

NHS ENGLAND – BOARD PAPER

Title:

Governance Manual Approvals

Lead Director:

Karen Wheeler, National Director: Transformation and Corporate Operations

Purpose of Paper:

As reported in May 2016, arrangements have been put in place to hold monthly business meetings, chaired by the Director of Governance, involving colleagues from corporate governance, finance and the legal team to ensure that decisions made are reflected in the NHS England Standing Financial Instructions (SFIs), Standing Orders (SOs) and Scheme of Delegation (SoD) in a timely manner.

It is intended that the revised governance documents (collectively referred to as the governance manual) will be brought for approval on a quarterly basis.

The Board invited to:

Approve the changes to the governance manual documents, as outlined in this report.

Governance Manual Approvals

PURPOSE

1. As reported in May 2016, arrangements have been put in place to hold monthly business meetings, chaired by the Director of Governance, involving colleagues from corporate governance, finance and the legal team to ensure that decisions made are reflected in the NHS England Standing Financial Instructions (SFIs), Standing Orders (SOs) and Scheme of Delegation (SoD) in a timely manner.
2. It is intended that the revised governance documents (collectively referred to as the governance manual) will be brought for approval on a quarterly basis.
3. The Board is asked to approve the changes to the governance manual, as outlined in this report.

Key issues

4. The changes made are summarised below:
 - Following discussion with NHS Protect, reference to non-compliance has been strengthened to read 'any financial or other irregularities or impropriety in relation to these instructions, which involve evidence or suspicion of fraud, bribery or corruption will be reported to NHS Protect in accordance with SFI 5.11, with a view to a criminal investigation being conducted and potential prosecution being sought' across the SFIs, SOs and Scheme of Delegation;
 - All documents have been amended to reflect the appointment of Matthew Swindells as National Director: Operations and Information from 31 May 2016;
 - As agreed by the Board in March 2016, a number of additional functions have been delegated to the Chief Devolution Officer with effect from June 2016;
 - All references to HSCIC to be amended to NHS Digital;
 - Standard Financial Instructions (SFI 13) has been re-written to align with the key associated policies for the purpose of consistency across the organisation. The following key changes have been made in the proposed SFI 13:
 - a. To support the new commercial governance and assurance process for the approval.
 - b. To ensure NHS England adheres to the financial limits mandated by Cabinet Office controls which are included in the SFIs.
 - c. To place greater emphasis on the management of contracts and financial controls for contract extensions and variations.
 - d. To strengthen the process around Single Tender Actions (STA), non-competed grants, retrospective purchases and actions through Commercial Panel and Executive Group.
 - e. To reinforce controls around release of purchase orders. Reference made to 'No Contract, No Purchase Order, No Payment policy' and to ensure adherence to procurement rules.

- f. To propose a robust process for the management and payment of Grants to ensure reduction in non-competed grants.
- The Scheme of Delegation section 19 has been updated to reflect the revised SFI 13.

RECOMMENDATIONS

5. The Board is asked to approve the changes to the governance manual as outlined in this report.

Author: Steve Verdon, Director of Governance

Date: 15 July 2016