# NHS Golden Jubilee

### **Meeting: NHS Golden Jubilee Board**

### **Meeting date: 28 March 2024**

### **Title: NHS Golden Jubilee Standing Financial Instructions (SFIs) (March 2024 Review)**

### **Responsible Executive/Non-Executive: Michael Breen-Director of Finance**

### **Report Author: Michael Breen-Director of Finance**

## 1 Purpose

### This report is presented to NHS Golden Jubilee Board for:

### Awareness

### Decision

### This report relates to a:

* Government policy/directive
* Legal requirement
* Local policy

### This aligns to the following NHS Scotland quality ambition(s):

* Effective

**The Standing Financial Instructions (SFIs) have been updated at March 2024. The updated SFIs were presented to the Audit and Risk Committee at their meeting 14 March 2024 and approved for presentation to NHS Golden Jubilee Board**

## 2 Report Summary

## 2.1 Situation

The Standing Financial Instructions (SFIs) are intended to provide guidance on how to administer financial arrangements within NHS Golden Jubilee and where applicable are prepared in line with current legislation and Scottish Government policy.

The current SFI’s were issued in July 2022 with the next full review scheduled for July 2024 (being a two year review cycle).

## 2.2 Background

It was agreed with the Audit and Risk Committee that the SFIs would be reviewed for presentation to the March 2024 meeting. This was based on the both the review cycle end date of July 2024 as well as the Director of Finance’s observations that the wording within the document could be more precise, consistent in terminology and generally easier for staff to understand. For example, there were multiple references to the Board being NHS Golden Jubilee as well as references to the Board meaning Board of Directors. However, for the avoidance of doubt, the substance of the current SFI’s are generally regarded as fit for purpose

## 2.3 Assessment

**2.3.1** The SFIs have now been reviewed and have been updated. As part of this review process

a number of subject experts have contributed to this updated draft set of SFIs e.g. the Senior Finance Leadership Team and Head of Procurement.

 The updated SFIs are attached as Appendix 1. Board Members will note that some sections, paragraphs and sentences are highlighted in yellow. These highlighted areas within the document are considered to be those where substantive changes have been made.

***A presentation will be provided at the meeting to highlight the key changes to NHS Golden Jubilee Board***

Excluding a general rewriting of the SFIs document the following items represent the majority of the substantive changes made

* Clarification of terminology to distinguish NHS Golden Jubilee as an organisation and the responsibilities of the Board of Directors within the SFIs
* Removal of Job Titles that do not exist with more general terms used e.g. Employees
* More references to the overall Finance Team responsibilities rather than individual Job roles.
* A number of changes have been made to the Capital Investments Section (Section 8)
* A number of changes have been made to the Procurement Section (Section 12)
* A number of changes have been made to the Endowment Funds Section (Section 18)

### 2.3.2 Quality/ Patient Care

### No items relating to service quality or patient care required to be noted.

### 2.3.3 Workforce

No items relating to workforce require to be noted

### 2.3.4 Financial

### No specific financial considerations require to be noted.

### 2.3.5 Risk Assessment/Management

No specific risk issues require to be raised.

### 2.3.6 Equality and Diversity, including health inequalities

Given the subject matter of this report an EQIA is not required.

### 2.3.7 Other impacts

No other impacts required to be noted.

### Communication, involvement, engagement and consultation

###  Given the subject of this paper this section is not applicable.

### Route to the Meeting

### The updated SFIs have been prepared for this ARC meeting

## 2.4 Recommendation

NHS Golden Jubilee Board is asked to:

### Approve NHS Golden Jubilee Standing Financial Instructions (SFIs) which were reviewed and approved at the Audit and Risk Committee on 14 March 2024.

###  List of Appendices

The following appendices are included with this report:

* Appendix One, NHS Golden Jubilee Standing Financial Instructions (SFIs)-Revised March 2024