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| Meeting:**Date:** | Board of NHS Golden Jubilee28 July 2022 |
| Subject: | Standing Financial Instructions |
| Recommendation:  | Members are asked to:

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| Discuss and Note |  |
| Discuss and Approve |  |
| Note for Information only |  |

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## Background

The Board Standing Financial Instructions (SFIs) are intended to provide guidance on how to administer financial issues within the Board and are prepared in line with current legislation and Scottish Government policy.

Previously it was agreed that SFIs would be reviewed every two years with updates to specific elements being taken as required, due to the impact of the pandemic this review did not happen in the last financial year, however it should be noted that there were no significant accounting changes that would have impacted on the existing SFIs.

## SFIs for approval

Due to the issue noted above we have presented the individual SFIs over the past three ARCs for approval. The sections below have now been consolidated into one set of SFIs for the Board:

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| SECTION |  |  |
| 1 | Introduction and Code of Conduct for Staff | Approved at the April committee  |
| 2 | Financial Plans & Trajectories | Approved at the April committee  |
| 3 | Service Agreements for Provisions of Services | Approved at the April committee  |
| 4 | Budget Planning and Maintenance | Approved at the April committee |
| 5 | Funding and Income | Approved at the April committee  |
| 6 | Annual Accounts and Reports | Approved at the April committee |
| 7 | Bank and Government Banking  | Approved at the April committee  |
| ~~8~~ | ~~Investments~~ | ~~Removed as the Board doesn’t have investments~~ |
| 8 | Capital Investments | Approved at the April committee  |
| 9 | Fixed Assets | Approved at the April committee  |
| 10 | Payment of Staff | Approved at the March committee |
| 11 | Payment of Accounts | Approved at the April committee  |
| 12 | Purchasing | Approved at the March committee |
| 13 | Stores and receipt of goods | Approved at the March committee |
| 14 | Patients’ Property | Approved at the April committee  |
| 15 | Information Technology | Approved at the June committee |
| 16 | Audit | Approved at the April committee  |
| 17 | Condemnations, Losses and Special Payments | Approved at the April committee  |
| 18 | Endowments | Approved at the March committee |
| 19 | Risk Management & Insurance | Approved at the April committee |
| ~~20~~ | ~~Retention of Documents~~ | ~~Removed, refer to Board record retention policy~~ |
| 20 | Fraud, Theft and Other Irregularities | Approved at the June committee |

## Next Steps

All the individual instructions have been reviewed and approved by the Audit and Risk Committee, we are now seeking formal Board approval for these Standing Financial Instuctions.

Following approval we will communicate the updated SFIs and make them available on the Board’s intranet for all staff.

On an ongoing basis, the full SFIs will be reviewed every two years however; any significant change to individual instructions will be updated as required.

## Conclusion/Recommendation

Members are asked to approve the attached Standing Financial Instructions.

## Colin Neil

**Director of Finance**

**13 July 2022**

Prepared by: Lily Bryson – Assistant Director of Finance (Governance and Financial Accounting)