The Leeds Teaching Hospitals NHS Trust

LTHT Standing Orders and Standing Financial Instructions Update

Public Board
Thursday 26 November 2026

Presented for:	Approval
Presented by:	Jo Bray, Director of Corporate Affairs
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Previous Committees:	None

Freedom of Information Act (FOIA) Exemption	☐**YES** (restricted from the FOIA) ☒**NO** (available to the public under the FOIA)

Link to Provider Capability Assessment	Governance, risk and regulatory
Link to CQC Well-led Statement	Governance, Management and Sustainability
Regulatory Impact	Regulation 5: Fit and proper persons: directors Regulation 8: General Regulation 17: Good governance

Key points	**Purpose**
The Standing Orders and Standing Financial Instructions have been updated and are presented for approval. Key changes are shown in tracked changes	Approval

Risk Appetite Framework			
Level 1 Risk	**Level 2 Risks**	**(Risk Appetite Scale)**	**Impact**
External Risk	Legal & Governance Risk - We will operate the Trust in compliance with the Law and UK Corporate Governance Code, where applicable.	Averse	Operating within
External Risk	Regulatory Risk - We will comply with or exceed all regulations, retain its CQC registration and always operate within the law.	Averse	Operating within

1. Summary

Standing Orders and Standing Financial Instructions along with the Scheme of Delegation are the rules and governance framework that underpin the Board and its Assurance Committee structures. For transparency any updates are presented in the Public Board for approval.

The Trust's Standing Orders and Standing Financial Instructions have been updated to reflect the recommendations of the NHS Alliance Well-led Development Review commissioned by the Trust.

2. Update

The Board is asked to approve the updated Standing Orders and updates to the Standing Financial Instructions [changes are shown as tracked changes in the documents provided in the appendices].

The principal amendments to the **Standing Orders** are:

- Minor amendments to ensure consistent terminology throughout the document.
- Clarification of the roles of the Associate Non-Executive Director (ANED) and Executive members on the Board and its Committees, including their voting rights.
- Explicit reference to the Fit and Proper Persons requirements for Board members and senior leaders.
- Section 10.4 updated to remove perceived ambiguity regarding the Chief Executive's ability to delegate clinical governance responsibilities.
- Updates to the Committee Terms of Reference (ToR) to clarify Executive and Non-Executive membership and quoracy requirements, and the role of ANEDs within the Committee structure. All ToR have been updated to reflect the revised Trust Strategy and Leeds Way Values.
- The People Committee ToR have also been subject to a separate and fundamental review by the Committee. The resulting changes extend beyond the standard Secretariat-led updates applied across all Committee ToR.

The principal amendments to the **Standing Financial Instructions** are:

- Application of gender neutral language following the Well Led review.
- Updates to the levels of authority for the Scheme of Delegation to reflect organisational changes.
- Amendment of purchasing limits to ensure consistency, but also the adjustment for level 1 authority to manage workloads but also ensuring appropriate levels of scrutiny.
- Amendment to write-off levels for bad debt to include the role of the Head of Financial Transactions.

3. Risk

There is a statutory requirement for the Trust to adopt Standing Orders to regulate the conduct, proceedings, and business of the Trust and its Board of Directors.

Approval of the amendments will ensure that the Trust's Standing Orders and Standing Financial Instructions remain up-to-date and effective.

4. Communication

Subject to approval, the updated Standing Orders and Standing Financial Instructions will be made available on the Trust's website.

5. Publication under the Freedom of Information Act

This paper has been made available under the Freedom of Information Act 2000.

6. Recommendation

The Board is asked to approve the updated Standing Orders and Standing Financial Instructions.

7. Supporting Information

The updated Standing Orders are provided as Appendix 1, with the updated Standing Financial Instructions as Appendix 2.