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| **Agenda item:** | **9** |
| **Attachment:** | **D & E** |

**HRA BOARD COVER SHEET**

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| **Date of Meeting:** | 20 January 2016 |

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| **Title of Paper:** | 1. HRA Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions. (D)
2. HRA Delegation of Financial Powers. (E)
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| **Purpose of Paper:** | To set out the standing orders, reservation and delegation of powers standing financial instructions and delegation of financial powers for the HRA as required. These have been updated with tracked changes detailed.  |
| **Reason for Submission:** | For ApprovalTo ask the Board to approve the revisions for the following documents:1. HRA Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions; and
2. HRA Scheme of Delegation of Financial Powers.
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| **Details:** | See papers in tracked changes. Main proposals:1. Refresh of section 17.6 to update arrangements for electronic tendering to reflect agreed approach prior to latest tendering exercise on advice from DH Procurement Centre for Expertise. UK authorities do not generally use the paper process and the Public Contracts Regulations 2015 make electronic means of communication mandatory for all communication and information exchange in public contracts from 18 October 2018 so a dual approach is required in the meantime.
2. Amendment of limits for CEX, Chair and DH Sponsor approval.
3. Reference to travel insurance for agreed and necessary staff travel outside EU.
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| **Suitable for wider circulation?** | Once approved |
| **Time Required for item:** | 10 minutes |

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| **Recommendation / Proposed Actions:** | **To Approve** | **x** |
| **To Note** |  |
| **For Discussion** |  |
| **Comments** |  |

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| **Name:** | Debbie Corrigan and Stephen Robinson |
| **Job Title:** | Director of Finance, Procurement & Estates and Corporate Secretary |
| **Date:** | 11 January 2016 |