

**SCHEME OF RESERVATION AND DELEGATION  
OF POWERS**

**Introduction**

The NHS Foundation Trust Code of Governance requires that there should be a formal schedule of matters specifically reserved for decision by the Board of Directors. This document sets out the powers reserved to the Board of Directors and those that the Board of Directors has delegated. Notwithstanding any specific delegation, the Board of Directors remains accountable for all of its functions, including those which have been delegated. Therefore, the Board of Directors will also receive information about the exercise of delegated functions to enable it to perform its monitoring role.

All powers of the Trust, which have not been retained as reserved by the Board of Directors or delegated to a committee of the Board of Directors, shall be exercised on behalf of the Board of Directors by the Chief Executive or another Executive Director. The Scheme of Delegation identifies any functions which the Chief Executive shall perform personally and those delegated to other Executive Directors, Non-Executive Directors or Officers. All powers delegated by the Chief Executive can be reassumed by him/her should the need arise.

**Board, July 2014**

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**FUNCTIONS WHICH ARE RESERVED FOR DECISION BY THE BOARD OF DIRECTORS:**

<b>CONSTITUTION PARAGRAPH REF</b>	<b>THE BOARD OF DIRECTORS</b>	<b>DECISIONS RESERVED TO THE BOARD OF DIRECTORS</b>
4	THE BOARD OF DIRECTORS	<p><b>General Enabling Provision</b></p> <p>The Board of Directors may determine any matter, for which it has delegated or statutory authority, it wishes in full session within its statutory powers, subject to any restrictions contained in the Trust's Constitution and/or the terms of its Authorisation.</p>
	THE BOARD OF DIRECTORS	<b>CONSTITUTIONAL POWERS</b>
4		To exercise all powers of an NHS foundation trust set out in the NHS Act 2006, subject to any restrictions in the Trust's Licence; enforcement undertakings given to regulators or as delegated in accordance with this Scheme of Delegation.
17.6		Request Replacement Governors from Partnership Organisations.
23.1		Approve rates for travelling and other costs and expenses payable to members of the Council of Governors.
24		Determine composition of the Board of Directors.
35, 36, 37		Make available for inspection by members of the public the following: register of Members; register of members of the Council of Governors; register of interests of members of the Council of Governors; register of members of the Board of Directors; register of interests of members of the Board of Directors; Constitution; Licence; latest Annual Accounts and Auditor's report on them; latest Annual Report and Forward Plan (also known as the Trust's Five Year Plan); and any notice issued by the Independent Regulator under Section 52 of the NHS Act 2006.
		Appoint external consultants or delegate power to Nominated Officers to appoint external consultants as required.

CONSTITUTION PARAGRAPH REF	THE BOARD OF DIRECTORS	DECISIONS RESERVED TO THE BOARD OF DIRECTORS
40		Keep accounts.
41.1		Prepare Annual Report.
41.2		Prepare Forward Plan (also known as the Trust's Five Year Plan) and send to the Independent Regulator.
42.1		Present Annual Accounts, any report of the Auditor on them and the Annual Report to the Council of Governors.
Annex 3 1.3		Specify Partnership Organisations.
44.2 44.3		Purchase and maintain insurance against liability.
45		Receive and determine disputes under the Constitution, including disputes between the Council of Governors and Board of Directors, save for disputes about the entitlement to membership.
46		Approve proposals to amend Constitution and apply to the Independent Regulator for approval of such proposals.
Rule 4, Election Rules, Annex 4		Appoint Returning Officer.
Rule 6, Election Rules, Annex 4		Approve payment of expenses and remuneration to Returning Officer.
Rule 16, Election Rules, Annex 4		Make available for inspection by members of the public statements of nominated candidates and nomination papers.
Rule 22, Election		

CONSTITUTION PARAGRAPH REF	THE BOARD OF DIRECTORS	DECISIONS RESERVED TO THE BOARD OF DIRECTORS
Rules, Annex 4		Approve and deliver to the Returning Officer a list of Members eligible to vote.
Rules 52 and 53, Election Rules, Annex 4		Retain documents relating to elections to the Council of Governors and make these available for inspection by members of the public, subject to any restrictions in the Election Rules.
Rules 58 and 59, Election Rules, Annex 4		Compile information about candidates standing for election to the Council of Governors and publish information about the candidates and the election.
46		Approve proposals to amend Constitution which must then be ratified by the Council. .
N/A, or as otherwise indicated	THE BOARD OF DIRECTORS	<b>Regulations and Control</b> <ol style="list-style-type: none"> <li>1. Approve Standing Orders for the Board of Directors (SOs), the Scheme of Delegation, Standing Financial Instructions (SFIs) and the Directors' and Governors' Code of Conduct for the regulation of their proceedings and business.</li> <li>2. Suspend SOs in accordance with SO 8 (Suspension of Standing Orders).</li> <li>3. Vary or amend the SOs</li> <li>4. Ratify any urgent decisions taken by the Chair and Chief Executive in public session in accordance with SO 5.2 (Emergency powers).</li> <li>5. Require and receive the declaration of Directors' interests that may conflict with those of the Trust and determining the extent to which each Director may remain involved with the matter under consideration in accordance with SO 7 (Declaration of interests).</li> <li>6. Require and receive the declaration of Officers' interests that may conflict with those of the Trust.</li> <li>7. Approve arrangements for dealing with complaints.</li> <li>8. Adopt the organisation structures, processes and procedures to facilitate the discharge of business by the Trust and to agree modifications thereto. For clarity this would comprise details of the structure of the Board and its committees and the directorate structure of the Trust.</li> <li>9. Receive reports from committees of the Board of Directors and/or the Council of Governors including those reports that the Trust is required by the Independent Regulator or other statutory or contractual</li> </ol>

CONSTITUTION PARAGRAPH REF	THE BOARD OF DIRECTORS	DECISIONS RESERVED TO THE BOARD OF DIRECTORS
		<p>obligation to establish and to take appropriate action on.</p> <p>10. Confirm the recommendations of the Trust's committees where the committees do not have executive powers.</p> <p>11. Establish terms of reference and reporting arrangements of all committees and sub-committees that are established by the Board of Directors in accordance with SOs 5.3 (Delegation to committees) -</p> <p>12. Approve arrangements relating to the discharge of the Trust's responsibility to provide safe custody for patients' property in accordance with SFI 18 (Patients' property).</p> <p>13. Approval of arrangements relating to the discharge of the Trust's responsibilities as a corporate trustee for funds received in trust and Funds Held on Trust in accordance with SFI 19 (Funds held on trust).</p> <p>14. Approval of the Trust's banking arrangements in accordance with SFI 7.1.2.</p> <p>15. Authorise use of the common seal of the Trust in accordance with SO 9.2 (Sealing of documents).</p> <p>16. Ratify or otherwise instances of failure to comply with Standing Orders in accordance with SO 5.6 (Duty to report non-compliance with Standing Orders).</p> <p>17. Approval of the disciplinary procedure for Officers of the Trust.</p> <p>18. Discipline members of the Board of Directors or Officers who are in breach of statutory requirements or SOs.</p> <p>19. Approval of the Trust's Major Incident Plan.</p> <p>20. Call meetings of the Board of Directors in accordance with SO 4.2.</p> <p>21. Resolve to require withdrawal of the press and public from meetings of the Board of Directors in accordance with SOs 4</p> <p>22. Determine arrangements and terms and conditions associated with invitations to observers, advisors and others to attend and address meetings of the Board of Directors in accordance with SO4.</p>

CONSTITUTION PARAGRAPH REF	THE BOARD OF DIRECTORS	DECISIONS RESERVED TO THE BOARD OF DIRECTORS
		<p>23. Approve minutes of the proceedings of meetings of the Board of Directors in accordance with SO 4.10.</p> <p>24. Resolve to adjourn any meeting of the Board of Board of Directors in accordance with SO4.14.</p> <p>25. Review the SOs annually.</p>
NA, or as otherwise indicated	THE BOARD OF DIRECTORS	<p><b>Appointments/ Dismissal</b></p> <p>1. Approve the appointments/dismissals of individuals to each of the committees established by the Board of Directors in accordance with SO 6.3.1</p> <p>Through the Nomination and Remuneration Committee, appoint, appraise, discipline and dismiss Executive Directors in accordance with the Constitution paragraph 34.2</p> <p>3.</p>
NA	THE BOARD OF DIRECTORS	<p><b>Strategy, Business Plans and Budgets</b></p> <p>1. Define the strategic aims and objectives of the Trust.</p> <p>2. Approve and monitor the Trust's programme of risk management, which must identify risks and liabilities, evaluate them and ensure adequate responses are in place and are monitored in accordance with SFI 23 (Risk Management).</p> <p>3. Approve proposals for ensuring quality and developing clinical governance, risk management in services provided by the Trust, having regard to any guidance or best practice advice issued by the Independent Regulator.</p> <p>4. Approval annually of Trust budgets in accordance with SFI 3.1.1.2.</p> <p>5. Approve final business cases for the use of private finance (including PFI) for capital schemes in accordance with SFI 9.21 (Private finance for capital procurement).</p> <p>6. Approve the Annual Plan and Forward Plan (also known as the Trust's Five Year Plan).</p> <p>7. Approve annually Trust's proposed organisational development proposals.</p> <p>8. Ratify proposals for acquisition, disposal or any substantial or significant change of use of land</p>

