

 <p> GIG CYMRU NHS WALES </p> <p> Iechyd Cyhoeddus Cymru Public Health Wales </p>	<p> Name of Meeting Business Executive Team Meeting Date of Meeting 6th September 2023 Agenda item: 6.4 </p>
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Model Standing Financial Instructions	
Executive lead:	Huw George, Deputy Chief Executive and Executive Director for Operations and Finance
Author:	Jane Matthews, Head of Financial Reporting and Control
Approval/Scrutiny route:	<p>The Model Standing Financial Instructions are issued by Welsh Ministers to NHS Trusts using powers of direction provided in section 19 (1) of the National Health Service (Wales) Act 2006.</p> <p>The recent review has been carried out by Welsh Government and the revision was circulated to NHS organisations in July 2023.</p>

Purpose
<p>The purpose of this paper is to bring to the attention of the Committee, the revised Model Standing Financial Instructions issued by Welsh Government and recommend that they are adopted by the Trust.</p> <p>In accordance with the Standing Financial Instructions, all Trust Board members and officers must be made aware of these Standing Financial Instructions and, where appropriate, should be familiar with their detailed content.</p>

Recommendation:					
<table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">APPROVE <input type="checkbox"/></td> <td style="width: 25%;">CONSIDER <input type="checkbox"/></td> <td style="width: 25%;">RECOMMEND <input type="checkbox"/></td> <td style="width: 25%;">ADOPT <input checked="" type="checkbox"/></td> <td style="width: 25%;">ASSURANCE <input type="checkbox"/></td> </tr> </table>	APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input checked="" type="checkbox"/>	ASSURANCE <input type="checkbox"/>
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input checked="" type="checkbox"/>	ASSURANCE <input type="checkbox"/>	
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> Recommend the adoption the latest version of the Model Standing Financial Instructions to the Board 					
<p>Link to Public Health Wales Strategic Plan</p> <p>Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.</p>					

This report contributes to the following:	
Strategic Priority/Well-being Objective	All Strategic Priorities/Well-being Objectives
Strategic Priority/Well-being Objective	Choose an item.
Strategic Priority/Well-being Objective	Choose an item.

Summary impact analysis	
Equality and Health Impact Assessment	An Equality or Health Impact Assessment is not deemed required as there is no policy implementation or business change.
Risk and Assurance	In accordance with the Standing Financial Instructions, all Trust Board members and officers must be made aware of these Standing Financial Instructions.
Health and Care Standards	This report supports and/or takes into account the Health and Care Standards for NHS Wales Quality Themes Governance, Leadership and Accountability Choose an item. Choose an item.
Financial implications	New Financial Control Procedure and review of existing Financial Control Procedures will be checked for consistency against these revised Model Financial Instructions. There are no budgetary financial implications.
People implications	None identified

1. Purpose / situation

The purpose of this paper is to bring to the attention of the Business Executive Team, the revised Model Standing Financial Instructions issued by Welsh Government and recommend that they are adopted by the Trust.

In accordance with the Standing Financial Instructions, all Trust Board members and officers must be made aware of these Standing Financial Instructions and, where appropriate, should be familiar with their detailed content.

2. Background

The full suite of Model Standing Orders (SOs), Standing Financial Instructions (SFIs) and associated documents for Local Health Boards and NHS Trusts were most recently issued in March 2021. That update was the first since March 2014 and followed a significant review exercise by a Directors of Finance Governance subgroup comprised of Finance and Procurement representatives, Board Secretaries and Welsh Government officials.

There is a requirement to keep the SFIs under review to ensure they remain accurate and reflect current requirements. The current review has been completed by Welsh Government and the revised version includes very minor changes.

3. Description/Assessment

The Model Standing Financial Instructions are issued by Welsh Ministers to NHS Trusts using powers of direction provided in section 19 (1) of the National Health Service (Wales) Act 2006. NHS Trusts in Wales must agree Standing Financial Instructions (SFIs) for the regulation of their financial proceedings and business. They shall have effect as if incorporated in the Standing Orders (SOs) (incorporated as Schedule 2.1 of SOs).

The SFIs detail the financial responsibilities, policies and procedures adopted by Public Health Wales NHS Trust. They are designed to ensure that the Trust's financial transactions are carried out in accordance with the law and with Welsh Government policy in order to achieve probity, accuracy, economy, efficiency, effectiveness and sustainability. They should be used in conjunction with the Schedule of decisions reserved to the Board and the Scheme of delegation adopted by the Trust.

The SFIs identify the financial responsibilities which apply to everyone working for the Trust and its hosted organisations. They do not provide detailed procedural advice and should be read in conjunction with the detailed departmental and financial control procedure notes. All financial procedures must be approved by the Director of Finance and Audit Committee.

The current revision which is presented here includes very minor changes which include the updating of links to external sources and the inclusion of Schedule 1: Revised General Consent to Enter Individual Contracts. This section sets out the thresholds and approval routes for Local Health Boards and NHS Trust contracts and interests in property exceeding £0.5m.

4. Recommendation

The Committee is asked to:

- **Recommend** the adoption of the latest version of the Model Standing Financial Instructions to the Board.