

**Board Meeting in Public**  
**Monday, 18 May 2026**

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|---|--|---|--|
| <b>Title of Paper</b>   | Standing Orders, Scheme of Delegation and Standing Financial Instructions                            | <b>Agenda No.</b>                           | 4.2  |
| <b>Nature of Paper</b>  | <input checked="" type="checkbox"/> Official   | <input type="checkbox"/> Official Sensitive |  |
| <b>Author(s)</b>  | Silena Dominy, Company Secretary<br>Duncan Boud, Assistant Director – Financial Control & Operations |   |  |
| <b>Lead Executive</b>   | Helen Gillan, Director of Quality<br>Carl Vincent, Chief Financial Officer                           |   |  |
| <b>Non-Executive Director Sponsor</b>   | n/a  |   |  |
| <b>Presenter(s) at Meeting</b>  | Silena Dominy, Company Secretary<br>Duncan Boud, Assistant Director – Financial Control & Operations |   |  |
| <b>Presented for</b>  | <input checked="" type="checkbox"/> Approval   | <input type="checkbox"/> Information        |  |
|   | <input type="checkbox"/> Assurance   | <input type="checkbox"/> Update             |  |
| <b>Is there a plan to communicate this to the organisation?</b>   | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No                 | <input type="checkbox"/> Yet to be determine |
| <b>Executive Summary</b>  |  |   |  |
| <p>The Standing Orders, Scheme of Delegation and Standing Financial Instructions are key governance documents, and are reviewed and updated annually. The following amendments are proposed as set out in tracked change form in the documents.</p> <p><b>Standing Orders</b></p> <ul style="list-style-type: none"> <li>• 1.3 - Date of last approved Framework Agreement updated.</li> <li>• 2.1 and 2.14.6 – Paragraphs on status and responsibilities of Chief Nursing Officer (CNO) role removed as no current appointment. Decision yet to made on future of the role.</li> <li>• 2.14.5 – Medical Director paragraph updated to include aspects of CNO role currently incorporated into Chief Medical Officer role.</li> <li>• 2.14.7 - Director of Quality and Governance paragraph updated to include aspects of CNO role currently incorporated into Director of Quality and Governance role.</li> <li>• 5.9 – name of NHSBT Charity updated.</li> <li>• 8.13, 8.15, 8.21 and 8.22 – cross referencing corrected.</li> <li>• 8.14 – brought in line with definitions set out in Conflicts of Interest Policy.</li> </ul> <p><b>Scheme of Delegation</b></p> <p>Section 1-9</p> <ul style="list-style-type: none"> <li>• 1.1 – wording brought in line with Standing Orders.</li> <li>• 4.2 and 4.6 – name of NHSBT Charity updated.</li> <li>• 6.2.3 – Responsibilities updated to new roles.</li> </ul> <p>Section 10</p> <ul style="list-style-type: none"> <li>• updates to the threshold at which external spend with suppliers requires DHSC approval, from £10m to £20m</li> <li>• notes to clarify when an Accounting Officer Assessment should be prepared</li> <li>• updates to reflect changes to internal establishment controls, already in place and communicated to the organisation</li> <li>• the addition of a category for External Conferences and Events, which reflects guidance already communicated to the organisation</li> </ul> |  |   |  |

- minor changes to Contingent Labour (external approval threshold change from 'including' to 'excluding' VAT)
- updates to internal delegations relating to the Execution of Procurement Contracts and Sales Agreements
- the removal of the Clinical Negligence category, which only applies to NHS Resolution (NHSR) itself and no longer features in the DHSC Delegation Letter to NHSBT; NHSBT clinical negligence claims are managed by NHSR on NHSBT's behalf, with any excess or liabilities from gaps in cover dealt with under the Special Payments heading
- updates where roles and responsibilities have changed, and additional notes to aid clarity

**Appendix**

- Amendments to the delegations to Board Sub-Committees reflect Board approved amendments to Terms of Reference of such as at this time. The schedule may need further review following the July/September 2026 reviews of Terms of Reference.

**Standing Financial Instructions**

- 1.1.4 – removal of duplication with 1.1.2.
- 2.4.3 - updates to reference new Internal Audit standards.
- 2.4.3, 4.1.2, 11.3, 14.3.4 - updates/clarity for roles and responsibilities have changed.
- 5.2 and 5.3 – clarity of standards for annual report and accounts.
- 7.2.3, 8.27, 9.3 and 19.3 - the inclusion of the Director of Legal Services and the Legal Services Team in key processes
- 8.5 and 8.13 – clarity on inclusion of VAT in values for procurement thresholds
- 8.7 and 11.2.6 - the latest values for procurement thresholds and applicable legislation
- 11.2.7 and Annex 1 1.3 - updated wording relating to building and property contracts and tenders
- 16.7- updated wording relating to acceptance of donations by the NHSBT Charity
- 11.4.2 and 15.3 - additions in respect of the emergency response to significant cyber incidents
- 19.4 - updated wording relating to intellectual property
- 12.1 – amendment to value for Business case rules for capital expenditure and process to be followed
- 8.16, 8.20, 8.28, 10.4.2, 14.2.3, 18.3 – updated wording for clarity/correctness

Legal, Commercial, Estates and DDTs contributed to the review of the SFIs.

**Previously Considered by**

The last annual review was undertaken in March 2025. The Audit, Risk and Governance Committee reviewed the proposed amendments and recommend them to the Board for approval.

**Recommendation**

The Board is asked to approve the amendments to the Standing Orders, Scheme of Delegation 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  
P-11 Corporate Governance

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

- Collaborate with partners     
 Invest in people and culture     
 Drive innovation  
 Modernise our operations     
 Grow and diversify our donor base

**Appendices:**

NHSBT Standing Orders  
Scheme of Delegation s1-9  
Scheme of Delegation s10  
Scheme of Delegation Appendix  
NHSBT Standing Financial Instructions