

**NHS DORSET CLINICAL COMMISSIONING GROUP
GOVERNING BODY MEETING**

PROPOSED CHANGES TO STANDING FINANCIAL INSTRUCTIONS (SFI)

Date of the meeting	17/07/2019
Author	H Morris – Assistant Director of Finance - Operations
Sponsoring Board member	S Hunter – Chief Finance Officer
Purpose of Report	To seek Governing Body approval to a number of proposed changes to the Standing Financial Instructions.
Recommendation	The Governing Body is asked to approve the recommendations set out in the report.
Stakeholder Engagement	N/A
Previous GB / Committee/s, Dates	N/A

Monitoring and Assurance Summary

This report links to the following Strategic Principles	<ul style="list-style-type: none"> • Services designed around people • Preventing ill health and reducing inequalities • Sustainable healthcare services • Care closer to home 		
	Yes [e.g. ✓]	Any action required?	
		Yes Detail in report	No
All three Domains of Quality (Safety, Quality, Patient Experience)	✓		✓
Board Assurance Framework Risk Register	✓		✓
Budgetary Impact	✓		✓
Legal/Regulatory	✓	✓	
People/Staff	✓		✓
Financial/Value for Money/Sustainability	✓		✓
Information Management & Technology	✓		✓
Equality Impact Assessment	✓		✓
Freedom of Information	✓		✓
I confirm that I have considered the implications of this report on each of the matters above, as indicated		✓	

Initials : HM

1. Introduction

- 1.1 A review of the Standing Financial Instructions (SFIs) has identified the need for a number of proposed amendments as follows:-

Clarifications of delegated approval limits

- 1.2 Delegated approval limits were described by ambiguous terms e.g. budget manager, senior manager, which were confusing for staff and, therefore, increased the risk of non-compliance. Ambiguous terms have been clarified.
- 1.3 The implementation of the Easy Expenses system for electronic recording and approval of travel and expenses claims has highlighted the need for amendment to the SFIs to allow for approval of travel and expenses claims by an employee's line manager. Previously, the SFI requirement was for a travel and expenses claim to be approved by the budget holder but this does not make sense operationally. The most appropriate person to know whether a travel and expenses claim is valid is the employee's line manager.

Delegated limits for PHC packages of care

- 1.4 Within Personalised Health Commissioning (PHC), packages of care and placements are being agreed for patients which can commit the CCG to significant levels of ongoing expenditure, often well outside of the standard levels of delegated authority in Standing Financial Instructions (SFIs) due to the continuing nature of the commitment.
- 1.5 Separate agreed limits outside of SFIs have been in use locally as agreed by Directors to ensure that patients care can be secured without the majority of approvals having to be referred to the Chief Financial Officer (CFO), Deputy CFO or the Chief Officer, as would be required by the current SFIs.
- 1.6 There are two sets of limits for PHC packages of care – one for patients with a learning disability and one for patients without a learning disability. This reflects the fact that care for patients with a learning disability tends to be more expensive. The limits are currently deemed to be set at a level which balances the need for financial control with the need to provide care for patients in accordance with clinical need.
- 1.7 For the purposes of clarity, these separate agreed limits are now enshrined in the SFI Scheme of Delegation.

General updates to reflect modernisation of terminology and process

- 1.8 An example in this category would be the removal of the requirement to maintain an approved list of suppliers which has been overtaken by the existence of wider NHS framework contracts.
- 1.9 References to historic committees and organisations and roles have been updated or removed as appropriate.

2. Conclusion

- 2.1 The Governing Body is asked to **approve** the proposed changes outlined above and set out in tracked changes in Appendix 1.

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Date : 2 July 2019

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APPENDICES	
Appendix 1	Standing Financial Instructions (tracked changes)