CONSTITUTION PARAGRAPH REF	THE BOARD OF DIRECTORS	DECISIONS RESERVED TO THE BOARD OF DIRECTORS
		<p>and/or buildings.</p> <p>9. Approve the opening and closing of any bank or investment accounts.</p> <p>10. Approve proposals on individual contracts of a capital or revenue nature amounting to, or likely to amount to over £3,000,000 over a 3 year period or the period of the contract if longer.</p> <p>11. Approve proposals in individual cases for the write off of losses or making of special payments above the limits of delegation to the Chief Executive and Chief Finance Officer (for losses and special payments) previously approved by the Board.</p> <p>12. Approve proposals for action on litigation against or on behalf of the Trust.</p> <p>13. Review use of NHSLA risk pooling schemes, commercial insurers and self-insurance in accordance with SFI 24 (Insurance).</p>
	THE BOARD OF DIRECTORS	<p><b>Policy Determination</b></p> <p>1. Approve management policies including personnel policies incorporating the arrangements for the appointment, removal and remuneration of staff. Policies so adopted shall be set out on the Trust website.</p>
	THE BOARD OF DIRECTORS	<p><b>Monitoring</b></p> <p>1. Receive such reports as the Board of Directors sees fit from committees in respect of their exercise of powers delegated.</p> <p>2. Continuous appraisal of the affairs of the Trust by means of the provision to the Board of Directors as the Board of Directors may require of reports from Directors, committees, and Officers of the Trust as set out in management policy statements. All monitoring returns required by the Department of Health and/or the Independent Regulator and the Charity Commission or as required by any other regulatory or contractual obligation shall be reported, at least in summary, to the Board of Directors.</p> <p>3. Receive the Annual Business Plan from the Chief Executive and other reports from the Chief Finance Officer on financial performance against the Budget, the Annual Business Plan and the Trust's Forward Plan (also known as the Trust's Five Year Plan) in accordance with SFI 5.1 (Preparation and approval of business plans and budgets).</p>



**SCHEME OF DELEGATION OF POWERS BY THE BOARD TO COMMITTEES AND TO MANAGEMENT  
AS SET OUT IN THE CONSTITUTION**

REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED
	The Audit Assurance and Risk Committee	<b>Audit</b> <ol style="list-style-type: none"> <li>1. Approve arrangements for Internal Audit and the appointment of the Internal Auditors in accordance with SFI 4.3 (Role of Internal Auditor).</li> <li>2. Receive an annual report from the Internal Auditor and agree action on recommendations where appropriate of the Audit Assurance and Risk Committee.</li> <li>3. Receive the annual management letter from the Auditor and agree any proposed action, taking account of the advice, where appropriate..</li> </ol>
4.4	Mental Health Act Managers	Functions pursuant to Section 23 of the Mental Health Act 1983 (as amended).
	Secretary	Prescribe application form for membership of the Trust.
Paragraph 7.5	Secretary	Require applicants for membership of the Public Constituency to supply supporting evidence to confirm eligibility for membership.
Paragraph 7	Secretary	Enter applicants' names into the Trust's Register of Members.
Paragraph 10.7	Secretary	Accept resignations by Governors and Members.
19.1	Chair/Vice Chair	Have a second or casting vote at meetings of the Council of Governors.
35.2	Secretary	Compile and maintain the Trust's registers of: Members; members of the Council of Governors; interests of the members of the Council of Governors; members of the Board of Directors; and interests of the members of the Board of Directors.
Paragraph 40.5	Accounting Officer (Chief Executive)	Preparation of Annual Accounts.
Annex 2	Secretary	Allocate individuals to classes within the Staff Constituency.
	Secretary	Accept letters of appointment for CCG Governors, Local Authority Governors and Partnership Governors.
Rules 50 and 51, Election Rules, Annex 4	Chair	Receive documents relating to polls from Returning Officer.
Paragraph 15.5	Secretary	Declare Governors disqualified from office.
	Secretary	Declare Governors either disqualified from office or temporarily suspended from office.
	Secretary	Deliver disqualification notices to Members, determine continued eligibility (if any) and remove Members from the Trust's register of Members.

Paragraph 10.4	Secretary	Receive Members' complaints about other Members.
Paragraph 45	Secretary	Receive and determine membership disputes.
Paragraph 45	Chair	Receive and determine non-membership disputes and disputes between the Council of Governors and the Board of Directors.
	Secretary	<ol style="list-style-type: none"> <li>1. Ensure information flows within the Board of Directors and its committees and between senior management and the Council of Governors and Members.</li> <li>2. Ensure compliance with Standing Orders for the Council of Governors and Board of Directors.</li> <li>3. Advise Directors and Governors on governance matters.</li> <li>4. Advise and support Directors with personal development initiatives.</li> </ol>
	Chief Executive and Chair	Appoint, appraise, discipline and dismiss the Secretary of the Trust.
Annex 5 paragraph 3	Council	Prepare and from time to time review the Foundation Trust's membership strategy.
Paragraph 46.1	Council	Ratify any amendment to the Constitution

## SCHEME OF DELEGATION OF POWERS BY THE BOARD TO COMMITTEES AND TO MANAGEMENT FROM STANDING ORDERS

SO REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED
4.7.2	Chair	Exercise final authority in interpretation of Standing Orders (SOs).
4	Chair	Issue directions regarding arrangements for meetings of the Board of Directors and accommodation of the public and press.
4.2	Chair	Call meetings.
4.4.2	Secretary	Dispatch notices of meetings of the Board of Directors, together with agendas and supporting papers.
4.4.4	Chair	Give final ruling to permit late requests for items to be included on the agenda.
	Chair	Receive petitions on behalf of the Trust and to include the same as agenda items.
4.2.2	Chair	Chair all meetings of the Board of Directors.
4.7.2	Chair	Give final ruling in questions of order, relevancy, regularity and any other procedural matters.
4.5.1	Chair	Give final ruling to requests to permit emergency motions.
4.5.1	Chair	Give final ruling to requests to permit written motions.
.7.2	Chair	Give final ruling in questions of order and procedure on handling motions and associated matters (including proposals, contents of motions, amendments to motions, withdrawals of motions, debate of motions, rescinding of resolutions and voting) at meetings of the Board of Directors.
	4.9Chair	Have a second or casting vote.
4.10.1	Secretary	Prepare minutes of the proceedings of meetings of the Board of Directors.
4.10.1	Chair	Sign minutes of the proceedings of meetings of the Board of Directors.
8.5	Audit Assurance and Risk Committee	Review every decision to suspend Standing Orders (power to suspend Standing Orders is reserved to the Board of Directors).
5.2.1	Chair and Chief Executive together	Have power in emergencies or in cases where an urgent decision needs to be exercised by the Chief Executive and Chair after consulting at least two Non-Executive Directors.
5.4.2	Chief Executive	Prepare the Scheme of Delegation identifying proposals that shall be considered and approved by the Board of Directors subject to any amendment agreed during the discussion.
7.4	Directors	Declare relevant and material interests (including direct or indirect interests and actual or potential interests) and any pecuniary interest in any contract, proposed contract or other matter under consideration by the Board of Directors.
7.3.4	Secretary	Compiling and maintaining the register of interests of Governors.
7.4.5	Secretary	Compiling and maintaining the register of interests of Directors.
2.7	Directors	Comply with the Code of Conduct.
3.3	Governors	Comply with the Code of Conduct
7.5.2	Directors and Governors	Have a duty not to solicit for any person any appointment under the Trust, or recommend any person for appointment.

9.1	Chief Executive or a nominated officer.	Have custody of the common seal of the Trust.
9.2.2	Chief Executive and Chief Finance Officer	CFO to approve and sign any building, engineering, property or capital document and the Chief Executive to countersign
9.4.1	Chief Executive	Sign any document required as a necessary step in legal proceedings involving the Trust.
9.4.2	Chief Executives or nominated officers	Have authority to sign any agreement or document (save for deeds) the subject matter of which has been approved by the Board of Directors or a committee thereof.
10.1.1	Chief Executive	Have a duty to ensure that the Board, Council and new appointees are notified of and understand their responsibilities within the SOs.
10.1.1	Secretary	Have a duty to distribute SOs to newly appointed Directors and Nominated Officers.

## DECISIONS/DUTIES DELEGATED BY THE BOARD TO COMMITTEES

COMMITTEE	DUTIES DELEGATED BY THE BOARD TO COMMITTEES
NOMINATION AND REMUNERATION COMMITTEE	See terms of reference (available from secretary).
AUDIT ASSURANCE AND RISK COMMITTEE	See terms of reference (available from secretary).
CHARITABLE FUNDS COMMITTEE	See terms of reference (available from secretary).
TRUST EXECUTIVE GROUP	See terms of reference (available from secretary).
QUALITY AND SAFETY COMMITTEE	See terms of reference (available from secretary).
SERVICE PERFORMANCE AND TRANSFORMATION COMMITTEE	See terms of reference (available from secretary).
– STRATEGIC WORKFORCE COMMITTEE	See terms of reference (available from secretary).

