

Policies, Procedures, Guidelines and Protocols

Document Details		
Title	Scheme of Reservation	
Trust Ref No	1352-85986	
Local Ref (optional)		
Main points the document covers	This document details decisions reserved for the Board	
Who is the document aimed at?	All staff	
Author	Head of Financial Accounting	
Approval process		
Approved by (Committee/Director)	Trust Board	
Approval Date	December 2023	
Initial Equality Impact Screening	Yes	
Full Equality Impact Assessment	No	
Lead Director	Sarah Lloyd, Chief Finance Officer	
Category	Finance	
Subcategory	Standing Orders	
Review date	December 2024	
Distribution		
Who the policy will be distributed to	Distributed to senior staff as defined by directors	
Method	Electronically to senior staff & available to all staff via the Trust website	
Document Links		
Required by CQC		
Required by NHSR		
Other		
Amendments History		
No	Date	Amendment
1	September 2018	D.15 changed reference to 'NHS Litigation Authority' and replaced with 'NHS Resolution'
2	September 2019	Minor amendments to terminology
3	September 2020	No amendments required
4	September 2021	Added Director of Finance Removed Director of Finance and Strategy and Associate Director of Finance Minor grammatical amendments
5	September 2022	Added Chief Finance Officer Removed Director of Finance
6	September 2023	No Changes Required

## SHROPSHIRE COMMUNITY HEALTH NHS TRUST SCHEME OF RESERVATION

### DECISIONS RESERVED TO THE BOARD

#### **A. General Enabling Provision**

1. The Board may determine any matter, for which it has delegated or statutory authority, it wishes in full session within its statutory powers.

#### **B. Regulations and Control**

1. Approval, variation, and amendment of Standing Orders (SOs), a Scheme of Reservation and Standing Financial Instructions (SFIs) for the regulation of its proceedings and business.
2. Suspension of Standing Orders.
3. Ratifying any urgent decisions taken by the Chair or Chief Executive in public session in accordance with SO 5.2.
4. Approval of a Scheme of Delegation of powers from the Board to committees.
5. Requiring and receiving the declaration of Board members' interests which may conflict with those of the Trust and determining the extent to which that member may remain involved with the matter under consideration.
6. Requiring and receiving the declaration of officers' interests which may conflict with those of the Trust.
7. Approval of arrangements for dealing with complaints.
8. Adoption of the organisation structures, processes, and procedures to facilitate the discharge of business by the Trust and to agree modifications thereto.
9. Receipt of reports from committees including those which the Trust is required by the Secretary of State or other regulation to establish and to take appropriate action on.
10. Confirmation of the recommendations of the Trust's committees where the committees do not have executive powers.
11. Approval of arrangements relating to the discharge of the Trust's responsibilities as a corporate trustee for charitable funds.
12. Establishing terms of reference and reporting arrangements of all committees and sub-committees that are established by the Board.
13. Approval of arrangements relating to the discharge of the Trust's responsibilities as a bailer for patients' property.
14. Authorising the use of the seal.
15. Disciplining of members of the Board or employees who are in breach of statutory requirements or SOs.
16. Ratifying or otherwise instances of failure to comply with Standing Orders brought to the Chief Executive's attention in accordance with SO 5.6.

#### **C. Appointments/ Dismissal**

1. Appointment of the Vice Chair of the Board.
2. Appointment and dismissal of committees (and individual members) that are directly accountable to the Board.
3. Appointment, appraisal, disciplining and dismissal of Executive Directors subject to SO 2.2.

## DECISIONS RESERVED TO THE BOARD

4. Confirmation of appointment of members of any committee of the Trust as representatives on outside bodies.
5. Appointment appraisal, disciplining and dismissal of the Secretary (if the appointment of a Secretary is required under SOs).
6. Approving the proposals of the Appointments, Nomination & Remuneration Committee regarding directors and senior employees and those of the Chief Executive for staff not covered by the Appointments, Nomination & Remuneration Committee.

### **D. Strategy, Plans and Budgets**

1. Definition of the strategic aims and objectives of the Trust.
2. Identification of the key strategic risks, evaluation of them and ensuring that adequate responses are in place and are monitored.
3. Approval of proposals for ensuring quality and developing clinical governance in services provided by the Trust, having regard to any guidance issued by the Secretary of State.
4. Approval of the Trust's policies and procedures for the management of risk.
5. Approval of Outline and Final Business Cases for Capital Investment.
6. Approval of budgets.
7. Approval annually of the Trust's proposed organisational development proposals.
8. Ratification of proposals for acquisition, disposal or change of use of land and/or buildings
9. Approval of PFI proposals.
10. Approval of the opening of bank accounts.
11. Approval of proposals on individual contracts (other than NHS contracts) of a capital or revenue nature amounting to, or likely to amount to over £100,000 over a 3-year period or the period of the contract if longer.
12. Approval of proposals in individual cases for the write off, of losses or making of special payments above the limits of delegation to the Chief Executive and Chief Finance Officer and other officers (for losses and special payments) previously approved by the Board.
13. Approval of individual compensation payments.
14. Approval of proposals for action on litigation against or on behalf of the Trust.
15. Review of the use of the NHS Resolution risk pooling schemes (LPST/CNST/RPST).

### **E. Policy Determination**

1. Approval of management policies including personnel policies incorporating the arrangements for the appointment, removal, and remuneration of staff.

### **F. Audit**

1. Receiving the annual management letter received from the External Auditor and agreement of proposed action, taking account of the advice, where appropriate, of the Audit Committee.
2. Receiving the annual report from the Internal Auditor and agreement of proposed action, taking account of the advice, where appropriate, of the Audit Committee.

## DECISIONS RESERVED TO THE BOARD

### **G. Annual Report and Accounts**

1. Receipt and approval of the Trust's Annual Report and Annual Accounts.
2. Receipt and approval of the Annual Report and Annual Accounts for Charitable Funds.

### **H. Monitoring**

1. Receipt of such reports as the Board sees fit from committees in respect of its exercise of powers delegated.
2. Continuous appraisal of the affairs of the Trust by means of the provision to the Board as the Board may require from directors, committees, and officers of the Trust as set out in management policy statements. All monitoring returns required by the Department of Health shall be reported, at least in summary, to the Board.
3. Receipt of reports from the Chief Finance Officer on actual and forecast income from SLAs.