

List of changes made to the SFI's

Section	Contents	Allocated name	Date sent	Date returned	Nature / reasons for change
10.0	Introduction				
10.1	General	Majid Bhatti	17-Aug	02-Sep	Name changes only
10.2	Responsibilities	Majid Bhatti	17-Aug	02-Sep	Minor changes to wording
11.0	Audit				
11.1	Audit Committee	Majid Bhatti	17-Aug	02-Sep	Changes made 11.1.1
11.2	Chief Financial Officer	Majid Bhatti	17-Aug	02-Sep	Name changes only
11.3	Role of Internal Audit	Majid Bhatti	17-Aug	02-Sep	11.3.1 - 11.3.5 including addition 11.3.6
11.4	External Audit	Majid Bhatti	17-Aug	02-Sep	Name changes only
11.5	Fraud and Corruption	Majid Bhatti	17-Aug	02-Sep	Name changes only
11.6	Security Management	Majid Bhatti	17-Aug	02-Sep	Name changes only
12.0	Annual Accounts and Reports				
12.1	The Chief Financial officer responsibilities: preparation and submission of financial reports and reports	Majid Bhatti	17-Aug	02-Sep	Change 12.1 (a)
12.2	Annual Accounts	Majid Bhatti	17-Aug	02-Sep	No changes
12.3	Annual Report	Majid Bhatti	17-Aug	02-Sep	No changes
13.0	Bank and OPG Accounts				
13.1	General	Linda Green	17-Aug	12-Aug	Deleted OPG
13.2	Bank and OPG Accounts	Linda Green	16-Aug	23-Aug	13.2(b) Remove wording "Office of the Paymaster General (OPG)"
13.3	Banking Procedures	Linda Green	17-Aug	23-Aug	Deleted OPG
13.4	Tendering and review	Linda Green	17-Aug	23-Aug	Deleted OPG
14.0	Income, Fees and Charges and Security of Cash, Cheques and other Negotiable Instruments				
14.1	Income Systems	Julie Wells	17-Aug	05-Sep	Name changes only
14.2	Fees and Charges	Julie Wells	17-Aug	05-Sep	Name changes only
14.3	Debt Recovery	Linda Green	17-Aug	23-Aug	Name changes only
14.4	Security of Cash, Cheques and other negotiable Instruments	Linda Green	17-Aug	23-Aug	Name changes only
15.0	Income - NHS Contracts for provision of Services				
15.1	Introduction - commissioning healthcare in the NHS	Julie Wells/ D Peters	17-Aug	05-Sep	Deleted reference to 2008/09 plus amendment 5.1.2
15.2	The NHS contract	Julie Wells/ D Peters	17-Aug	05-Sep	Deleted reference to 2008/09
15.3	Trust responsibilities to agree the contract with PCTs	Julie Wells/ D Peters	17-Aug	05-Sep	Name changes and change of dates
15.4	Contractual Control and reports to Board	Julie Wells	17-Aug	05-Sep	Name change - PS to confirm Director responsible
15.5	Work done that is not covered or restricted by the contract	Julie Wells	17-Aug	05-Sep	Name change - PS to confirm Director responsible

Section	Contents	Allocated name	Date sent	Date returned	Nature / reasons for change
16.0	Allocations, Planning, Budgets, Budgetary Control and Monitoring				
16.1	Preparation and Approval of Plans and Budgets	Coral Jackson	17-Aug	18-Aug	Name changes only
16.2	Budget Holders	Coral Jackson	17-Aug	18-Aug	Name changes only
16.3	Budgetary Delegation	Coral Jackson	17-Aug	18-Aug	Name changes only
16.4	Budgetary Control and Reporting	Coral Jackson	17-Aug	18-Aug	Name changes only
16.5	Capital Expenditure	Djafer Erdogan	17-Aug	05-Sep	No changes
16.6	Monitoring Returns	Coral Jackson	17-Aug	18-Aug	No changes
17.0	Tendering and Contracting				
17.1	Duty to comply with Standing orders and Standing Financial Instructions	Lee Edwards	17-Aug	02-Sep	No changes
17.2	EU Directives Governing Public Procurement	Lee Edwards	17-Aug	02-Sep	No changes
17.3	Reverse eAuctions	Lee Edwards	17-Aug	02-Sep	No changes
17.4	Capital Investment Manual and other Department of Health Guidance	Lee Edwards	17-Aug	02-Sep	No changes
17.5	Formal Competitive Tendering	Lee Edwards	17-Aug	02-Sep	17.5.3 Deleted PASA - replaced with Buying Solutions
17.6	Contracting/Tendering procedure	Lee Edwards	17-Aug	02-Sep	Name changes only. Minor typo corrected 17.6.3 (viii)
17.7	Quotations : Competitive and Non-Competitive	Lee Edwards	17-Aug	02-Sep	Name changes only
17.8	Authorisation of Tenders and Competitive Quotations	Lee Edwards	17-Aug	02-Sep	Name changes only
17.9	Instances where Formal Competitive Tendering or Competitive Quotation is not required	Lee Edwards	17-Aug	02-Sep	Name changes only
17.10	Private Finance for capital procurement	Djafer Erdogan	17-Aug	05-Sep	No changes
17.11	Compliance requirements for all Contracts	Djafer Erdogan	17-Aug	05-Sep	Amendment 17.11 Superseded manuals
17.12	Personnel and Agency or Temporary Staff Contracts	Lee Edwards + Sue Mason	09-Sep		
17.13	Healthcare Services Agreements (overlap with no. 18)	??			Amendment by PS to be tracker
17.14	Disposals overlap with 26	Djafer Erdogan	17-Aug	05-Sep	No changes
17.15	In-house Services	Lee Edwards	09-Sep	09-Sep	No changes
17.16	Applicability of SFIs on Tendering and Contracting to funds held in trust	Lee Edwards	09-Sep		
18.0	Pay Expenditure				
18.1	Remuneration and Terms of Services	Mary King Sue Mason	17-Aug	06-Sep	No changes