### SCHEME OF DELEGATION FROM STANDING FINANCIAL INSTRUCTIONS

SFI REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED OR RESERVED
Introduction 1.7	CHIEF FINANCE OFFICER	Approval of all financial procedures.
Introduction 1.8	THE CHAIR ON THE ADVICE OF THE CHIEF EXECUTIVE AND THE CHIEF FINANCE OFFICER	Advice on interpretation or application of SFIs.
Introduction 1.10	ALL MEMBERS OF THE BOARD AND OFFICERS	Have a duty to disclose any non-compliance with these Standing Financial Instructions to the Chief Finance Officer as soon as possible together with full details of the non-compliance and the circumstances around non-compliance.
3.2.1 -3.2.4	CHIEF EXECUTIVE	Responsible as the Accounting Officer to ensure that the Board of Directors meets its obligations to perform its functions within the available financial resources, and has overall executive responsibility for the Trusts' activities, is responsible to the Chair and the Board of Directors for ensuring that its financial targets and obligations are met and has overall responsibility for the System of Internal Control.
3.2.5	CHIEF EXECUTIVE	Responsible for propriety and regularity of public finances, keeping proper accounts as set out in the Constitution, prudent and economical administration of Trust affairs, avoidance of waste and extravagance and the efficient and effective use of all resources.
3.2.6	CHIEF EXECUTIVE & CHIEF FINANCE OFFICER	Accountable for financial control but will, as far as possible, delegate their detailed responsibilities.
3.2.7	CHIEF EXECUTIVE	To ensure all existing Directors and Officers and all new appointees, present and future, are notified of and understand Standing Financial Instructions.
3.3.1 -3.3.2	CHIEF FINANCE OFFICER	Responsible for: a) Implementing the Trust's financial policies and for coordinating corrective action necessary to further these policies; b) Maintaining an effective system of internal financial control including ensuring detailed financial procedures and systems incorporating the principles of separation of duties and internal checks are prepared, documented and maintained;

SFI REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED OR RESERVED
		c) Ensuring that sufficient records are maintained to explain Trust's transactions and financial position; d) decide at what stage to involve the police in cases of misappropriation and fraud e) Providing financial advice to the Trust, other than to the Board of Directors and Officers; f) Preparing and maintaining such accounts, certificates, estimates, records and reports as are required for the Trust to carry out its statutory duties. g) The design, implementation and supervision of systems of internal control.
3.4	ALL MEMBERS OF THE BOARD AND OFFICERS	Responsible for security of the Trust's property, avoiding loss, exercising economy and efficiency in using resources and conforming to Standing Orders, Standing Financial Instructions the Scheme of Delegation.
3.5.1	CHIEF EXECUTIVE	Ensure that any Officer including a 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 are made aware of these instructions and their requirement to comply.
4.1.3	CHAIR OF THE AUDIT ASSURANCE AND RISK COMMITTEE	Where there is evidence of ultra vires transaction or improper acts or other important matters these should be raised with the Chief Finance Officer
4.2.1	CHIEF FINANCE OFFICER	a) Ensure that there are arrangements to review, evaluate and report on the effectiveness of internal financial control including the establishment of an effective Internal Audit function b) Ensure that the internal Audit Function meets Monitor's Internal Audit standards and provides sufficient independent and objective assurance to the Audit Assurance and Risk Committee and the Accounting Officer c) Ensure the annual audit report is prepared for consideration by the Audit Assurance and Risk Committee and the Board of Directors
4.3	HEAD OF INTERNAL AUDIT	Review, appraise and report in accordance with NHS Internal Audit Standards and best practice and provide to the Audit Assurance and Risk Committee a risk based plan of internal audit work, regular updates, reports on the management progress on the implementation of action agreed as a result of internal audit findings, an annual opinion, a report supporting assurances to the Independent Regulator and any additional reports as required by the Audit Assurance and Risk Committee.
4.4	CHIEF EXECUTIVE AND AUDIT ASSURANCE AND RISK COMMITTEE	Ensure cost-effective External Audit and compliance with the Constitution and Monitor's Audit Code for NHS Foundation Trusts.
4.5.1	CHIEF EXECUTIVE & CHIEF FINANCE OFFICER	Monitor and ensure compliance with the guidance issued by the Independent Regulator or NHS Counter Fraud and Security Services Division of the NHS Business Services Authority on fraud and corruption including the appointment of the Local Counter Fraud Specialist.
4.5.11	CHIEF FINANCE OFFICER	Preparation of the Fraud Response Plan
4.5.12	ANY OFFICER	Immediately inform their Head of Department on the discovery or suspicion of any loss

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
4.5.12	ANY OFFICER	Immediately inform the Chief Executive and Chief Finance Officer or an Officer charged with investigating loss or fraud or confidentiality on receipt of any information concerning the discovery of or suspicion of fraud
4.6.12	CHIEF FINANCE OFFICER	Immediately inform the LCFS and Operational Fraud Team on receipt of information concerning the discovery or suspicion of fraud.
4.6.12 – 4.5.13	CHIEF FINANCE OFFICER	Immediately inform the police if theft or arson is involved but in the case of fraud or corruption will determine the appropriate stage in which to involve the police based on the facts of the case. Notify the Auditor of all identified frauds Notify the Board and the Auditor of losses apparently caused by theft, fraud, arson, neglect of duty or gross carelessness except if trivial and where fraud is not suspected.
5.1.1	CHIEF EXECUTIVE	Compile and submit to the Board an annual business plan which takes into account financial targets and forecast limits of available resources. The annual business plan will contain: <ul style="list-style-type: none"> <li>• a statement of the significant assumptions on which the annual business plan is based;</li> <li>• details of major changes in workload, delivery of services or resources required to achieve the Annual business plan.</li> </ul>
5.1.2 – 5.1.3	CHIEF FINANCE OFFICER	Submit budgets to the Board for approval. Monitor performance against budget and the business plan; periodically review them and report to the Board of Directors.
5.1.5	CHIEF FINANCE OFFICER	Ensure adequate training is delivered on an on going basis to budget holders to help them manage successfully.
5.2.1	CHIEF EXECUTIVE	Delegate the management of a budget to permit the performance of a defined range of activities to budget holders.
5.2.2	CHIEF EXECUTIVE & BUDGET HOLDERS	Must not exceed the budgetary total or virement limits set by the Board of Directors.
5.3.1	CHIEF FINANCE OFFICER	Devise and maintain systems of budgetary control.
5.3.2	BUDGET HOLDERS	Ensure that <ul style="list-style-type: none"> <li>a) no overspend or reduction of income that cannot be met from virement is incurred without prior consent of Board of Directors;</li> <li>b) the amount provided in the approved budget is not used in whole or in part for any other than specified purpose , subject to rules of virement;</li> <li>c) no permanent Officers are appointed without the approval of the CEO other than those provided for within available resources and manpower establishment as approved by the Board of Directors.</li> </ul>
5.3.3	CHIEF EXECUTIVE	Identify and implement cost improvements and income generation activities in line with the Annual Business Plan, the Trust's Forward Plan and a balanced budget.



<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
5.5.1	CHIEF EXECUTIVE	Submit monitoring returns
6.3	ACCOUNTING OFFICER	Preparation of financial returns, annual accounts and reports to HM Treasury and Independent Regulator as necessary.
7.1 – 7.3	CHIEF FINANCE OFFICER	Managing banking arrangements, advising the Trust on the provision of banking services and operation of accounts
7.4	CHIEF FINANCE OFFICER	a) Review the banking arrangements of the Trust at regular intervals to ensure they reflect best practice and represent best value for money by periodically seeking competitive tenders for the Trusts' banking business. b) Ensure competitive tenders are sought at least every five (5) years and the results of such a tendering exercise reported to the Board of Directors.
8.1 – 8.2	CHIEF FINANCE OFFICER	Designing and maintaining and ensuring compliance with systems for the proper recording, invoicing and collection of monies and coding of all monies including but not limited to prompt banking, review and approval of fees and charges, debt recovery arrangements, design and control of receipts, provision of adequate facilities and systems for Officers whose duties include collecting or holding cash.
8.2.2	ALL OFFICERS	Duty to inform Chief Finance Officer promptly of money due from transactions which they initiate/deal with.
9	CHIEF EXECUTIVE	Tendering and contract procedure.
9.1.3	CHIEF EXECUTIVE	The Chief Executive shall nominate an officer to oversee and manage the contract on behalf of the Trust.
9.5.1	CHIEF EXECUTIVE/	Waive formal tendering procedures as per Appendix 3.
9.5.3	CHIEF EXECUTIVE	Report waivers of tendering procedures to the Board and the Audit Assurance and Risk Committee where the value of the contract is over £25,000.
9.9	CHIEF EXECUTIVE OR NOMINATED OFFICER	Responsible for the receipt, endorsement and safe custody of tenders received until the time appointed for their opening.
9.11.2	CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER OR ASSOCIATE DIRECTOR OF ESTATES AND FACILITIES MANAGEMENT	Where only one tender is sought and/or received shall as far as practicable ensure that the price to be paid is fair and reasonable and will ensure value for money for the Trust.
9.12	CHIEF EXECUTIVE OR NOMINATED OFFICER	Responsible for treatment of 'late tenders'.
9.14.4	CHIEF EXECUTIVE	No tender shall be accepted which will commit expenditure in excess of that which has been allocated by the Trust and which is not in accordance with these Instructions except with the authorisation of the Chief Executive.
9.16.1.1	CHIEF EXECUTIVE OR NOMINATED OFFICER	Shall be nominated to maintain a list of approved firms.

