

Director of Finance – Corporate and Partnerships

FINANCIAL GOVERNANCE MATTERS

Recommendations:

The Board is asked

- (i) to approve the attached interim schedule of authorised signatories for healthcare agreements and related contracts and the arrangements for amending this schedule.
- (ii) to note the process for revising the financial governance arrangements which support the new organisational structure;

Background:

A process is underway to update Standing Financial Instructions and the associated documents in tandem with the implementation of the new organisational structure. The work required will be completed by 30 June 2006. In the meantime it is necessary to reflect the transfer of responsibilities under the new organisational structure by updating the list of officers authorised to sign healthcare agreements and related contracts.

Authorised Signatories

SFIs require that the NHS Board approves a list of officers with authority to sign agreements for the purchase or provision of healthcare and related contracts. The current list does not reflect the introduction of the Acute Division and the establishment of partnerships, CHCPs and CHPs. To enable managers within these areas to discharge their new responsibilities it is necessary to update the current list of authorised signatories.

An interim list is presented for approval at Appendix 1. Detailed in Appendix 1 are the posts and names of postholders. The arrangements for authorised nominees are that those officers who directly report to the postholders named in Appendix 1 will also have that postholder's authority to sign health care agreements and related contracts on their behalf.

This will be an interim list at this stage and the NHS Board is asked to approve this list and also delegate authority to the Director of Finance (or, in his absence, the Head of Board Administration) to add to this list if required between NHS Board meetings and have any amendments/additions endorsed by the following meeting of the NHS Board. This list will be added to as new arrangements evolve and the Senior Managers of "Clyde" take up their new responsibilities.

In addition, the Head of Board Administration has written to the Scottish Executive seeking authority for an extended list beyond the Chief Executive and Director of Finance to be permitted to execute documents on behalf of Scottish Ministers relating to property transactions. This extended authority is expected to be received shortly.

Standing Financial Instructions and Associated Documents

The current Standing Financial Instructions (SFIs) were approved after the dissolution of NHS Trusts. Revisions are now required to reflect the new organisational structure. A programme of work was approved by the Audit Committee which will see this review completed by 30 June 2006. After consideration by the Audit Committee, the revised SFIs will be submitted to the NHS Board for approval.

NHS Board officers and their counterparts from local authorities are developing a series of navigational aids for staff in CHCPs and CHPs to assist them in complying with the SFIs of both the NHS Board and the relevant local authority.

In parallel with the review of SFIs, a revised Fraud Policy and Action Plan is being prepared in respect of NHS Greater Glasgow and Clyde. This will reflect the partnership agreement with NHS Scotland Counter Fraud Services. This will be concluded by 30 June 2006 and submitted to the Audit Committee for approval.

In addition, NHS Circular MEL (1994) 48 defines the standards of business conduct which apply to NHS staff. To support these standards and bolster SFIs, guidance for staff will be developed and registers established to record staff interests.

Appendix 1

Authorised Officers for signing Consequential Contracts and Health Care Agreements

Post	Name	Authorised Nominee
Chief Executive	Tom Divers	As below
Director of Finance	Douglas Griffin	Direct Reports
Director of Corporate Policy and Planning	Catriona Renfrew	Direct Reports
Director of Acute Services Strategy Implementation and Planning	Helen Byrne	Direct Reports
Director of Human Resources	Ian Reid	Direct Reports
Director of Corporate Communications	Ally McLaws	Direct Reports
Director of Public Health (Acting)	Dr Linda de Caestecker	Direct Reports
Director of Health and Information Technology (Acting)	Keith Moore	Direct Reports
Chief Operating Officer – Acute	Robert Calderwood	Direct Reports
Director of Mental Health Partnership (Acting)	Anne Hawkins	Direct Reports
Director, Glasgow West CHCP	Terry Findlay	Direct Reports
Director, Glasgow East CHCP	Mark Feinmann	Direct Reports
Director, Glasgow North CHCP	Alex MacKenzie	Direct Reports
Director, Glasgow South West CHCP	Iona Colvin	Direct Reports
Director, Glasgow South East CHCP	Cathie Cowan	Direct Reports
Director, East Renfrewshire CHP	George Hunter	Direct Reports
Director, East Dunbartonshire CHP	Karen Murray (Designate David Leese)	Direct Reports
Director, Renfrewshire CHP	David Leese	Direct Reports
Director, West Dunbartonshire CHP	Keith Redpath	Direct Reports
Head of Board Administration	John C Hamilton	-
Financial Governance and Audit Manager	Alan Lindsay	-