

WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST
Documentation control

Detailed Scheme of Delegation

Reference	
Approving Body	Trust Board
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Implementation Date	1 st April 2018
Version	February 2018 V2
Summary of Changes from Previous version	
Supersedes	Version August 2017 V1
Consultations Undertaken	Director of People and Culture, External and Internal Audit, Anti-Fraud Specialist, Assistant Director of Finance, Head of Procurement, Company Secretary, Finance & Performance Committee members
Target Audience	All persons working within the Trust
Next Review Date	December 2018
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1.0 Introduction

- 1.1 The Standing orders including the Scheme of Delegation (SoD), Standing Financial Instructions (SFIs) and Fraud Bribery and Corruption Policy provide a comprehensive regulatory and business framework for the Trust. All directors, and all members of staff, should be aware of the existence of these documents and be familiar with all relevant provisions. These rules fulfil the dual role of protecting the Trust's interests and protecting the staff from any possible accusation that they have acted less properly.

2.0 Executive Summary

- 2.1 The Scheme of Delegation describes the powers which the Board reserves to itself and those which are delegated to officers.

3.0 Policy Statement

- 3.1 Failure to comply with any part of the Standing orders is a disciplinary matter, which could result in dismissal. Non-compliance may also constitute a criminal offence of fraud in which case the matter will be reported to the trust's local counter fraud specialist in accordance with the Fraud Bribery and Corruption Policy. Where evidence of fraud, corruption or bribery offences is identified, this may also result in referral for prosecution which could lead to the imposition of criminal sanctions.

4.0 Definitions

- 4.1 See scheme of Delegation in Appendix 1

5.0 Roles and Responsibilities

- 5.1 The Board is responsible for giving final approval to updated versions of the Scheme of Delegation.

The Audit and Assurance committee is responsible for considering draft revisions prior to submission to the Board.

- 5.2 The Chief Executive and the Company Secretary are responsible for ensuring that the Scheme of Delegation is maintained and regularly reviewed.

All directors and employees of the Trust are responsible for complying with the Scheme of Delegation.

6.0 Policy and/or Procedural Requirements

- 6.1 The Scheme of Delegation is provided, in full, at Appendix 1

7.0 Training and Implementation

- 7.1 There are no special training or implementation requirements arising from this version.

There are no additional resources requirements arising from this version.

Worcestershire Acute Hospitals NHS Trust - Detailed Scheme of Delegation – Appendix one

Delegated matters in respect of decisions which may have a far-reaching effect 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 or voting Executive Board member who will, before authorising such delegation, consult with other Senior Officers as appropriate. All items concerning Finance must be carried out in accordance with Standing Financial Instructions and Standing Orders

1. Management of Budgets - Accountability for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Accountability for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets. At aggregate budget at specified group or individual directorate / departmental level	NA	Executive Director	
Accountability for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets. At total of budgets at other specified level	NA	Nominated Executive Director	
Accountability for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets. At total of budgets at a Divisional level	NA	Divisional Director / Directorate Management Team	
Responsibility for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets at directorate/departmental level	NA	Budget Holder	
Responsibility for maintaining expenditure within approved budgets throughout the financial year, including delivery of agreed Financial Recovery Plan targets at individual budget level, cost centre		Budget Manager	

2. Maintenance/Operation of Trust Bank Accounts

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Maintenance/Operation of Bank Accounts	NA	Chief Finance Officer	

3a Capital Programme and Business Cases

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Consideration and Prioritisation of capital programme each financial year	NA	Capital Prioritisation Group	Reports into FPC
Approval of the Trust's Annual Capital Programme	NA	Trust Board	
Financial monitoring and reporting on all capital scheme expenditure.	NA	Assistant Director of Finance	
Change to the Capital Programme	NA	Capital Prioritisation Group	Reports into FPC
Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations.	NA	Director of Asset Management & ICT	
Approval of capital Business cases not requiring NHSI approval		Relevant committee or authorised signatory depending on levels	Within agreed capital programme
Any capital business case that requires NHSI approval		NHSI	Subject to NHSI guidance on the Trust delegated limits
Granting and termination of leases with annual rent <£100k.	NA	Assistant Director of Finance	All to be notified to the finance department
Granting and termination of leases with annual rent of >£100k.	NA	Chief Finance Officer	FPC

3b Revenue Business Cases

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Approval of revenue Business cases not requiring NHSI approval		Relevant committee or authorised signatory depending on levels	Within agreed budgets
Any revenue business case that requires NHSI approval		NHSI	Subject to NHSI guidance on the Trust delegated limits
Granting and termination of leases with annual rent <£100k.	NA	Assistant Director of Finance	All to be notified to the finance department
Granting and termination of leases with annual rent of >£100k.	NA	Chief Finance Officer	FPC

4a. Income - The Trust receives income from many sources. It is not always the absolute value of the income which designates the risk and level of responsibility associated with it.