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
9.16.3	CHIEF EXECUTIVE, CHIEF FINANCE OFFICER, OR NOMINATED OFFICER INCLUDING ASSOCIATE DIRECTOR FOR ESTATES AND FACILITIES MANAGEMENT	Shall ensure that appropriate checks are carried out as to the technical and financial capability of those firms that are invited to tender or quote where it is impractical to use a potential contractor from the list of approved firms/individuals or where a list has not been prepared. Where a supplier is chosen that is not on the approved list the reason shall be recorded in writing to the CEO.
9.17.5	CHIEF EXECUTIVE OR NOMINATED OFFICER	The Chief Executive or his/her nominated officer should evaluate the quotation and select the quote which gives the best value for money.
9.28.1	CHIEF EXECUTIVE	The Chief Executive shall be responsible for ensuring that best value for money can be demonstrated for all services provided under contract or in-house.
9.21 & 14.2	CHIEF FINANCE OFFICER	The Chief Finance Officer shall demonstrate that the use of private finance represents value for money and genuinely transfers risk to the private sector.
9.21.2 & 14.2	BOARD OF DIRECTORS	All PFI proposals must be agreed by the Board of Directors.
9.22.1	CHIEF EXECUTIVE	The Chief Executive shall nominate Officers with delegated authority to enter into and manage contracts of employment of other Officers and enter into contracts for the employment of agency staff or temporary staff service contracts.
10.1	CHIEF EXECUTIVE	Must ensure the Trust enters into suitable legally binding agreements with service commissioners for the provision of NHS services
11.1	BOARD OF DIRECTORS	Establish a Remuneration Committee
11.1	REMUNERATION COMMITTEE	Advise the Board on and make recommendations on the remuneration and terms of service of the CEO and Executive Directors and other senior Officers to ensure they are fairly rewarded having proper regard to the Trust's circumstances and any national agreements; Monitor and evaluate the performance of individual Executive Directors of the Trust; Advise on and oversee appropriate contractual arrangements for all Directors including proper calculation and scrutiny of termination payments taking account of such national guidance as appropriate.
11.3.2	REMUNERATION COMMITTEE	Report in writing to the Board of Directors its advice and its bases about remuneration and terms of service of the Chief Executive and other Executive Directors.
	BOARD OF DIRECTORS	Approve proposals presented by the Chief Executive for setting of remuneration and conditions of service for those officers not covered by the Remuneration Committee.
11.4.2	CHIEF EXECUTIVE AND/OR NOMINATED OFFICERS	Approval of variation to funded establishment of any department.

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
11.3	CHIEF EXECUTIVE OR RELEVANT DELEGATED DIRECTOR	Authorisation of the engagement, re-engagement, re-grade, hire or change in remuneration of any Officer including agency staff engaged either on a temporary or permanent basis, within the limit of the approved budget and funded establishment.
11.6	DIRECTOR OF WORKFORCE, DEVELOPMENT & COMMS	Payroll: a) specifying timetables for submission of properly authorised time records and other notifications; b) final determination of pay and allowances; c) making payments on agreed dates; d) agreeing method of payment;
11.6.3	DIRECTOR OF WORKFORCE, DEVELOPMENT AND COMMS AND NOMINATED MANAGERS	Submission of time records and notifications in accordance with agreed timetables. Completion of time records and other notifications in accordance with the Director of Workforce Development & Comms 's instructions and in a form prescribed by the Director of Workforce Development & Comms . Submitting termination forms in the prescribed form immediately upon knowing the effective date of an Officer's resignation, termination or retirement. Notifying the Director of Workforce Development & Comms immediately, who must in turn inform the Chief Finance Officer where an Officer fails to report for duty or to fulfill obligations in circumstances that suggest they have left without notice.
11.6.4	CHIEF FINANCE OFFICER AND/OR DIRECTOR OF WORKFORCE, DEVELOPMENT & COMMS	Ensure that the chosen method for payroll processing is supported by appropriate (contracted) terms and conditions, adequate internal controls and audit review procedures and that suitable arrangements are made for the collection of payroll deductions and payment of these to appropriate bodies.
11.7.1	NOMINATED OFFICER	Ensure that all Officers and Executive Directors are issued with a Contract of Employment in a form approved by the Board of Directors and which complies with employment legislation; and Deal with variations to, or termination of, contracts of employment.
12.1	BOARD OF DIRECTORS	Approve the level of non-pay expenditure on an annual basis
12.1.3	CHIEF EXECUTIVE	Set out procedures on the seeking of professional advice regarding the supply of goods and services.
12.2.1	REQUISITIONING OFFICER	In choosing the item to be supplied (or the service to be performed) shall always obtain the best value for money for the Trust. In so doing, the advice of the Trust's adviser on supply shall be sought. Where this advice is not acceptable to the requisitioner the advice of the Head of Procurement and or the Chief Finance Officer shall be consulted. For requisitions over £100,000 the requisitioning Officer should consult the Head of Procurement.
12.2.2.1	CHIEF FINANCE	Shall be responsible for the prompt payment of accounts and claims.

SFI REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED OR RESERVED
	OFFICER	
12.2.2.2.1	CHIEF FINANCE OFFICER AND/OR NOMINATED OFFICERS	<ul style="list-style-type: none"> <li>a) Advise the Board regarding the setting of thresholds above which quotations (competitive or otherwise) or formal tenders must be obtained; and, once approved, the thresholds should be incorporated in Standing Orders and Standing Financial Instructions and regularly reviewed;</li> <li>b) Prepare procedural instructions [where not already provided in the Scheme of Delegation or procedure notes for budget holders] on the obtaining of goods, works and services incorporating the thresholds;</li> <li>c) Be responsible for the prompt payment of all properly authorised accounts and claims;</li> <li>d) Be responsible for designing and maintaining a system of verification, recording and payment of all amounts payable which shall provide for the matters listed at SFIs 12.2.2.;</li> <li>e) Be responsible for a timetable and submission to the Chief Finance Officer of accounts for payment; provision shall be made for the early submission of accounts subject to cash discounts or otherwise requiring early payment;</li> <li>f) Instructions to Officers regarding the handling and payment of accounts within the Finance Department;</li> <li>g) Be responsible for ensuring that payment for goods and services is only made once the goods and services are received except those obtained by pre-payment.</li> <li>h) Prepare and issue procedures regarding value added tax.</li> </ul>
12.2.3.1.2	APPROPRIATE EXECUTIVE DIRECTOR OR NOMINATED OFFICER	Make a written case to support the need for a prepayment, setting out all the relevant circumstances of the purchase and the effects on the Trust if the supplier is at some time during the course of the prepayment agreement unable to meet his/her commitments
12.2.3.1.3	CHIEF FINANCE OFFICER	Approve proposed prepayment arrangements taking into account the EU public procurement rules where the contract is above a stipulated financial threshold.
12.2.4.1.4	BUDGET HOLDER	Ensure that all items due under a prepayment contract are received (and immediately inform as necessary the appropriate Director or the Chief Executive Officer if problems are encountered).
12.2.4.1.2	CHIEF FINANCE OFFICER	Approve the form of Official Orders
12.2.4.1.4	CHIEF EXECUTIVE	Authorise who may use and be issued with official orders.
12.2.5.1	OFFICERS	Ensure that they comply fully with the guidance and limits specified by the Chief Executive and the requirements detailed at SFI 9
12.2.6	CHIEF FINANCE OFFICER	Lay down procedures for joint finance payments to local authorities and voluntary organisations made under the powers of section 75 of the NHS Act 2006.
13.1.2	CHIEF FINANCE OFFICER	The Chief Finance Officer will advise the Board of Directors on the Trust's ability to pay dividend on, and repay PDC and any proposed new borrowing and report periodically, concerning the Trusts debt and all loans and overdrafts.
13.2.2	BOARD OF DIRECTORS	Agree a list of Officers (including specimens of their signatures) authorised to make short term borrowings

