

**Meeting of Lanarkshire
NHS Board:**

29 March 2023

**Lanarkshire NHS Board
Kirklands
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SUBJECT: STANDING FINANCIAL INSTRUCTIONS & SCHEME OF DELEGATION

1. PURPOSE

This paper is coming to the Board:

For approval	<input checked="" type="checkbox"/>	For endorsement	<input type="checkbox"/>	To note	<input type="checkbox"/>
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The Standing Financial Instructions (SFIs) and the Scheme of Delegation require to be updated in line with the policy review date of April 2023. The Board is requested to give final approval to the revisions made.

2. ROUTE TO THE BOARD

This paper has been:

Prepared	<input type="checkbox"/>	Reviewed	<input checked="" type="checkbox"/>	Endorsed	<input checked="" type="checkbox"/>
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By the following Committee: Audit Committee

3. SUMMARY OF KEY ISSUES

The document has been reviewed with consultation from Finance, Internal Audit and Procurement. In line with continually attempting to improve on ensuring the document is easily understood, minor changes to the phrasing of paragraphs have been made throughout.

There were no significant updates to the document this year.

4. STRATEGIC CONTEXT

This paper links to the following:

Corporate objectives	<input checked="" type="checkbox"/>	LDP	<input type="checkbox"/>	Government policy	<input type="checkbox"/>
Government directive	<input type="checkbox"/>	Statutory requirement	<input type="checkbox"/>	AHF/local policy	<input type="checkbox"/>
Urgent operational issue	<input type="checkbox"/>	Other	<input type="checkbox"/>		

The SFI's are issued for the regulation of the conduct of the Board, its directors, officers and agents in relation to all financial matters. They shall have effect as if incorporated in the Standing Orders of the Board. They do not provide detailed procedural advice and

should be read in conjunction with the detailed departmental and financial procedure notes. All financial procedures must be approved by the Director of Finance.

The scheme of delegation establishes the delegated authority leads and responsibilities for Board decisions and governance frameworks.

Both Documents are incorporated into the Boards Code of Governance.

5. CONTRIBUTION TO QUALITY

This paper aligns to the following elements of safety and quality improvement:

Three Quality Ambitions:

Safe	<input type="checkbox"/>	Effective	<input checked="" type="checkbox"/>	Person Centred	<input type="checkbox"/>
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Six Quality Outcomes:

Everyone has the best start in life and is able to live longer healthier lives; (Effective)	<input type="checkbox"/>
People are able to live well at home or in the community; (Person Centred)	<input type="checkbox"/>
Everyone has a positive experience of healthcare; (Person Centred)	<input type="checkbox"/>
Staff feel supported and engaged; (Effective)	<input type="checkbox"/>
Healthcare is safe for every person, every time; (Safe)	<input type="checkbox"/>
Best use is made of available resources. (Effective)	<input checked="" type="checkbox"/>

The SFI's and Scheme of Delegation regulate the conduct of the Board, its directors, officers and agents in relation to all financial matters, while streamlining decision making.

6. MEASURES FOR IMPROVEMENT

N/A

7. FINANCIAL IMPLICATIONS

There is no cost related to the changes to these documents. However, this document should be used as an aid to stream line decision making and ensure best practice is followed when entering into financial transactions. This should ensure best value is achieved.

8. RISK ASSESSMENT/MANAGEMENT IMPLICATIONS

These documents provide guidance on the control and management of income and expenditure. Management should be aware and understand these documents and ensure that they are cascaded to all staff. By doing this, the risk of income and expenditure being misappropriated is significantly reduced.

9. FIT WITH BEST VALUE CRITERIA

This paper aligns to the following best value criteria:

Vision and leadership	<input type="checkbox"/>	Effective partnerships	<input type="checkbox"/>	Governance and	<input checked="" type="checkbox"/>
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				accountability	
Use of resources	<input checked="" type="checkbox"/>	Performance management	<input type="checkbox"/>	Equality	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>				

10. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

An E&D Impact Assessment has been completed

Yes
 No

These financial instructions regulate how transactions should be carried out in line with e guidance and regulations for public sector bodies. They do not influence the substance of any decisions behind the transaction.

11. CONSULTATION AND ENGAGEMENT

A draft was submitted to the Audit Committee in March 2023 for review and comment which was endorsed.

The Deputy Director of Finance (Corporate) monitors the requirement for changes throughout the year.

The General Manager Procurement and Head of Internal Audit were also consulted.

12. ACTIONS FOR THE BOARD

The Board are asked to:

Approval	<input checked="" type="checkbox"/>	Endorsement	<input type="checkbox"/>	Identify further actions	<input type="checkbox"/>
Note	<input type="checkbox"/>	Accept the risk identified	<input type="checkbox"/>	Ask for a further report	

13. FURTHER INFORMATION

For further information about any aspect of this paper, please contact Gordon Smith, Deputy Director of Finance (Corporate Services). Telephone: 01698 752774.

 Laura Ace
 Director of Finance