

Corporate Policy: Finance Policy

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Finance Policy

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Consultation

Executive Group

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TO BE READ IN CONJUNCTION WITH ANY POLICIES LISTED IN TRUST ASSOCIATED DOCUMENTS.	4
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To be read in conjunction with any policies listed in Trust Associated Documents.

1 Introduction

- 1.1 All NHS-funded organisations must meet the requirements of the NHS Act 2006 which states that the Chief Executive is the Accounting Officer of the NHS Foundation Trust. The relevant responsibilities of Accounting Officer, including their responsibility for the propriety and regularity of public finances for which they are answerable, and for the keeping of proper accounts, are set out in the NHS Foundation Trust Accounting Officers' Memorandum issued by the Independent Regulator.

2 Purpose / Aim and Objective

- 2.1 The Chief Executive as Accounting Officer has responsibility for the overall organisation, management and staffing of the Trust and for its procedures in financial and other matters. The Accounting Officer must ensure that:
- 2.1.1 There is a high standard of financial management with the Trust as a whole;
 - 2.1.2 financial systems and procedures promote the efficient and economical conduct of business and safeguard financial propriety and regularity throughout the NHS FT; and
 - 2.1.3 Financial considerations are fully taken into account in decisions on Trust policy proposals.
- 2.2 This should be read in conjunction with the Trust's Standing Financial Instructions (SFIs) which are issued for the regulation of the conduct of the Trust, its directors and officers in relation to all finance matters with which they are concerned, and in conjunction with all other finance policies and procedures as directed by the SFIs.

3 Definitions

- 3.1 Section not used

4 (Duties) Roles & Responsibilities

4.1 The Trust Board

- 4.1.1 The Board exercises financial supervision and control by:
- (a) Formulating the financial strategy;
 - (b) Requiring the submission and approval of budgets within approved allocations/overall income;
 - (c) Defining and approving essential features in respect of important procedures and financial systems (including the need to obtain value for money);
 - (d) Defining specific responsibilities placed on members of the Board and employees as indicated in the Scheme of Delegation document.

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4.2 The Director of Finance

- 4.2.1 The Director of Finance is responsible for:
- (a) The Standing Financial Instructions and for keeping them up to date;
 - (b) Implementing the Trust's financial policies and for coordinating any corrective action necessary to further these policies;
 - (c) Maintaining an effective system of internal financial control including ensuring that detailed financial procedures and systems incorporating the principles of separation of duties and internal checks are prepared, documented and maintained to supplement these instructions;
 - (d) Ensuring that sufficient records are maintained to show and explain the Trust's transactions, in order to disclose, with reasonable accuracy, the financial position of the Trust at any time;
- 4.2.2 And, without prejudice to any other functions of the Trust, and employees of the Trust, the duties of the Director of Finance include:
- (e) The provision of financial advice to other members of the Board and employees;
 - (f) The design, implementation and supervision of systems of internal financial control;
 - (g) The preparation and maintenance of such accounts, certificates, estimates, records and reports as the Trust may require for the purpose of carrying out its' statutory duties.

4.3 Board Members and Employees

- 4.3.1 All members of the Board and employees, severally and collectively, are responsible for:
- (a) The security of the property of the Trust;
 - (b) Avoiding loss;
 - (c) Exercising economy and efficiency in the use of resources;
 - (d) Conforming to the requirements of Standing Orders, Standing Financial Instructions, Financial Procedures and the Scheme of Delegation, Constitution and Terms of Authorisation.

4.4 Contractors and their employees

- 4.4.1 Any contractor or employee of a contractor who is empowered by the Trust to commit the Trust to expenditure or who is authorised to obtain income shall

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be covered by these instructions. It is the responsibility of the Chief Executive to ensure that such persons are made aware of this.

4.5 Use of the policy

- 4.5.1 This policy does not provide detailed procedural advice and should be read in conjunction with detailed departmental and financial procedure notes. All financial procedures must be approved by the Director of Finance.
- 4.5.2 The Integrated Audit Committee is responsible for approving all detailed financial policies. These detailed policies will be published and maintained on the Trusts intranet.
- 4.5.3 Should any difficulties arise regarding the interpretation or application of this policy or any other financial policy or procedure then the advice of the Director of Finance must be sought before acting. The user of this policy should also be familiar with and comply with the provisions of the Trust's constitution, standing orders and scheme of delegation.

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5 Monitoring and Review

What will be monitored	How/Method/Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendations and actions
Policy review	First review in one year and then every three years	Author		Where gaps are recognised action plans will be put into place

6 Training and Implementation

6.1 N/A

7 Equality Impact Assessment Statement & Tool

- 7.1 All public bodies have a statutory duty under the Race Relation (Amendment) Act 2000 to “set out arrangements to assess and consult on how their policies and functions impact on race equality.” This obligation has been increased to include equality and human rights with regard to disability, age and gender.
- 7.2 The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This strategy was found to be compliant with this philosophy.
- 7.3 Equality Impact Assessments will also ensure discrimination does not occur on the grounds of Religion/Belief or Sexual Orientation in line with the protected characteristics covered by the existing public duties.
- 7.4 Refer to appendix 1.

8 References

Document	Ref No
References:	
NHS Foundation Trust Accounting Officers' Memorandum	
DH Group Accounting Manual	
Trust Associated Documents	
OTCGR037 - Governance Manual - Standing Financial Instructions (SFI)	OTCGR037
POLCF002 - Reservation of Powers to the Board and Delegation of Powers Including Detailed Scheme of Delegation (1 attachment)	POLCF002
All Finance Policies and Procedures as available on the Trust Intranet	

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Appendix 1

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:	No	
	▪ Age		
	▪ Disability		
	▪ Gender reassignment		
	▪ Marriage and civil partnership		
	▪ Pregnancy and maternity		
	▪ Race		
	▪ Religion or belief		
	▪ Sex		
	▪ Sexual orientation		
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	No	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so can the impact be avoided?		
6	What alternatives are there to achieving the policy/guidance without the impact?		
7	Can we reduce the impact by taking different action?		

END OF DOCUMENT