Section	Contents	Allocated name	Date sent	Date returned	Nature / reasons for change
18.2	Funded Establishment	Mary King Sue Mason	17-Aug	06-Sep	changes to be made about pay
18.3	Staff Appointments	Mary King Sue Mason	17-Aug	06-Sep	18.4.1, 18.4.2, 18.4.4 changed from Director of Finance to Director of HR
18.4	Processing Payroll	Mary King Sue Mason	17-Aug	06-Sep	No changes
18.5	Expenses Payable to Staff	Mary King Sue Mason	17-Aug	06-Sep	No changes
18.6	Contracts of Employment	Mary King Sue Mason	17-Aug	06-Sep	No changes
19.0	Non-Pay Expenditure				
19.1	Delegation of Authority				
19.2	Choice, Requisitioning, Ordering, Receipt and Payment for Goods and Services (overlap 17)	Lee Edwards	09-Sep	09-Sep	MB to review 19.2.5 whole section
19.3	Paying advance - prepayments	Lee Edwards	09-Sep		
19.4	Official orders	Lee Edwards	09-Sep	09-Sep	No changes
19.5	Duties of Managers and Officers	Lee Edwards	09-Sep		
19.6	Joint Financial Arrangements with Local Authorities and Voluntary Bodies (overlap no.9.1)				Linked in with SO 9.1
20.0	Trust Commissioning of Healthcare Services				
20.1	Role of the Chief Executive	Larisa Wallis	09-Sep		
20.2	Role of the Chief Operating Officer	Larisa Wallis	09-Sep		
21.0	BLANK				
22.0	External Borrowing				
22.2	Investments	Majid Bhatti	17-Aug	02-Sep	Name changes only
23.0	Financial Framework				
24.0	Capital Investment, Private Financing, Fixed Asset Registers and Security of Assets				
24.1	Capital Investment	Djafer Erdogan	17-Aug	05-Sep	Minor changes - Superseded manuals
24.2	Private Finance (overlap 17.10)	Djafer Erdogan	17-Aug	05-Sep	No changes
24.3	Asset Registers	Djafer Erdogan	17-Aug	05-Sep	No changes
24.4	Security of Assets	Djafer Erdogan	17-Aug	05-Sep	No changes
25.0	Stores and Receipt of Goods				
25.1	General position	Lee Edwards	17-Aug	02-Sep	Name changes only
25.2	Control of stores, Stocktaking, condemnations and disposal	Lee Edwards	17-Aug	02-Sep	Name changes only
25.3	Goods supplied by NHS Logistics	Lee Edwards	17-Aug	02-Sep	Name changes only

Section	Contents	Allocated name	Date sent	Date returned	Nature / reasons for change
26.0	Disposals and Condemnations, Losses and Special Payments				
26.1	Disposals and Condemnations, Losses and Special Payments	Lee Edwards Linda Green	17-Aug	02-Sep	Name changes only
26.2	Losses and Special Payments	Lee Edwards Linda Green	17-Aug	02-Sep	Name changes only
27.0	Information Technology				
27.1	Responsibilities and duties of the Chief Financial Officer	P Hodgetts A Humm	09-Sep		
27.2	Responsibilities and duties of other Directors and officers in relation to compute systems of a general application	Sally Spencer	09-Sep	13-Sep	Responsibility is now Chief Nurse and does not come under Information Technology but should be Integrated Governance
27.3	Contracts for Computer Services with other health bodies or outside agencies	P Hodgetts A Humm	09-Sep		
27.4	Risk Assessment	P Hodgetts A Humm	09-Sep		
27.5	Requirements for Compute Systems which have an impact on corporate financial systems	P Hodgetts A Humm	09-Sep		
28.0	Patients Property	Helen Lawrence	09-Sep		
29.0	Funds held on Trust				
29.1	Corporate Trustee	Majid Bhatti	17-Aug	02-Sep	Changes made Pt 1 Additional point 3
29.2	Accountability to Charity Commission and Secretary of State for Health	Majid Bhatti	17-Aug	02-Sep	No changes
29.3	Applicability of Standing Financial Instructions to funds held on Trust	Majid Bhatti	17-Aug	02-Sep	No changes
30.0	Acceptance of Gifts by Staff and Link to Standards of Business Conducts	Sue Mason	09-Sep	13-Sep	Link to Bribery Act and Counter Fraud policy added
31.0	Payments to Independent Contractors	Majid Bhatti	09-Sep		Review other Trusts SFIs
32.0	Retention of Records	Majid Bhatti	09-Sep	09-Sep	Review with PS - no changes made
33.0	Risk Management and Insurance				
33.1	Programme of Risk Management	Edwina Anderson	17-Aug	01-Sep	Reviewed by EA. No amendments to be made.
33.2	Insurance: Risk Pooling Schemes administered by NHSLA	Edwina Anderson	17-Aug	01-Sep	Reviewed by EA. No amendments to be made.
33.3	Insurance arrangements with Commercial Insurers	Edwina Anderson	17-Aug	01-Sep	Reviewed by EA. No amendments to be made.
33.4	Arrangements to be followed by the Board in agreeing Insurance coer	Edwina Anderson	17-Aug	01-Sep	Reviewed by EA. No amendments to be made.