

Item 9.1b

Proposed Key Updates to the Corporate Governance Manual – June 2017

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

Document	Ref	Update
1. Monitor Provider Licence	Monitor Provider Licence	No change
2. Constitution	3.1 Constitution	No change
3. Scheme Financial Instructions and Tendering	4.1 Tendering Procedure	Updated to reflect change in job titles.
	4.2 SFI	Reviewed by Finance and updated to reflect; <ul style="list-style-type: none">• Changes in Executive job title• Change from Monitor to NHSI
4. Scheme of Reservation and Delegation (SORD)	5.1 SORD – Section 3	Reviewed by Finance and updated to reflect; <ul style="list-style-type: none">• Updated Executives job titles• Changes in Executive responsibility (9, 10, 16, 18, 22, 24)• Updated section 3 in relation to the duties of the Quality Committee and People Committee, following update of TOR at Board.
5. Corporate Arrangements and Policies	B3 – Risk Management Policy	Included the latest policy as approved by the Risk Management Committee.
	B4 – Internal Audit Charter	Included the latest Charter as reviewed at the May 2017 AC.
	B6 – Treasury Management Policy	Reviewed by Finance and updated to reflect; <ul style="list-style-type: none">• Change in job title• Change in committee title• Updated reference from Monitor to NHSI• Updated para 1.6 re current cash position
	B7 – Anti – Fraud, Bribery & Corruption and Response Plan	Changes as follows; Added section 6.2 Sanctions and Redress Removed section 5.8 Area Anti-Fraud Specialist Removed NHS Fraud and Corruption Reporting Line time Mon-Fri 8am – 6pm (as this is now 24 hours reporting line but same number) Changed name throughout from Director Of Finance DOF to Chief Finance Officer CFO
	B8 – Conflict of	Following the issue of new guidance by NHSE,

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	Interest Policy	the Gifts and Hospitality Policy and Declaration of Interests Policy have been superseded by the Conflict of Interest Policy. The Audit Committee is asked to approve this document. (See Appendix 3).
	B9- Freedom to Speak up Policy	The new Freedom to speak up policy replaced the Raising Concerns policy. The Freedom to speak up policy was reviewed at the Nov 16 Audit Committee
	B12 – Data Quality Strategy	Review date is 28 th July 2017. Consider whether it is appropriate to extend this by 3 months. This will then provide the opportunity for the Data Quality Strategy to be reviewed by the newly appointed Head of Information.
	B13 – Organisational Learning	Included the latest policy as authorised by the Risk Management Committee.
	B14 – Government Procurement Credit Card Policy	Reviewed by Finance and updated to reflect; <ul style="list-style-type: none"> Changes in job titles, officers and committee titles.
	B15 – Charitable Funds Investment Policy	This is due to be approved by the Charitable Funds Committee on 17 th October 2017.
6. Appendix C - TOR	C3 – TOR – Charitable Funds	Included the latest TOR as approved by the Board in April 2017
	C4 – Quality Committee TOR	Included the latest TOR as approved by the Board in April 2017
	C5 – Integrated Performance TOR	Included the latest TOR as approved by the Board in April 2017
	C6 – People Committee ToR	Included the latest TOR as approved by the Board in April 2017 to TOR that were approved by the Board in April 2016.
	C8 – Operational Board ToR	Included the latest TOR as approved by the Board in April 2017 July 2015.