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
		on behalf of the Trust. (This must include the Chief Executive and Chief Finance Officer.)
13.2.3	CHIEF FINANCE OFFICER	Prepare detailed procedural instructions concerning applications for loans and overdrafts.
13.2.5	CHIEF EXECUTIVE OR CHIEF FINANCE OFFICER	Be on an authorising panel comprising one other member for short term borrowing approval and inform the Board of Directors of all short term borrowings at the next Board Meeting.
13.3.2	CHIEF FINANCE OFFICER	Will advise the Board on investments and report, periodically to the Board on performance of same.
14.1.1– 14.1.2	CHIEF EXECUTIVE	Capital investment programme: a) ensure that there is adequate appraisal and approval process for determining capital expenditure priorities and the effect that each has on business plans b) be responsible for the management of all stages of capital schemes and for ensuring that they are delivered on time and within cost; c) ensure that capital investment is not undertaken without confirmation of purchaser support and the availability of resources to finance all revenue consequences, including capital charges; d) ensure that a business case is produced for every capital proposal setting out the matters referred to at SFI 14.1.2.1.1 – 14.1.2.1.3.
14.1.2.2	CHIEF FINANCE OFFICER	Certify the costs and revenue consequences detailed in the business case
14.1.3	CHIEF EXECUTIVE	Issue procedures for management of contracts for capital schemes which stipulate stage payments
14.1.6	CHIEF FINANCE OFFICER	Issue procedures governing the financial management, including variations to contract, of capital investments projects and valuation for accounting purposes
14.1.5	CHIEF EXECUTIVE	Issue to the Officer responsible for any capital scheme specific authority to commit expenditure, authority to proceed to tender and approval to accept a successful tender. Issue a scheme of delegation for capital investment management.
14.1.6	CHIEF FINANCE OFFICER	Issue procedures governing financial management, including variations to contracts of capital investment projects and valuation of accounting processes fully taking into account the delegated limits for capital schemes as referenced in guidance issued by Monitor
14.1.7	CHIEF FINANCE OFFICER	Ensure the Trust complies with any guidance issued by the Independent Regulator regarding financial reporting in the production of the Trust's Annual Accounts and Annual Reports concerning the accounting treatment of capital investments
14.2.1.1	CHIEF FINANCE OFFICER	Demonstrate that the use of private finance represents value for money and genuinely transfers significant risk to the private sector.
14.2.1.2	BOARD OF DIRECTORS	Proposal to use PFI must be specifically agreed by the Board.
14.3.1	CHIEF EXECUTIVE	Maintenance of asset registers taking account of the guidance of the Independent Regulator concerning

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
		the form and content of any register and the method of updating the register in question.
14.3.4	CHIEF FINANCE OFFICER	Approve procedures for reconciling balances on fixed assets accounts in ledgers against balances on fixed asset registers.
14.3.7	CHIEF FINANCE OFFICER	Calculate and pay capital charges as specified by any relevant guidance issued by the Independent Regulator regarding the financial reporting procedures for NHS foundation trusts.
14.4.1	CHIEF EXECUTIVE	Overall responsibility for the control of fixed assets.
14.4.2	CHIEF FINANCE OFFICER	Approval of asset control procedures.
14.4.4	MEMBERS OF THE BOARD, SENIOR OFFICERS	Responsibility to apply routine security practices in relation to Trust property as may be determined by the Board of Directors. Any breach should be reported in accordance with agreed procedures.
15.2.1	CHIEF EXECUTIVE AND NOMINATED OFFICER	Overall responsibility for control of stocks and stores may be delegated to an Officer. Further delegation for day-to-day responsibility to departmental Officers subject to such delegation being recorded in a record available to the Chief Finance Officer.
15.2.1	DESIGNATED PHARMACEUTICAL OFFICER	Responsible for the control of any Pharmaceutical stocks
15.2.1	DESIGNATED ESTATES OFFICER	Responsible for control of stocks of fuel oil and coal.
15.2.2	RELEVANT DESIGNATED OFFICER	Responsibility for defining in writing the security arrangements relating to the custody of keys for all stores and locations
15.2.3	CHIEF FINANCE OFFICER	Set out procedures and systems to regulate the stores including receipt of goods, issues, returns to stores and losses.
15.2.4	CHIEF FINANCE OFFICER	Agree stocktaking arrangements.
15.2.5	CHIEF FINANCE OFFICER	Approve alternative arrangements where a complete system of stores control is not justified.
15.2.6	CHIEF FINANCE OFFICER	Approve system for review of slow moving and obsolete items and for condemnation, disposal and replacement of all unserviceable articles.
15.2.6	DESIGNATED OFFICER	Operate a system approved by the Chief Finance Officer for slow moving and obsolete stock, for condemnation, disposal and replacement of unserviceable articles and report to the Chief Finance Officer evidence of significant overstocking and any negligence or malpractice.
15.2.7	CHIEF EXECUTIVE	Identify persons authorised to requisition and accept goods from NHS Supplies stores

<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
15.2.7	AUTHORISED OFFICERS	Check receipt of goods against the delivery note before forwarding the note to the Chief Finance Officer
15.2.7	CHIEF FINANCE OFFICER	Satisfy him/herself that the goods received from the NHS Supplies Store have been received before accepting the recharge.
16.1.1	CHIEF FINANCE OFFICER	Prepare detailed procedures for disposal of assets in accordance with the Regulatory Framework and Guidance issued by the Independent Regulator in respect of protected assets and including condemnations and ensure that these are notified to Directors and relevant Officers.
16.1.2	APPROPRIATE DEPARTMENTAL MANAGER OR AUTHORISED DEPUTY	Inform the Chief Finance Officer of the estimated market value of any disposal item taking account of professional advice where appropriate
16.2.1	CHIEF FINANCE OFFICER	Prepare procedural instructions on the recording of and accounting for condemnations, losses and special payments
16.2.5	BOARD OF DIRECTORS	Approve write off of losses above the level delegated to the CE and Chief Finance Officer in the Financial Limits specified in the Scheme of Delegation.
16.2.6	CHIEF FINANCE OFFICER	Take the necessary steps to safeguard the Trust's interests in bankruptcies and company liquidations
16.2.7	CHIEF FINANCE OFFICER	Consider whether any insurance claim can be made.
16.2.8	CHIEF FINANCE OFFICER	Maintain losses and special payments register in which write off action is recorded
17.2.1	CHIEF FINANCE OFFICER	Responsibility for the accuracy and security of computerised financial data and ensuring that the adequate controls, procedures and management trails as specified at SFI 17.2.1.1 to 17.2.1.4 are in place.
17.2.2	CHIEF FINANCE OFFICER	Satisfy him/herself that new financial systems and amendments to current financial systems are developed in a controlled manner and thoroughly tested prior to implementation. Where this is undertaken by another organisation assurance of adequacy must be obtained from them prior to implementation.
17.2.4	CHIEF FINANCE OFFICER	Ensure that separate control procedures are put in place for computer systems including: the acquisition and disposal of IT systems and equipment and the decommissioning of systems containing confidential data.
17.3	SENIOR INFORMATION RISK OFFICER	Ensure that NHS IG policy, information risk management method and standards are documented, applied and maintained consistently throughout the organisation's information governance risk assessment and management framework.
17.5.1– 17.5.2	CHIEF FINANCE OFFICER	Ensure that contracts for computer services for financial applications with other health organisations or any other agency shall clearly define the responsibility of all parties for

SFI REF	DELEGATED TO	AUTHORITIES/DUTIES DELEGATED OR RESERVED
		security, privacy, accuracy, completeness and timeliness of data during processing, transmission and storage, and allow for audit review. Seek periodic assurances from the provider that adequate controls are in operation where such a computer service is provided for financial applications.
17.5.1	CHIEF FINANCE OFFICER	Ensure that risks to the Trust arising from the use of IT are effectively identified and considered and appropriate action taken to migrate or control risk including the preparation and testing of appropriate disaster recovery and business continuity plans.
17.6.1	CHIEF FINANCE OFFICER	Where computer systems have an impact on corporate financial systems satisfy him/herself that: a) systems acquisition, development and maintenance are in line with corporate policies such as the Information Technology Strategy; b) data produced for use with financial systems is adequate, accurate, complete and timely, and that a management audit trail exists; c) The Chief Finance Officer and staff have access to such data; d) Such computer audit reviews are being carried out as are considered necessary.
18.2	CHIEF EXECUTIVE	Responsible for ensuring patients and guardians are informed before or at admission either by notices or information booklets or orally that the Trust will generally not accept responsibility or liability for patients' property unless it is deposited for safe custody and a copy of the patient's property record is obtained as a receipt.
18.3	CHIEF FINANCE OFFICER	Provide detailed written instructions on the collection, custody, investment, recording, safekeeping, and disposal of patients' property (including instructions on the disposal of the property of deceased patients and of patients transferred to other premises) for all Officers whose duty is to administer, in any way, the property of patients.
18.4	CHIEF FINANCE OFFICER	Approve arrangements put in place for the opening and operation of separate accounts for the management of patient moneys
18.6	DEPARTMENTAL MANAGERS	Inform Officers on appointment of their responsibilities and duties for the administration of the property of patients.
19.1 -19.9	CHIEF FINANCE OFFICER	Ensure compliance with the obligations specified at SFI 19.1 to 19.9 relating to Funds held on Trust
20.1	COMPANY SECRETARY	Ensure all staff are made aware of the Trust policy on the acceptance and giving of gifts and hospitality, and other benefits in kind by staff.
21.1-2	CHIEF EXECUTIVE	Maintaining Archives for all documents Retention of document procedures in accordance with the Records Management Code.
21.4	CHIEF EXECUTIVE	Authorise the destruction of documents



