

**Board of Directors
Report Summary**

Date of meeting: 7 May 2026	
Title of Document: Updated Standing Financial Instructions and Scheme of Delegation	
To be presented by: James Rowe Chief Financial Officer (Interim)	Author: Shaun Elliott Financial Controller
1. Status: For Approval/Assurance/Discussion/Information	
2. Purpose: Annual review of the Trust's Standing Financial Instructions and Scheme of Delegation	
Relates to:	
Strategic Objective	<p>Include the relevant objective/all –</p> <ul style="list-style-type: none"> • Improving health: not just treating illness, moving from treatment to prevention. • Joined up care: integration and community-based delivery. • Excellent care: improved outcomes, increasing personalisation and co-production. • Developing staff: supporting our teams and building for the future. • Using technology to improve care: digital, technology and innovation – shifting from analogue to digital care.
Operational performance	
Quality and equality impact	
Legal, Regulatory, Audit	✓
Finance	✓
Governance	✓
NHS policy/public consultation	
Accreditation/Inspection	
Anchor institutions	
ICS/ICB/Alliance	
Board Assurance Framework (BAF) Risk	
Other	

3. Summary:

The annual review of the Trust's Standing Financial Instructions (SFI) and Scheme of Delegation (SoD) has been completed.

The updates predominantly relate to the addition of Procurement Act 2023 requirements along with some minor updates to annual leave carry forward approval, roles and responsibilities, and procurement limits.

Since review at the March 2026 Audit and Risk Assurance Committee, the following minor amendments have been added:

7.8 Authorisation of Tenders and Competitive Quotations

7.8.1 Providing all the conditions and circumstances set out in these SFIs have been fully complied with, formal authorisation and awarding of a contract may be decided by the following staff to the value of the contract as follows

Director of Finance	Up to and including £2,499,999.99 annual value and / or a whole life contract value up to £10 million (inclusive of VAT)
Trust Board of Directors	Over £2,499,999.99 2,500,000 annual value (inclusive of VAT)

7.8.2 These levels of authorisation may be varied or changed and need to be read in conjunction with the Board of Director's SoD.

7.8.3 Formal authorisation must be put in writing. In the case of authorisation by the Board of Directors, this shall be recorded in its Minutes.

6.2	Approval of all contracts entered into on behalf of the Trust (all values inclusive of VAT):		
(a) (i)	Annual contract value up to £2,499,999.99 and/or (ii) a whole life contract value up to £10 million	Chief Executive or Director of Finance	7.11 9.4

The full list of the changes are supplied in the table below, and the updated Standing Financial Instructions & Scheme of Delegation is attached.

4. Recommendations / Actions

Following agreement at the March 2026 Audit and Risk Assurance meeting, the Board is asked to approve amendments to SFIs and SoD.

SFI/SoD	Ref	Area	Reason	Old	New
SFI		Document Compliance	Update	NHS Audit Committee Handbook (2014)	NHS Audit Committee Handbook (2024)
SFI		Document Compliance	Update	-	Procurement Act 2023
SFI		Document Compliance	Update	2003 Money Laundering Regulations	The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017
SFI	7.2.1	Legislation and Guidance Covering Public Procurement	New regulations	The Trust shall comply with the Public Contracts Regulations 2015 and any relevant UK Directives and all requirements binding on the Trust relating to the processes to be applied when awarding all forms of contract. Such legislation shall be incorporated into the Board of Directors SOs and SFIs.	The Trust shall comply with either the Public Contracts Regulations 2015 or Procurement Act 2023 as appropriate and any relevant UK Directives and all requirements binding on the Trust relating to the processes to be applied when awarding all forms of contract. Such legislation shall be incorporated into the Board of Directors SOs and SFIs.
SFI	7.5.3	Fair, Transparent and Adequate Competition	New regulations	Where the exceptions set out in SFI paragraphs 7.1.1 and 7.5.2 apply, the Trust shall ensure that invitations to tender, whether regulated by the Public Contracts Regulations 2015 or not, and the tender process adopted are fair and transparent. Where a tender process is conducted, the Trust shall, in order to ensure best value is obtained, invite tenders from a sufficient number of firms/individuals (normally at least 4) to provide fair and adequate competition.	Where the exceptions set out in SFI paragraphs 7.1.1 and 7.5.2 apply, the Trust shall ensure that invitations to tender, whether regulated by either the Public Contracts Regulations 2015 or Procurement Act 2023 or not, and the tender process adopted are fair and transparent. Where a tender process is conducted, the Trust shall, in order to ensure best value is obtained, invite tenders from a sufficient number of firms/individuals (normally at least 4) to provide fair and adequate competition.

