

Item 5.3b Appendix 2

Proposed Key Updates to the Corporate Governance Manual – June 2020

A review of the Corporate Governance Manual is undertaken on an annual basis. The latest review has been undertaken with support from MIAA. The key changes made to the document are summarised below.

Document	Ref	Update – Main Changes
1.Foreword		Date change to 2020
2. Monitor Provider Licence	2.1 Monitor Provider Licence	No change needed
3. Constitution		No change needed
4. Standing Financial Instructions and Tendering	4.1 Tendering Procedure	Only change is to update the cover sheet
	4.2 SFI	No change needed
5. Scheme of Reservation and Delegation (SORD)		Update needed to improve the virement and business case areas. Plan is to complete in advance of October 2020 Audit Committee meeting.
APPENDICES		
A. Conduct and Probity	A1 – NHS Constitution	No change needed
	A2 – Code of Conduct for NHS Boards	No change needed
	A3 – Code of Conduct for Council of Governors	No change needed
	A4 – Code of Conduct for NHS Managers	No change needed
	A5 – Standards of Business and Personal Conduct Policy	In para 7.1.4 updated to note that annual update is via the Trust's Register of Interests Online system

Document	Ref	Update – Main Changes
	A6 – Payment by Results Code of Conduct	No change needed
B. Key Corporate Arrangements and Policies	B1 – NHS Foundation Trust Accounting Officer Memorandum	No change needed
	B2 – Board Assurance Framework (BAF) Policy	No change needed
	B3 – Risk Management Policy	No change needed
	B4 – Internal Audit Charter	Updated for MIAA Engagement Lead
	B5 – Capital Investment Policy	Updated the NHS Improvement threshold values to reflect the Trust's 19/20 audited accounts
	B6 – Treasury Management Policy	Update needed. Plan is to complete in advance of October 2020 Audit Committee meeting.
	B7 – Anti – Fraud, Bribery & Corruption and Response Plan	No change needed
	B8 – Conflict of Interest Policy	No change needed
	B9- Freedom to Speak up Policy	Slight changes to wording and contact details
	B10 – Information Disclosure Policy	Data Protection Bill 2018 changed to Data Protection Act 2018; COH deadline amended to 4:30pm; IG Manager amended to Head of IG & Admin; Reference to CSIGAG added; Annual staff IG survey removed.
	B11 – Fit and Proper Person Policy	No change needed
	B12 – Organisational Learning	No change needed
	B13 – Government Procurement Credit Card Policy	Updated to include Chief Executive of Innovations Agency
	B14 – Data Quality Strategy	Update needed. Plan is to complete by the 21.10.20 review date for the document. This will include uplift into

Document	Ref	Update – Main Changes
		the Trust's template. Work on this will be progressed during July 2020.
C. TOR – Assurance Committees	C1 – Committee Structure	Removed reference to Operational Planning Annual Task & Finish Group; amended name of Business Transformation Steering Group to Finance & Improvement Steering Group
	C2 - Audit	No change needed
	C3 – TOR – Charitable Funds	No change needed
	C4 – Quality Committee TOR	No change needed
	C5 – Integrated Performance TOR	No change needed
	C6 – People Committee ToR	No change needed
	C7 – Nominations & Remuneration - Executives	No change needed
	C8 – Operational Board ToR	Amendments as per C1 above
D. Council of Governors	D1 – Statement of Roles and Responsibilities	No change needed
	D2 – Policy for Raising Serious Concerns	No change needed
	D3 – Engaging the External Auditor	No change needed
	D4 – TOR – Nominations and Remuneration (Non Executives)	No change needed
	D5 – Composition of Non Executive Directors	No change needed