<b>SFI REF</b>	<b>DELEGATED TO</b>	<b>AUTHORITIES/DUTIES DELEGATED OR RESERVED</b>
22.1	CHIEF FINANCE OFFICER	Publish and maintain a Freedom of Information Publication Scheme or adopt a model Publication scheme approved by the Information Commissioner.
23.1	CHIEF EXECUTIVE	Ensure that the Trust has a risk management programme which shall contain the detail specified at SFI 23
23.1	BOARD OF DIRECTORS	Approve and monitor risk management programme.
24.1.1	BOARD OF DIRECTORS	Decide whether the Trust will insure through the risk pooling schemes administered by the NHS Litigation Authority or self-insure for some or all of the risks covered by the risk pooling scheme Decisions to self-insure should be reviewed annually.
24.1.2 – 24.1.3	CHIEF FINANCE OFFICER	<p>Where the Board decides to use the risk pooling schemes administered by the NHS Litigation Authority the Chief Finance Officer shall ensure that the arrangements entered into are appropriate and complementary to the risk management programme. The Chief Finance Officer shall ensure that documented procedures cover these arrangements.</p> <p>Where the Board decides not to use the risk pooling schemes administered by the NHS Litigation Authority for any one or other of the risks covered by the schemes, the Chief Finance Officer shall ensure that the Board is informed of the nature and extent of the risks that are self insured as a result of this decision. The Chief Finance Officer will draw up formal documented procedures for the management of any claims arising from third parties and payments in respect of losses that will not be reimbursed.</p>
24.1.4	CHIEF FINANCE OFFICER	Ensure documented procedures cover management of claims and payments below the deductible.

\* Nominated officers and the areas for which they are responsible should be incorporated into the Trust's Scheme of Delegation document.

## ANNEX 1 - DETAILED SCHEME OF DELEGATION

### DETAILED SCHEME OF DELEGATION

*Delegated matters in respect of decisions which may have a far reaching effect for the Trust must be reported to the Chief Executive. **The delegation shown below is the lowest level to which authority is delegated.** Delegation to lower levels is only permitted with written approval of the Chief Executive. Where powers are delegated to the Chief Executive this means that in his/her absence those powers are delegated to his/her nominated deputy.*

#### Key to Levels of Authority in Detailed Scheme of Delegation:

All Departments recognise the following levels of Executives and Managers	
	Chief Executive
	Executive Directors of the Board of Directors
	Non-Board Directors including Associate Directors and those with 'Director' in their job title and who report to an Executive Director
	Band 8D and 8C Managers
	Band 8B and 8A Managers
	Band 7 Managers
	Band 6 Managers
	Band 5 Managers
	Band 4 Managers
Estates and Facilities Management Department	
Band 5	Managers with Band 5 delegated responsibility within the Estates and Facilities Management Department
Band 6	Managers with Band 6 delegated responsibility within the Estates and Facilities Management Department
Social Care Department	
Band 5	Managers with Band 5 delegated responsibility within the Social Care Department
Band 6	Managers with Band 6 delegated responsibility within the Social Care Department

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<b>Management of Budgets</b> <b>1. Responsibility for keeping expenditure within budgets</b> a) At individual budget level (Pay and Non Pay) b) At service level c) For the totality of services covered by Executive Directors and non-Board directors, with 'Director' in title and Associate Directors.	Budget Manager Service Manager Executive Directors and non-Board directors, with 'Director' in title and Associate Directors	SFI 5
<b>2. Virement of underspent Budgets</b> Up to £150,000	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors subject to consultation with both the Chief Finance Officer and the Chief Operating Officer. (Virement over the amount stated requires Board approval).	
<b>3. Maintenance/Operation of Bank Accounts</b>	CFO	SFI 7
<b>4. Expenditure/Requisitioning /Ordering/Payment of Goods and Services</b>  a) Delegated limits – refer to Annex 2 <b>Appendix 1 Financial Levels – Purchasing Goods and Services (all non-pay expenditure including agency spend)</b>  <u>Petty cash payments –refer to Annex 2 Appendix 2</u> <b>Financial Levels – Petty Cash and Patient Monies</b>  <u>Patients Monies – refer to Annex 2 Appendix 2</u> <b>Financial Levels – Petty Cash and Patient Monies</b>		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>b) Non-Pay Expenditure for which no specific budget has been set up and which is not subject to funding under delegated powers of virement. (Subject to the limits specified above in (a))</p> <p>c) Orders exceeding 12 month period (excluding office equipment support eg PCs and printers)</p> <p>d) All contracts for goods and services and subsequent variations to contracts</p> <p>e) All inter-trust expenditure covered by Agreements that are fixed monthly/annual amounts</p> <p><b>5. Capital Schemes (Including Leases)</b></p> <p>a) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations</p> <p>b) Financial monitoring and reporting on all capital scheme expenditure</p> <p>c) Granting and termination of leases with an annual value of up to £100K</p> <p>d) Granting and termination of leases over £100k</p>	<p>CEO, COO/Deputy CEO, D of O/MD or CFO</p> <p>Executive Directors and non-Board directors, with 'Director' in title and Associate Directors</p> <p>Executive Directors and non-Board directors, with 'Director' in title and Associate Directors or in accordance with this Scheme of Delegation</p> <p>Directorate Accountant ( Executive Directors and non-Board directors, with 'Director' in title and Associate Directors will notify Accountant in writing of the annual agreed sum which the Accountant will adhere to, and implement immediately if this is changed)</p> <p>ADoE&amp;FM</p> <p>CFO</p> <p>CFO or ADoE&amp;FM*</p> <p>CE (with reference to CFO or ADoE&amp;FM)</p>	
<p><b>6. Quotation, Tendering &amp; Contract Procedures</b></p>		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
a) Contract summary for Goods and Services	Annex 2, Appendix 1 to this Scheme of Delegation	SFI 9
b) Contract summary for Capital Construction Projects and Estate Services	Annex 2 Appendix 1 to this Scheme of Delegation	
<b>Waiving of Competitive Tendering</b>		
Single tender summary	Annex 2 Appendix 3 to this Scheme of Delegation	
<b>7. Setting of Fees and Charges</b>		
a) Private Patient, Overseas Visitors, Income Generation and other patient related services.	CFO or Nominated Deputy	SFI 8
b) Price of NHS Contracts, Charges for all NHS Patient Contracts whether for GPs or PCTs	CFO	
<b>8. Engagement of Staff not on the Establishment</b>		
a) Non Medical Consultancy Staff Where aggregate commitment in any one year (or total commitment) is less than £20,000	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors	SFI 11
b) Where aggregate commitment in any one year is more than £20,000	CE or CFO	
c) Engagement of Trust's Solicitors	CE or Executive Director, Litigation and Information Governance Manager, Property Manager or Trust Secretary	
d) Booking of Bank, MATCH or Agency Staff <ul style="list-style-type: none"> <li>Medical Locums</li> <li>Nursing</li> <li>Clerical</li> </ul>	Budget Manager	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<b>9. Expenditure on Charitable Funds</b> <ul style="list-style-type: none"> <li>up to £1,000 per request</li> <li>up to £10,000 per request</li> <li>up to £25,000 per request</li> <li>over above limits</li> </ul>	Fund Holder Relevant - Executive Director CE Trust Board as Corporate Trustee ( via the Charitable Funds Committee)	
<b>10. Property Agreements/Licences</b> <ol style="list-style-type: none"> <li>Preparation and signature of all tenancy agreements</li> <li>Extensions to existing leases</li> <li>Letting of premises to outside organisations</li> <li>Approval of rent based on professional assessment</li> </ol>	CFO or ADoE&FM CFO or ADoE&FM CFO or ADoE&FM CFO or ADoE&FM	
<b>11. Condemning &amp; Disposal</b> (see Trust Policy)  Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively	Level 2 or 3 Directors	SFI 16
<b>12. Losses, Write-off and Compensation</b> <ol style="list-style-type: none"> <li>Losses and Cash due to theft, fraud, overpayment and others <ul style="list-style-type: none"> <li>up to and including £5,000</li> <li>over £5,000</li> </ul> </li> <li>Fruitless Payments (including abandoned Capital Schemes) <ul style="list-style-type: none"> <li>up to and including £5,000</li> <li>over £5,000</li> </ul> </li> </ol>	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors CE or CFO report to Board if over £250,000  Executive Directors and non-Board directors, with 'Director' in title and Associate Directors CE or CFO and report to Board if over £10,000	SFI 16



DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>was no financial loss by claimant</p> <ul style="list-style-type: none"> <li>up to and including £50,000</li> </ul>	CE or CFO and report to Board if over £10,000	
<b>13. Computer Software and Licences</b>	DoIP in accordance with Trust's Information Technology Strategy	SFI 17
<b>14. Reporting of Incidents to the Police</b>		
a) Where a criminal offence is suspected	Band 7, 8A and 8B or Duty Manager <u>define</u>	SFI 4
b) Where a fraud is suspected	Executive Director and CFO	
<b>15. Receiving Hospitality</b>	Declaration by all staff required in Trust's Hospitality Register, held by Company Secretary	SFI 20
<b>16. Implementation of Internal and External Audit Recommendations</b>	CFO or Executive Directors	
<b>17. Maintenance and Update on Trust Financial Procedures</b>	CFO	
<b>18. Investment of Funds</b> (including Charitable Funds)	CFO	
<b>19. Personnel and Pay</b>		
<b>A All Staff Excluding Medical Staff</b>		
a) Authority to fill funded post on the establishment with permanent staff.	Budget Manager	SFI 11
b) Authority to appoint staff to post not on the formal establishment	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors (keeping within overall budget)	
c) <u>Additional Increments</u> The granting of additional increments to staff within budget	Non-Board Directors including Associate Directors and those with 'Director' in their job title and who report to an Executive Director; Band 8D and 8C Managers	



DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>d) <u>Upgrading and Regrading</u> All requests for upgrading/regrading shall be dealt with in accordance with Trust Procedure</p>	Non-Board Directors including Associate Directors and those with 'Director' in their job title and who report to an Executive Director; Band 8D and 8C Managers with advice from Director of Workforce and Communications	
<p>e) <u>Establishments</u> i) Additional staff to the agreed establishment within specifically allocated finance</p>	Budget Manager	
<p>ii) Additional staff to the agreed establishment without specifically allocated finance</p>	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors (keeping within overall budget)	
<p><b>B Medical Staff</b></p> <p><b>CONSULTANTS (INCLUDING LOCUMS)</b> a) Authority to fill funded post on the establishment with permanent staff</p>	Clinical Director in consultation with Executive Directors and non-Board directors, with 'Director' in title and Associate Directors CMO to be informed of Locum appointments. Deputy CFO to be informed.	
<p>b) Authority to appoint staff to post not on the formal establishment</p>	Clinical Director in consultation with Executive Directors and non-Board directors, with 'Director' in title and Associate Directors (keeping within overall budget). Deputy CFO to be informed.	
<p>c) Granting of salary or allowances in excess of usual Trust policy</p>	CMO and Chief Executive. Deputy CFO to be informed.	
<p>d) Additional payments</p> <p><b>TRAINING GRADE DOCTORS</b> a) Authority to fill funded post on the establishment with permanent staff</p>	Clinical Director in consultation with Executive Directors and non-Board directors, with 'Director' in title and Associate Directors but CMO and Chief Executive to be informed. Deputy CFO to be informed.	

PbTB 29.07.2014

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<ul style="list-style-type: none"> <li>• ST 4 - 6</li> <li>• ST 1 - 3</li> <li>• Flexible Trainees</li> </ul> <p>b) Authority to appoint staff to new trainee posts within approved budget and workforce plan.</p> <p>c) Authority to appoint locum appointments within approved budget and workforce plan</p> <p><b>For All Staff</b></p> <p>f) <u>Pay</u></p> <ul style="list-style-type: none"> <li>a) Authority to complete standing data forms effecting pay, new starters, variations &amp; leavers</li> <li>b) Authority to authorise overtime</li> <li>c) Authority to complete and authorise positive reporting forms</li> <li>d) Authority to authorise travel and subsistence expenses</li> <li>e) Approval of Performance Related Pay Assessment</li> <li>g) Leave</li> </ul>	<p>Clinical Director Clinical Director CMO in consultation with Wessex Deanery and Clinical Tutor (within budget)</p> <p>Clinical Director and Clinical Tutor jointly</p> <p>Clinical Director in consultation with Executive Director and Clinical Tutor</p> <p>Budget Manager/Director of Workforce Development and Communications Modern Matron or equivalent All Other Staff: Executive Directors to Band 8A Manager Non-Board directors, with 'Director' in title and Associate Directors; Band 8D and 8C Manager Medical Staff Non-Board directors, with 'Director' in title and Associate Directors; Band 8D and 8C Manager All Other Staff : Non-Board directors, with 'Director' in title and Associate Directors; Band 8D and 8C Manager or Ward Manager level ( Band 7, 8A, 8B as appropriate) All Medical staff : Clinical Director in conjunction with Level 3 or 4 Manager</p>	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
h) Sick Leave	All Other Staff Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8A Manager	National/Trust Conditions of Service
i) <u>Study Leave</u> i) Study leave outside the UK ii) Other study leave (UK)	Staff Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8A Manager  CE Consultants and other nontraining grade doctors: <b>Associate CMO</b> Junior Doctors : Director of Post Graduate Medical Education All Other Staff : Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8A Manager	
j) Removal Expenses, Excess Rent and House Purchases	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors	
k) <u>Grievance Procedure</u> All grievances cases must be dealt with strictly in accordance with the Grievance Procedure	Executive Directors and non-Board directors, with 'Director' in title and Associate Directors	Trust Conditions of Service  Trust Grievance Procedure
l) <u>Authorised Car (including Lease Cars) and Mobile Phone Users</u> Requests for new posts to be authorised as car users  Requests for new post to be authorised as mobile/blackberry telephone users	Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8A  Level 3, 4 or 5 Managers	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
m) Renewal of Fixed Term Contract n) <u>Staff Retirement Policy</u> Authorisation of extensions of contract beyond normal retirement age in exceptional circumstances  o) Redundancy  p) <u>Ill Health Retirement</u> Decision to pursue retirement on the grounds of ill health  q) Dismissal	Level 3 or 4 Managers  Executive Directors and non-Board directors, with 'Director' in title and Associate Directors  Executive Directors and non-Board directors, with 'Director' in title and Associate Directors  Executive Directors and non-Board directors, with 'Director' in title and Associate Directors  Chief Executive to Band 4 Managers	Trust Disciplinary Procedures
<b>20. Authorisation of the use of New Drugs</b>	CE or CMO (based on advice on the guidelines from the Formulary Committee)	
<b>21. Authorisation of Sponsorship deals</b> • up to and including £60,000  • over £60,000	CE  Trust Board	
<b>22. Authorisation of Research Projects</b>	CE, CMO or Director of Nursing/Medical Director (DoN/Medical Director)	
<b>23. Authorisation of Clinical Trials</b>	Director of Research and Development (other than where he is involved in the research in which case it will be the CMO) with approval from Local Research Ethics Committee	
<b>24. Insurance Policies and Risk Management Arrangements</b>	CE or CMO (Insurance /Risk Management)	SFI 23 - 24
<b>25. Patients and Relatives Complaints</b>		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
a) Overall responsibility for ensuring that all complaints are dealt with effectively	CE	Trust Complaints Policy
b) Responsibility for ensuring complaints relating to a directorate are investigated thoroughly	Complaints Manager	
<b>26. Relationships with Press</b>  Within hours Outside hours	Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors (advised by Press Office) On Call Manager or Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors (advised by Press Office)	
<b>27. Infectious Diseases and Notifiable Outbreaks</b>	On Call Manager or Control of Infection Doctor (also notify DoN/CMO)	Control of Infection Policy
<b>28. Extended Role Activities</b>  Approval of Nurses to undertake duties/procedures which can properly be described as beyond the normal scope of Nursing Practice	DoN/ CMO	Nursing and Midwifery Council Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives
<b>29. Patient Services</b>		
a) Variation of clinic sessions within existing numbers	Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8C (also notify relevant Executive Directors, Non-Board directors, with 'Director' in title or Associate Directors and Information Manager)	
b) All proposed changes in bed allocation and use	Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors; (also notify Business Planner, Information Manager)	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
	and Contract Manager)	
<b>30. Facilities for staff not employed by the Trust to gain practical experience</b>  Professional Recognition, Honorary Contracts, and Insurance of Medical Staff  Work experience students	Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors  Medical Staff: Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors; All Other Staff: Non-Board directors, with 'Director' in title and Associate Directors; Band 8D-8A	
<b>31. Review of fire precautions</b>	CFO (advised by the ADoE&FM)	
<b>32. Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations</b>	CE (advised by the COO/ CMO or other appropriate Director)	
<b>33. Review of Medicines Inspectorate Regulations</b>	CMO with Chief Pharmacist	
<b>34. Review of compliance with environmental regulations, for example those relating to clean air and waste disposal</b>	CFO (advised by the ADoE&FM)	
<b>35. Review of Trust's compliance with the Data Protection Legislation</b>	CFO	
<b>36. Monitor proposals for service agreements or service contracts between the Trust and outside bodies</b>	Patient Services - Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
	and CFO Estates, FM and ICT Services - Executive Directors, Non-Board directors, with 'Director' in title and Associate Directors and CFO	
<b>37. Review the Trust's compliance with the Access to Records Act (deceased patients)</b>	Litigation and Information Governance Manager	
<b>38. Review of the Trust's compliance code of Practice for handling confidential information in the contracting environment and the compliance with "safe haven" per EL 92(60)</b>	CFO and Information Governance Manager	
<b>39. The keeping of a Declaration of Interests Register</b>	CE	SO 7
<b>40. Attestation of Sealings in accordance with Standing Orders</b>	Chair, CE or Board Directors	SO 9
<b>41. The keeping of a register of Sealings</b>	CE/Trust Secretary	SO 9
<b>42. The keeping of the Gifts, Hospitality &amp; Sponsorship Register</b>	Company Secretary	SFI 20.2
<b>43. Retention of Records</b>	Litigation and Information Governance Manager (Clinical Records), CFO (Financial Records), CE (All other records)	SFI 21
<b>44. Clinical Governance</b>	CMO	
<b>45. Signing of documentation in Legal Proceedings</b>	CMO, Litigation and Information Governance Manager or Trust Secretary	SO 9.4
<b>46. Review of Trust's compliance with Freedom of Information Act</b>	Chief Finance Officer	SFI 22.2

