

Summary of Proposed changes

<p>Standing Financial Instructions or Standing Orders reference</p>	<p>Current Instruction of reference</p>	<p>Proposed instruction of reference</p>																
<p>Authorities/Duties Delegated Budget Holders SFI 12 (page 48)</p>	<p>Ensure that <i>a) no overspend or reduction of income that cannot be met from virement is incurred without prior consent of Board;</i> b) approved budget is not used for any other than specified purpose subject to rules of virement; c) no permanent employees are appointed without the approval of the CE other than those provided for within available resources and manpower establishment</p>	<p>Confirmation of current funded manpower resources to be established by Finance</p>																
<p>Standing Financial Instructions: 12.1.8 Budgetary Delegation (page 65)</p>	<p>The Chief Executive and delegated budget holders must not exceed the budgetary total or virement limits set by the Board.</p>	<p>The Chief Executive and delegated budget holders must not exceed the budgetary total or virement limits below, set by the Board.</p> <p>Items of individual virement are subject to the following authorisation limits:</p> <table data-bbox="1299 973 2049 1244"> <tr> <td>Designated budget holders/</td> <td></td> </tr> <tr> <td>Associate Directors</td> <td>up to £5,000</td> </tr> <tr> <td>Associate Directors, Finance</td> <td>up to £10,000</td> </tr> <tr> <td>Directors</td> <td>up to £25,000</td> </tr> <tr> <td>Director of Finance & Performance</td> <td>up to £100,000</td> </tr> <tr> <td>Chief Executive</td> <td>up to £250,000</td> </tr> <tr> <td>Chief Executive & Chairman</td> <td>up to £500,000</td> </tr> <tr> <td>Trust Board</td> <td>over £500,000</td> </tr> </table>	Designated budget holders/		Associate Directors	up to £5,000	Associate Directors, Finance	up to £10,000	Directors	up to £25,000	Director of Finance & Performance	up to £100,000	Chief Executive	up to £250,000	Chief Executive & Chairman	up to £500,000	Trust Board	over £500,000
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<p>Authorities/Duties Delegated Chief Executive SFI 12.3.8 (page 50)</p>	<p>Approval of variation to funded establishment of any department</p> <p>Staff, including agency staff, appointments and re-grading.</p>	<p>Delegated to Executive Director within their delegated authority and within budgetary limits</p>
<p>Authorities/Duties Delegated Chief Executive SFI 12.4 (page 53)</p>	<p>Capital investment programme: (d) ensure that a business case is produced for each proposal.</p>	<p>Capital investment programme: (d) ensure that a business case is produced for each proposal over £100,000</p>
<p>Authorities/Duties Delegated Chief Executive SFI 12.4.10 (page 54)</p>	<p>Maintenance of asset registers (on advice from DoF).</p>	<p>Maintenance of asset registers and the Trust's capital policy through guidance from the Director of Finance and Performance</p>
<p>Standing Financial Instructions: Budget Holders SFI 12.3.8 (page 71)</p>	<p>Staff Appointments</p> <p>No officer or Member of the Trust Board or employee may engage, re-engage, or re-grade employees, either on a permanent or temporary nature, or hire agency staff, or agree to changes in any aspect of remuneration:</p> <p>(a) Unless authorised by the Chief Executive</p> <p>(b) within the approved limit of their approved budget and funded establishment</p>	<p>Staff Appointments</p> <p>No officer or Member of the Trust Board or employee may engage, re-engage, or re-grade employees, either on a permanent or temporary nature, or hire agency staff, or agree to changes in any aspect of remuneration unless:</p> <p>(a) it is within the limit of their approved budget and funded establishment, or</p> <p>(b) they are specifically authorised to do so by the Chief Executive;</p>

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<p>Standing Financial Instructions: Capital Expenditure SFI 12.4.2 (page 73)</p>	<p>For every capital expenditure proposals the Chief Executive shall ensure:</p> <p>(a) that a business case is produced setting out:</p> <p>an option appraisal of potential benefits compared with known costs to determine the option with the highest ratio of benefits to costs;</p> <p>the involvement of appropriate Trust personnel and external agencies;</p> <p>appropriate project management and control arrangements;</p>	<p>For capital expenditure proposals in excess of £100,000 the Chief Executive shall ensure:</p> <p>(a) that a business case is produced setting out:</p> <p>an option appraisal of potential benefits compared with known costs to determine the option with the highest ratio of benefits to costs;</p> <p>the involvement of appropriate Trust personnel and external agencies;</p> <p>appropriate project management and control arrangements;</p>
<p>Standing Financial Instructions: Capital Expenditure SFI 12.4.3 (page 73)</p>	<p>Business cases below the £100k threshold, not cover by current SFI.</p>	<p>For capital projects below £100,000 the production of a business case is at the discretion of the Director of Finance and Performance</p>