

Updates to the Corporate Governance Manual – May/June 2025

Document	Ref	Update – Desk top changes/Other Comments	Exec / sponsor commentary comments
1.Foreword			MIAA - Unchanged document on intranet, update if instructed
2. Monitor Provider Licence	2.1 Monitor Provider Licence		MIAA - Unchanged document on intranet, update if instructed
3. Constitution			MIAA
4. Standing Financial Instructions and Tendering	4.1 Tendering Procedure	<p>Tendering policy: Agreed by AC in January to leave the trusts quotation limit at £20,000, however reference within the SFI's the requirement for contract details notices on all agreements over £12,000 and the importance for colleagues across the trusts to support in providing the procurement team with the required information to be able to successfully publish notices in line with the new PA.</p> <p>The Procurement and tendering policy will also be updated to advised requisitioners on the details required and this will be covered off at stakeholder training.</p>	<p>Review date and updated names</p> <p>Anticipated policy will be approved together with other UHLG documentation. Approving committee to be changed to BoD.</p> <p>Tendering policy - A number of changes have been made to the SFIs and the SORD following the changes to procurement rules and regulations. There was a report that went to Audit Committee in January detailing the changes to the procurement act.</p>
	4.2 SFI		Updated version reflecting the above
5. Scheme of Reservation and Delegation (SORD)			Changed – Sam Sharp Deputy head of finance change Approval Hierarchy – CEO and now DCEO.

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			JB sent updated version
APPENDICES			
A. Conduct and Probity	A1 – NHS Constitution	Unchanged document on intranet, update if instructed	MIAA
	A2 – Code of Conduct for NHS Boards	Unchanged document on intranet, update if instructed	MIAA
	A3 – Code of Conduct for Council of Governors	Unchanged document on intranet, update if instructed	MIAA
	A4 – Code of Conduct for NHS Managers	Unchanged document on intranet, update if instructed	MIAA
	A5.1 – Standards of Business and Personal Conduct Policy		Review date July 2025 – exec reviewed and signed off as ok
B. Key Corporate Arrangements and Policies	B1 – NHS Foundation Trust Accounting Officer Memorandum	Unchanged document on intranet, update if instructed	MIAA
	B2 – Board Assurance Framework (BAF) Policy		Review date July 2025 – updated names and dates Following review changes: Terminology, UHLG scoring, LHCH assurance statements and consistency requirements Will likely require further amendment or withdrawal to support alignment with UHLG when LHCH joins
	B3 – Risk Management Policy		Review date July 2026 Policy Amendments are being progressed through organisational governance during 2025/6
	B4 – Internal Audit Charter	Updated document supplied by MIAA	MIAA

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	B5 – Capital Investment Policy		Review date July 2025 – update names and date Exec reviewed and approved
	B6 – Treasury Management Policy		Review date July 2025 – update names and date Exec reviewed and approved
	B7 – Anti – Fraud, Bribery & Corruption and Response Plan	MIAA awaiting guidance around Failure to Prevent Fraud offence to be issued which will require adding to the plan once available.	Review date July 2025 – update names and date Exec reviewed and approved
	B8 – Conflict of Interest Policy	Unchanged document on intranet, update if instructed (review not due)	Review date July 2027
	B9- Freedom to Speak up (FTSU) Policy	Unchanged document on intranet, update if instructed (review not due)	Review date July 2026
	B10 – Information Disclosure Policy	Changes as follows: <ul style="list-style-type: none"> Names & dates Section 1 – updated wording rather than linking the CDIO/SIRO role as one. Section 3.5 – updated to new OH provider details. 	Exec reviewed and approved Scheduled for Digital Board review and approval
	B11 – Fit and Proper Person Policy	BV Changed – saved in amended documents folder	Review date July 2025 – update names and date BV sent updated document
	B12 – Organisational Learning		Review date July 2025 – update names and date
	B13 – Government Procurement Credit Card Policy		Review date July 2025 – update names and date Exec reviewed and approved

