

ITEM: 12

MEETING: Trust Board
17 May 2006

TITLE: Draft Standing Orders, Reservations and Delegation of Powers and Standing Financial Instructions

SUMMARY: The attached draft governance documents have been customised for the Whittington based on a model produced by Parkhill Audit Agency on behalf of the Department of Health. An earlier draft was considered by the Audit Committee at its meeting on 28 March and further amendments have been incorporated. This is a single document comprising the four previous strands of the governance documentation:

- Standing Orders
- Standing Financial Instructions
- Decisions reserved to the Board
- Scheme of Delegation

Also attached as an appendix is a paper from the author of the model document which sets out the key changes from previous model documentation.

This will form the core of the Trust's revised "Compendium of Financial Policies and Procedures" which is being updated and expanded on a rolling basis.

Once this core document has been finalised and agreed, the next stage will be to update the detailed scheme of delegation setting out the authority delegated to managers at different levels for committing resources, engaging and dismissing staff.

Parkhill Audit Agency have also been asked to undertake a survey of trust-wide and departmental financial procedures in place to ensure that our control infrastructure is comprehensive and up-to-date.

In considering the attached document, the Audit Committee was asked to pay particular attention to Section C – Decisions reserved to the Board and Delegated Powers. The Audit Committee's attention was also drawn to material variations from the model document.

ACTION: Discussion and recommendation

REPORT FROM: Susan Sorensen, Director of Finance

SPONSORED BY: Peter Farmer, Chairman of the Audit Committee

