labour including appropriate overheads;</p>	<p>(page 100)</p> <p>12.3 Asset Registers</p> <p>(3) Additions to the property, plant and equipment register must be clearly identified to an appropriate budget holder and be validated by reference to:</p> <p>(a) properly authorised and approved agreements, architect's certificates, supplier's invoices and other documentary evidence in respect of purchases from third parties;</p> <p>(b) stores, requisitions and wages records for own materials and labour including appropriate overheads;</p>

<p>(c) lease agreements in respect of assets held under a finance lease and capitalised.</p>	<p>(c) lease agreements in respect of assets held under a finance lease and capitalised under IAS 17 up to 31st March 2022. From 1st April 2022 all leases to be capitalised if they match the requirements under IFRS 16 replacing IAS 17.</p>
<p>(page 104)</p> <p>14.2 Losses and Special Payments</p> <p>(1) Procedures The Director of Finance must prepare procedural instructions on the recording of and accounting for condemnations, losses, and special payments as per “HM Treasury’s Managing Public Funds” guidance.</p> <p>The National Health Service Act 2006 designates the Chief Executive of a NHS Foundation Trust as the “Accounting Officer”.</p>	<p>page 104)</p> <p>14.2 Losses and Special Payments</p> <p>(1) Procedures The Director of Finance must prepare procedural instructions on the recording of and accounting for condemnations, losses, and special payments as per “HM Treasury’s Managing Public Funds” guidance.</p> <p>The National Health Service 2006 Health and Social Care Act 2012 designates the Chief Executive of a NHS Foundation Trust as the “Accounting Officer”.</p>