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	B14 – Data Quality Strategy	<p>Summary of changes:</p> <ul style="list-style-type: none"> • Changes to references to both Trusts and removal of Alder Hey • Mention of group model for future • Have changed the governance and removed Alder Hey • Some changes also highlighted in yellow • Deletion of a section of systems and processes • Team has confirmed this was aspirational and as the strategy ends this year I have taken them out <p>In summary it has been updated to represent current position</p>	<p>Exec reviewed and approved</p> <p>Scheduled for Digital Board review</p>
	B15 – Budget Virement Policy		<p>Review date July 2025 – update name and date</p> <p>Exec reviewed and approved</p>
C. TOR – Assurance Committees	C1 – Board Committee Structure	Sent to BV, confirmation received	Exec reviewed and in line with 2024/5 committee approvals and review – already reported to Board
	C2 – TOR Audit Committee		Review date amended and approved
	C3 – TOR – Charitable Funds	On Charitable funds agenda for July.	Updated and approved
	C4 – Quality Committee TOR		Review date amended and approved
	C5 – Integrated Performance TOR		Review date amended and approved
	C6 – People Committee ToR		Review date amended and approved

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	C7 – Nominations & Remuneration - Executives		Review date July 2025 – change name and date and send to BV Exec reviewed and approved
	C8 – Operational Board ToR	Approved, ready to go to audit committee & BoD	Review date amended and approved
	C9 – Committee of the Board Hosted Organisations	Dates changed, BV to confirm	Review date July 2025 – change name and date Exec reviewed and approved
	C10 – CMAST Leadership Board	Unchanged document on intranet, update if instructed	Expecting CMPC updated governance documentation replacing CMAST by September 2025
	C11 – Strategic Research and Innovation Committee	Dates changed, BV to confirm	Review date July 2025 – Change name and date Exec reviewed and approved
D. Council of Governors	D1 – Statement of Roles and Responsibilities	Unchanged document on intranet, update if instructed	MIAA
	D2 – Policy for Raising Serious Concerns		Review date July 2025 – Change name and date Exec reviewed and approved
	D3 – Engaging the External Auditor	Dates changed, BV to confirm	Review date July 2025 – Change name and date Exec reviewed and approved

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	D4 – TOR – Nominations and Remuneration (Non-Executives)	Noted new NHSE VSM approach but ToR already includes provisions to follow NHS policy	Review date July 2025 – Change name and date Exec reviewed and approved
	D5 – Composition of Non-Executive Directors	Dates changed, BV to confirm	Review date July 2025 – change date, send to BV Exec reviewed and approved. Due for COG consideration in Autumn 2025

MIAA input – Annex 3

Updated guidance through 2024/5 to be considered within the scope of documents from the Corporate Governance Manual where relevant (not considering changes that will be required due to any integration into a UHLG structure):

- 4.1 Tendering Procedure – We reported last year that this would be updated in November 2024 following the updates to National Guidance. Will just need to confirm that this went ahead as planned.
- B3 Risk Management Policy – Appreciate you alluded to this being under review currently, so I have included a link to the [NHS England » Principles for assessing and managing risks across integrated care systems](#) issued in December 2024 for considering.
- B4 Internal Audit Charter – Please see attached the Internal Audit Charter for 25/26.
- B5 Capital Investment Policy – This does not necessarily impact on the policy but wanted to include the latest planning guidance for reference [NHS England » Capital guidance 2025/26](#)
- B7 Anti-Fraud, Bribery & Corruption and Response Plan – Not a change to be made now, but we are awaiting guidance around Failure to Prevent Fraud offence to be issued which will require adding to the plan once available.
- B11 Fit and Proper Person Policy – May be worth including in the Monitoring Compliance section that Internal Audit will undertake a review of Fit and Proper Person Testing every 3 years.
- C7 Nominations and Remuneration – Executives – Will need to reflect [NHS England » The NHS very senior managers pay framework](#) from April 2025 around pay thresholds and referrals to NHS England regional team.