*\*\* Where the Trust has a contract with another organisation to provide estates and facilities services, the contracting organisation will follow its own Scheme of Delegation/SFIs unless otherwise instructed by the DoIP or the ADoE&FM (following consultation with the CFO)*



## ANNEX 2 APPENDIX 1

**Financial Levels – Purchasing Goods and Services (all non-pay expenditure including agency spend)**

**2 members of staff must be involved in any Trust purchase; no member of staff should independently order and enable payment.**

**Where the agenda for change band does not apply the equivalent level should be used.**

Orders, Contracts and Tendering <sup>1</sup>							Invoices (and orders via CPA) <sup>2</sup>	
Financial Limit (total value incl VAT) <sup>3</sup>	Method		No of firms invited to quote/tender	Tender/ Quote Recommended by	Tender/Quotation Order Approval Minimum level	Form of Contract (official order) <sup>4</sup>	Financial Limit (individual invoice incl VAT) <sup>5</sup>	Approval to pay Minimum Level
Less than £1,000	Self	Quotation	At least 1	Relevant Officer	Band 4	Official order	Less than £1,000	Band 4
Less than £2,500		Quotation	At least 1	Relevant Officer	Band 5	Official order	Less than £2,500	Band 5
Over £2,500 up to and including £10,000		Quotation	Not less than 3 (or 1 for Estates )	Relevant Officer	Band 6	Official order	Over £2,500 up to and including £10,000	Band 6
Over £10,000 up to and including £25,000	Via Procurement Service / Team	Quotation	Not less than 3	Relevant Officer	Band 6	Official order + specification or schedule of works	Over £10,000 up to and including £25,000	Band 6
Over £25,000 up to and including £50,000		Quotation/ Tender	Not less than 3	Relevant Officer/ Tendering Officer	Band 7	Official order + specification or schedule of	Over £25,000 up to and including £50,000	Band 7

<sup>1</sup> Where a postal tendering process is used (as opposed to using e-tendering) the submissions must be opened by 2 impartial persons (see SFIs 9.9) including:

- To £250,000 a minimum band 7 officer
- Over £250,000 a minimum band 8 officer
- Over £1M an Executive Director

<sup>2</sup> If a Contract Pricing Agreement(CPA) has been set up by Procurement then no further market testing is required.

<sup>3</sup> **Where goods/services are to be supplied over a period of time the limit refers to the total value of the contract and including VAT.**

<sup>4</sup> An official order will normally be a requisition within the SBS system converted to an order and sent to the supplier. Contracts should have an award letter.

<sup>5</sup> Where an individual invoice is part of a larger payment eg. monthly fee, staggered payments and the Procurement Team have sanctioned using the non-PO route, the invoice approver must have evidence of the approval of the total predicted spend ie. An official order/ contract covering the total expenditure approved according to the total value in column 1 and level in column 5.

						works			
Over £50,000 up to and including £250,000		Tender <sup>6</sup> (OJEU)	Not less than 3	Tendering Officer	Divisional / Associate Director / Deputy DoF/ and Band 8 Estates officers only. (Band 8C Finance Officers only up to £125,000)	Official order + official contract		Over £50,000 up to and including £250,000	Divisional / Associate Director / Deputy CFO/ and Band 8 Estates officers only. (Band 8C Finance Officers only up to £125,000)
Over £250,00 up to and including £500,000		Tender (OJEU)	Not less than 3	Tendering Officer & Finance Officer	Executive Director or Associate Dir of Estates & FM	Official order + official contract		Over £250,00 up to and including £500,000	Executive Director or Associate Dir of Estates & FM
Over £500,000 up to and including £1m		Tender (OJEU)	Not less than 5	Tendering Officer & Finance Officer	CFO	Official order + official contract		Over £500,000 up to and including £1m	CFO
Over £1m up to and including £3m		Tender (OJEU)	Not less than 6	Tendering Officer & Deputy CFO	CE or in their absence, DoF & CS	Official order + official contract		Over £1m up to and including £3m	CFO in conjunction with CE
Over £3m		Tender (OJEU)	Not less than 6	Tendering Officer & CFO	Trust Board	Official order + official contract		Over £3m	CFO in conjunction with CE

<sup>6</sup> There are a range of OJEU tender thresholds starting circa £100,000 \*, The Tendering Officer must check the latest regulations with Procurement or via [www.ojec.com/Thresholds.aspx](http://www.ojec.com/Thresholds.aspx).

**Annex 2 Appendix 2**  
**Financial Levels – Petty Cash and Patient**

	<b>Petty Cash Payments</b>	<b>Patient Monies</b>	<b>Corporate Credit Cards<sup>1</sup></b>		
<b>Financial Limit (total value)</b>	<b>Approval Minimum Level</b>	<b>Approval Maximum Level</b>		<b>Approval Maximum Level</b>	
				<b>Single Transaction</b>	<b>Monthly Spend Limit</b>
<b>Less than £100</b>	<b>Band 4</b>	<b>Band 4</b>	<b>Band 2 TQ21</b>	<b>£150</b>	<b>£750</b>
<b>Less than £400</b>	<b>Band 6</b>	<b>Band 6</b>	<b>Band 4 all other areas other than TQ21</b>	<b>£150</b>	<b>£750</b>
<b>Less than £800</b>	<b>Band 8</b>	<b>–</b>	<b>Band 8</b>	<b>£2,500</b>	<b>£5,000</b>
<b>Less than £1,000</b>	<b>Executive Director</b>	<b>Band 8 Manager</b>	<b>Executive Directors</b>	<b>£5,000</b>	<b>£10,000</b>
<b>Less than £5,000</b>	<b>Chief Executive/Chief Financial Officer (to be used in exceptional circumstances only)</b>	<b>Associate Director</b>	<b>Chief Executive</b>	<b>£5,000</b>	<b>£15,000</b>
<b>Less than £10,000</b>	<b>Not permitted</b>	<b>Executive Director</b>	<b>Band 7 &amp; 8 managers in Trust Procurement team</b>	<b>£25,000</b>	<b>£50,000</b>
<b>Less than £50,000</b>	<b>Not permitted</b>	<b>Chief Executive/Chief Financial Officer</b>			

1. The default for ALL permitted card holders will be £150 per transaction and £750 monthly spend limit. These may be varied dependent on need to the limits contained within the tables. Corporate credit cards must always be considered as a secondary form of procurement after official purchase orders and payment on a supplier invoice.

**ANNEX 2 APPENDIX 3**  
**Procurement Scheme of Delegation - Waiving of Competitive Tendering/Single Tender Summary**

<b>Value</b>	<b>Contract Type</b>	<b>Approval Required from</b>
Less than £50,000	Construction Projects and Estate Services	Associate Director of Estates & FM
£50,000 but less than £250,000	Construction Projects and Estate Services	Chief Finance Officer or Deputy CE
£250,000 up to £500,000	Construction Projects and Estate Services	Chief Executive
Less than £25,000	Supplies and services	Level 3 Director
£25,000 but less than £100,000	Supplies and services	Level 2 Director
£100,000 but less than £250,000	Supplies and services	Chief Finance Officer
£250,000 up to £500,000	Supplies and services	Chief Executive
No purchases over £500,000 are executed via a single tender		

Where goods and services are to be supplied over a period of time, the above rules are to be taken as the total value of the Contract and include VAT

All waivers approved over £25,000 must be reported to the Audit Assurance and Risk Committee (see Standing Financial Instructions (SFI) 9.6.3 for further information).

#### **ANNEX 4 – CONTRACTING SCHEME OF DELEGATION**

- 1** All contracts for goods, supplies and services entered into by the Trust shall be executed by the Chief Executive and/or the Director of Corporate Services or any Nominated Officer with authority delegated from time to time or granted in accordance with any Framework or detailed Contracting Scheme of Delegation prepared and updated or approved by the Board or Chief Executive and the Director of Information and Planning from time to time,,
- 2** Where goods and services are to be supplied over a period of time, the above rules are to be taken as the total value of the Contract and include VAT.

*May 2014*