

Board Meeting in Public

Tuesday, 01 April 2025

Title of Paper	Scheme of Delegations and Standing Financial Instructions	Agenda No.	4.3
Nature of Paper	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
Author(s)	Silena Dominy, Company Secretary Duncan Boud, Assistant Director – Financial Control & Operations		
Lead Executive	Helen Gillan, Director of Quality Carl Vincent, Chief Financial Officer		
Non-Executive Director Sponsor	n/a		
Presenter(s) at Meeting	Silena Dominy, Company Secretary Duncan Boud, Assistant Director – Financial Control & Operations		
Presented for (tick all that applies)	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Assurance	<input type="checkbox"/> Information* <input type="checkbox"/> Update	
Executive Summary (max 300 word count)			
<p>Purpose: The Scheme of Delegations and Standing Financial Instructions are key governance documents, and are reviewed and updated annually.</p> <p>An annual review has been completed. Suggested changes have been tracked in the documents and are summarised as follows:</p> <p>Standing Financial Instructions</p> <ul style="list-style-type: none"> • 6.4 Management of Foreign Currency, improved wording to ensure it is aligned to Managing Public Money and the Scheme of Delegation • 8 Tendering and Contract Procedure, changes to reflect the Procurement Act 2023, plus strengthening of wording around waivers and quotations, and updated wording around the use of Private Finance to ensure it is aligned to Managing Public Money and the Scheme of Delegation • 10.1 Remuneration and Terms of Service, some changes to ensure alignment with the Scheme of Delegation Appendix 1 – Delegations to Committees • 11.2.4 improvement to wording relating to payments in advance of need, including approval requirements • 16.7 updated wording relating to anti-money laundering requirements for the Trust Fund • Annex 1 updated procurement process flowchart <p>Scheme of Delegations</p> <ul style="list-style-type: none"> • Sections 1-9 proposed terminology and typographical amendments only. • There are no changes to the financial delegations from DHSC to NHSBT. Key changes to the Section 10 are internal to NHSBT and include: <ul style="list-style-type: none"> • the combination of the 'Projects and Programmes' and 'Capital' categories, so that all approval requirements are considered in one place, and internal approval thresholds are consistent, plus additional notes on requirements • additional notes added to establishment controls (increase in permanent staff) • minor changes to contingent labour • addition of the new Head of Legal to the 'Sales' category • additional notes added to the 'Clinical negligence' category, about applicability and reporting • Appendix 1 – Delegations to Committees have been updated to accurately reflect the wording in the various Terms of Reference for the Board's committees that were reviewed during 2024. In particular, it includes amendment to reflect the agreed delegations in relation to the People 			

Committee's agreement of process for appointments to executive director roles and the responsibility of the Chair and non-executive Directors for appointing the Chief Executive. It is the Board, on the recommendation of the Chair and Chief Executive that is responsible for determining which Executive Directors are voting members of the Board. This is now accurately reflected.

Previously Considered by

The last annual review was undertaken in March 2024. The Scheme of Delegation s10 was last reviewed, updated and approved in September 2024, due to updated delegations being received from DHSC.

The Audit, Risk and Governance Committee reviewed the above changes and subject to addressing language to ensure gender neutrality, agreed to recommend the changes to the Board for approval. These additional amendments have been included within the documents presented for approval.

Recommendation

The Board is asked to approve the updated Scheme of Delegations and Standing Financial Instructions.

Risk(s) identified (Link to Board Assurance Framework Risks)

P-05 Finance, contributory risk Fin-04 Loss of reputation for sound financial control

Strategic Objective(s) this paper relates to: [Click on all that apply]

- | | | |
|--|--|---|
| <input type="checkbox"/> Collaborate with partners | <input type="checkbox"/> Invest in people and culture | <input type="checkbox"/> Drive innovation |
| <input type="checkbox"/> Modernise our operations | <input type="checkbox"/> Grow and diversify our donor base | |

Appendices:

NHSBT-Standing-Financial-Instructions-March-2025-Draft
 Scheme-of-Delegation-s1-9-March-2025-Draft v1.1
 Scheme-of-Delegation-s10-March-2025-Draft v1.1
 Scheme-of-Delegation-Appendix 1-Delegations to Committees-March 2025 v1