SFI/SoD	Ref	Area	Reason	Old	New
SFI	7.7.2	Competitive Quotations	Update	(a) Written quotations should be obtained from at least three firms/individuals if contract value is between £10,000 - £74,999 (inclusive of VAT) based on specifications or terms of reference prepared by, or on behalf of, the Trust. Below the value of £10,000 at least two written quotations should be obtained following liaison with the Procurement Department but below £9,999, two verbal quotations should be obtained at the budget holder's discretion;	(a) Written quotations should be obtained from at least three firms/individuals if contract value is between £10,000 - £74,999 (inclusive of VAT) based on specifications or terms of reference prepared by, or on behalf of, the Trust. Below the value of £10,000 at least two written quotations should be obtained following liaison with the Procurement Department but below £4,999, two verbal quotations should be obtained at the budget holder's discretion;
SFI	7.11.1	Compliance Requirements for All Contracts	New regulations	(b) Public Contract Regulations (2015) and Find A Tender Service and other statutory provisions;	(b) Public Contract Regulations (2015) and Procurement Act 2023 and Find A Tender Service and other statutory provisions;
SoD	5.4	Quotation and Tendering Limits (all limits quoted include VAT):	New regulations Update	(d) Execute formal tender procedures and obtain minimum of four written competitive tenders (if feasible) for goods/services over £75,000 (Public Contract Regulations apply, values exclude vat: thresholds applicable from January 2024): Goods/Services: £139,688 (inc. VAT); Build Works Contracts: £5,372,609 (inc. VAT); and Social Care and other specific Service Contracts (Light Touch): £663,540 (inc. VAT).	(d) Execute formal tender procedures and obtain minimum of four written competitive tenders (if feasible) for goods/services over £75,000 (Public Contract Regulations 2015 or Procurement Act 2023 apply, values include VAT: thresholds applicable from January 2024): Goods/Services: £135,018 (inc. VAT); Build Works Contracts: £5,193,000 (inc. VAT); and Social Care and other specific Service Contracts (Light Touch): £663,540 (inc. VAT).

SFI/SoD	Ref	Area	Reason	Old	New
SoD	5.7.1	Opening Tenders (£75,000 and over)	Update	One Executive Director and appropriate Associate Director of Operations/Nursing or Nominated Deputy	Head of Contracting and Procurement or Procurement Leads
SoD	5.7.3	Acceptance of formal written Tender Evaluation Report and approval of recommended tender: (b) £2,500,000 or more (annual values) (To be recorded in the Minutes of the Board of Directors)	Update	Board of Directors	Chief Executive Board of Directors
SoD	5.9.2	Documented evidence required for waiving of quotations from £10,000 to £74,999		Head of Contracting and Procurement with Director of Finance or Chief Executive	Head of Contracting and Procurement
SoD	6.1	CONTRACTING	Update	<p>All contracts, being legally binding, shall comply with best costing practice and devised to manage contractual risk, whilst optimising the Trust's opportunity to generate income.</p> <p>A contract value of £10 million or above requires Cabinet Office visibility of the Trust's commercial pipeline information in line with Commercial Pipeline Guidance.</p> <p>All contracts must be entered into in line with Trust SFIs.</p> <p>This includes contracts for the provision of services and bidding for new business.</p>	<p>All contracts, being legally binding, shall comply with best costing practice and devised to manage contractual risk, whilst optimising the Trust's opportunity to generate income.</p> <p>A potential contract with a value of £20m million or above requires Cabinet Office visibility of the Trust's commercial pipeline information. Any projects that include a potential contract with a value of £20m and above must take account of the Commercial Pipeline Guidance.</p> <p>All contracts must be entered into in line with Trust SFIs.</p> <p>This includes contracts for the provision of services and bidding for new business.</p>

SFI/SoD	Ref	Area	Reason	Old	New
SoD	6.2	Approval of all contracts entered into on behalf of the Trust (all values inclusive of VAT):	Update	(ii) a whole life value of £10 million or higher	(ii) a whole life value of £20m million or higher
SoD	7.5.2	Annual leave – approval of carry forward (up to maximum of five days)	Update	Line or Department Manager	Line or Department Manager following approval by Divisional Management Team
SoD	13.2.3	Losses within limits set by the DHSC governing: <ul style="list-style-type: none"> •Cash •Fruitless Payments (including abandoned capital schemes) •Bad Debts and claims abandoned •Damage to buildings, fittings, furniture, equipment, loss of equipment, property and stores (a) Under £5,000	Update	Deputy Director of Finance	Financial Controller