





**TRUST BOARD / SLT COVER SHEET**

	<p><i>The cover sheet purpose is to provide the Trust Board/Committee with a clear summary of the paper being presented, how it impacts on the people we serve, key matters for attention and the ask of the Trust Board/Committee</i></p> <p><i>The Accountable Director must satisfy themselves that the cover sheet is accurate and fully reflects the paper. The expectation is that the Accountable Director has read and agreed the content of both the cover sheet and paper.</i></p>	
<p><b>Meeting and Date of meeting</b></p>	<p style="text-align: center;"><i>Trust Board</i> <i>26<sup>th</sup> June 2025</i></p>	
<p><b>Title of paper</b></p>	<p style="text-align: center;"><i>SHSCT Standing Financial Instructions</i></p>	
<p><b>Accountable Director</b></p>	<p><b>Name</b></p>	<p style="text-align: center;"><i>Catherine Teggart</i></p>
	<p><b>Position</b></p>	<p style="text-align: center;"><i>Director of Finance, Procurement &amp; Estates</i></p>
<p><b>Report Author</b></p>	<p><b>Name</b></p>	<p style="text-align: center;"><i>Alison Rutherford</i></p>
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<p><b>This paper sits within the Trust Board role of:</b></p>	<p style="text-align: center;">Accountability</p>	
<p><b>This paper is presented for:</b></p>	<p style="text-align: center;">Approval <i>(Notes on completion at end of document)</i></p>	
<p><b>Links to Trust Strategic Priorities</b></p> 	<input type="checkbox"/>	<p>Collaborative Working</p>
	<input checked="" type="checkbox"/>	<p>Learning Organisation</p>
	<input checked="" type="checkbox"/>	<p>Safety, Quality &amp; Experience</p>
	<input type="checkbox"/>	<p>Community First</p>
	<input type="checkbox"/>	<p>Whole-Life Approach</p>

## 1. Reason for Presentation of Paper / Report

The Standing Financial Instructions of the Trust are one of the key financial governance documents and outline the delegated financial responsibilities from the Accounting Officer and Trust Board.

Each Trust must agree Standing Financial Instructions (SFIs) for the regulation of the conduct of its members and officers in relation to all financial matters with which they are concerned. They shall have effect as if incorporated in the Standing Orders (SOs). They are the “business rules” that Directors and employees (including employees of third parties contracted by the Trust) must follow when acting on behalf of the Trust.

The Standing Financial Instructions detail the financial responsibilities, policies and procedures adopted by the Trust. They are designed to ensure that the Trust's financial transactions are carried out in accordance with the law and with Government policy in order to achieve probity, accuracy, economy, efficiency and effectiveness. They should be used in conjunction with the Standing Orders, Schedule of Decisions Reserved to the Board and the Scheme of Delegation adopted by the Trust.

The Standing Financial Instructions were last updated in March 2020 and therefore needed to be refreshed. Both SLT and the Audit and Risk Assurance Committee considered these in May 2025 and recommended for onward approval.

## 2. Detailed summary of paper contents:

The following key changes have been made:

- Refresh of terminology
- Refresh against relevant HSC (F) Circulars
- Update to Audit and Risk Assurance Committee (Pg 11) and inclusion of reference to Finance, Performance and Workforce Committee (Pg 24)
- Refresh of Internal Audit section, with input from HIA (Pg 15)
- Update of Procurement and Contract Management section, including reference to Procurement Act 2023, NI Public Procurement Policy Statement and input from BSO PALS. (Section 8, pg 32-42)
- Refresh of Budgetary control (Section 4, pg 20-25)
- Comparison of Trust SFIs with SET SFIs for key sections

It is appreciated that this document is lengthy. The contents page contains links to each section and each section has a summary box outlining the key points from that section at the start.

When this document is approved, a training/awareness programme will be designed giving thought to the best way to deliver the key messages in this document to those staff with delegated financial responsibilities.

## 3. Areas of improvement/achievement:

These draft SFIs were presented to ARAC on Thursday 15 May. Since then, the contents page has been linked to each section for ease and the references to the recently launched NI Public Procurement Policy Statement updated.

The SFIs will continue to require regular review in light of the constantly changing financial regime, policy and environment.

**4. Areas of concern/risk/challenge:**

Once approved the method of dissemination/training to staff with delegated financial responsibilities will require to be determined and delivered in 2025/26.

**5. Impact on Statutory Duties: Provide details on the impact of the following and how.**

<i>Financial Impact</i>	<i>Safety and Quality Impact</i>
No, there are no Financial Impacts	No, there are no Quality, Safety or Experience Impacts

**6. Risk Assessment (Risk level and state if a risk assessment be completed)**

Risk assessment not required

**7. Other Business Intelligence/data (If appropriate)**

*Not applicable*

**8. Impact: Provide details on the impact of the following and how. If this is N/A you should explain why this is an appropriate response.**

<b>Corporate Risk Register</b>	N/A
<b>Board Assurance Framework</b>	Part of Trust Governance arrangements
<b>Equality and Human Rights</b>	N/A

### **Trust Board Role Fulfilment**

<b>Strategy</b>	<i>Papers in this category should address forward-looking priorities, long-term objectives, or service transformation. These are typically focused on shaping the future of the organisation and will often involve decisions on direction, investment, or innovation.</i>
<b>Culture</b>	<i>These papers aim to influence or reflect the values, behaviours, and staff or patient experiences within HSC. They may relate to leadership development, equality, diversity and inclusion, staff engagement, or initiatives intended to reinforce our organisational ethos.</i>
<b>Accountability</b>	<i>Papers falling into this area relate to governance, assurance, performance monitoring, compliance, and risk. They provide evidence that responsibilities are being fulfilled, standards are being met, and corrective actions are being taken where necessary.</i>

### **Reasons for Paper Presentation**

<b>Approval</b>	<i>Used when an item requires a formal agreement or endorsement by the meeting / committee members. Examples are approving minutes, budgets, proposals or policies.</i>
<b>Assurance</b>	<i>Used when an item can be measured against a certain criteria / standard. Examples are a project is on course with delivery or financial targets are being met.</i>
<b>Information</b>	<i>Used when an item is presented for the purpose of updating or informing the attendees without requiring a decision or action, such as reports, updates, or announcements.</i>
<b>Discussion</b>	<i>Used when an item is listed primarily for open discussion, brainstorming or gathering input from the members without requiring an immediate decision.</i>