

**Governance Arrangements  
In West Hertfordshire Hospitals NHS Trust**

**1. Introduction**

- 1.1** This paper summarises the detail in attachment 1 which sets out the governance arrangements within the Trust. The Board is asked to approve attachment 1 for circulation within the Trust and for appropriate mechanism to be put in place to ensure compliance.

**2. Background**

- 2.1** Following the refocusing of the agenda for the Audit Committee, giving it responsibility for ensuring that the governance systems and processes for the Trust are appropriate and being applied consistently, and reflecting on issues that arose from the Foundation Trust Diagnostic process, a decision was taken to put together a comprehensive overview of the governance arrangements within the Trust. The opportunity has also been taken to ensure that the standing orders, standing financial instructions and scheme of delegation are fit for purpose. Consequently Bentley Jennison Consulting have reviewed these documents which are now presented as part of the governance document at attachment 1. Bentley Jennison Consulting also provided valuable input into the drafting of the governance document.

**3. Summary of Governance Document**

- 3.1** Attachment 1 describes in detail the arrangements that currently exist within the Trust for ensuring both the Board and the Executive undertake and discharge their responsibilities in governance terms. Set out in box 1 below is a summary of each section and the areas covered.

**Table 1**

<b>Section</b>	<b>Summary</b>
Section 1	Provides background information on the establishment of the Trust, where the Trust provides services and an overview of the size of the Trust and its key relationships
Section 2	Describes the aims, values and objectives of the Trust. These set the framework within which the governance arrangements operate. Staff should be familiar with these aims and objectives and be able to explain them to stakeholders and service users
Section 3	Describes the roles and responsibilities of the Trust Board, its sub committees, the roles and responsibilities of the Trust Chairman, Chief Executive, Non Executive Directors, Executive Directors and Trust Secretary
Section 4	
Section 5	Describes the role of the Executive and the individual Executive Directors, and how the Trust organises its business
Appendix A	Sets out the Terms of Reference for the Trust Sub Committees

**3.2** The Board's attention is drawn to the levels of delegation set out at the back of the Scheme of Delegation (section 4). Give the current financial position it is considered appropriate to restrict the numbers of people who can approve expenditure until the new financial year. Consequently the delegated limits have been revised. It is proposed these be reviewed at the beginning of the new financial year.

**3.3** The governance document provides the corner stone to the Trust's governance arrangements. It is expected that all Senior Managers will receive copies of the documents and a summary version circulated to all staff. In order to ensure that staff appreciate and understand the significance and importance of the detail contained in the document, a series of training workshops is proposed following approval by the Board of the document. This will be linked to the work of the Leadership Academy.

#### **4. Actions Required**

**4.1** The Board is asked to:

- Approve the scheme of Governance for West Hertfordshire Hospitals Trust at attachment 1
- Approve the revised delegated financial limits

- Approve the circulation of the document to all Senior Managers
- Approve the preparation of a summary document for circulation to all staff
- Approve the proposals to link specific training arising from the document to work of the Leadership Academy.

**Martin Saunders**  
**Non Executive Director**  
**Chairman of Audit Committee**

**Mark Jarvis**  
**Trust Board Secretary**

**October 2006**