Healthcare Income Contracts

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Healthcare income from an NHS Body (Not Procured) and on NHS Standard Contract	Up to £500 million	Chief Executive Officer or Chief Finance Officer Individually	The majority of these contracts will be business as usual contracts with CCG, NHS Specialised Services, other commissioners or local providers. It is assumed contracts will always have values agreed annually and reported through FPC.
Healthcare income from an NHS Body (Not Procured) and on NHS Standard Contract	Over £500 million	Trust Board	This is not a delegated matter as the Trust Board retains the right to all decisions but is included for completeness and reported through FPC
Other healthcare income (the total value of the contract needs to be considered) Not on a Standard NHS Contract, including Service Level Agreements (SLA's)	Over £1 million as a full contract but if a perpetual SLA not time limited contract such as shared IT an annual charge of over £500,001	Trust Board	Reported through FPC
Other healthcare income (the total value of the contract needs to be considered) Not on a Standard NHS Contract, including Service Level Agreements (SLA's)	Above £100,001 and Up to £1 million as a full contract but if a perpetual SLA not time limited contract such as shared IT an annual charge of £50,001 to £500,000	Chief Executive Officer or Chief Finance Officer Individually	Reported through FPC
Other healthcare income (the total	Under £100,000 as a full	Chief Finance	

value of the contract needs to be considered) Not on a Standard NHS Contract, including Service Level Agreements (SLA's)	contract but if a perpetual SLA not time limited contract such as shared IT an annual charge of up to £50,000	Officer	
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4b. Income - The Trust receives income from many sources. It is not always the absolute value of the income which designates the risk and level of responsibility associated with it.

Healthcare Income Prices

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Setting prices for non NHS healthcare bought on spot prices or contracts up to £100,000 (private patients, overseas visitors and other applicable work)	Contractually up to £100,000 per annum or setting spot prices with volumes unknown	Any finance officer graded 8D or above (Currently Chief Finance Officer and Assistant Director of Finance)	Spot prices may need to be decided quickly and ensure the Trust is not financially disadvantaged by performing additional healthcare work. As both expenditure and income need to be considered there is a strong requirement for finance input.
Setting prices for non NHS healthcare bought on spot prices or contracts over £100,000 (private patients, overseas visitors and other applicable work)	Contractually over £100,000 per annum	Chief Finance Officer	

4c. Income - The Trust receives income from many sources. It is not always the absolute value of the income which designates the risk and level of responsibility associated with it.

Non Healthcare Income Contracts

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Income received from other NHS or other public sector bodies or non NHS bodies on a contract basis	Up to £1million per annum	Chief Finance Officer or Chief Executive	Working across the STP, there may be times when Worcestershire Acute contracts on behalf of the STP and then receives income from other public bodies. In addition there is a long standing Service Level Agreement (SLA) with Worcestershire Health and Care Trust
Income received from other NHS or other public sector bodies or non NHS bodies on a contract basis	Over £1million per annum	Trust Board	For example, funding from the Deanery.

5. Expenditure - Non Pay Expenditure

The Scheme of Delegation states the levels of expenditure individuals are allowed to commit. It must be noted though that it is not just the limit of delegated authority that should be considered before making expenditure it is also the overall budget position and whether proper procurement processes have been followed and best value gained before committing to the expenditure. This applies equally to revenue and capital expenditure.

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Authorising Requisitions	Up to £3,000	Budget Manager	It is impossible to align grades to titles such as Budget Manager and this does vary. If uncertain please speak with your finance team. It must be noted that all individuals are responsible for checking there is sufficient budget before committing the expenditure and being certain that procurement rules have been followed.
	Up to £20,000	Budget Holder	
	Up to £50,000	Divisional Management Team or	
	Up to £75,000	Director of Asset Management and IT, Deputy COO	
	Up to £100,000	Executive Directors and Assistant Director of Finance	
	Up to £250,000	Chief Finance Officer	
	Up to £500,000	Chief Executive	
	Over £500,000	Trust Board	

6. Expenditure - Non Pay Expenditure UNDER FINANCIAL RECOVERY

The Scheme of Delegations states the levels of expenditure individuals are allowed to incur. It must be noted though that it is not just the limit of delegated authority that should be considered before making expenditure it is also the overall budget position and whether proper procurement processes have been followed and best value gained before committing to the expenditure. This applies equally to revenue and capital expenditure.

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Authorising Requisitions	Up to £1,000	Budget Manager	It is impossible to align grades to titles such as Budget Manager and this does vary. If uncertain please speak with your finance team. It must be noted that all individuals are responsible for checking there is sufficient budget before committing the expenditure and being certain that procurement rules have been followed.
	Up to £10,000	Budget Holder	
	Up to £25,000	Divisional Management Team	
	Up to £50,000	Director of Asset Management and IT, Deputy COO	
	Up to £100,000	Executive Directors, Directors of Performance, Strategy, Director of People and Culture and Assistant Director of Finance	
	Up to £250,000	Chief Finance Officer	
	Up to £500,000	Chief Executive	
	Over £500,000	Trust Board	

7. Expenditure – Purchase Invoices and other Payments – Internal Finance Team Only

The Scheme of Delegation states the levels of expenditure individuals are allowed to incur, however the Trust operations require the finance team to authorise some purchase invoices and other payments where appropriate controls are in place. This allows prompt processing and ensures the Trust meets the conditions and deadlines required for these payments

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Authorising NHS Supply Chain invoice	Up to £250,000	Deputy Financial Controller up to £50,000 Head of Financial Planning and Financial Services up to £75,000 Assistant Director of Finance up to £250,000	NHS Supply Chain products are part of the Procurement catalogue, and orders follow the same governance and approvals process as any other purchases. However, NHS Supply Chain invoice the Trust in bulk, therefore invoices are authorised separately. In addition, the Trust receives a settlement discount for invoices paid within 30 days.
Authorising Business Services Authority invoices for early retirement pensions	Up to £50,000	Financial Accountant up to £25,000 Deputy Financial Controller up to £50,000 Head of Financial Planning and Financial Services up to £50,000	
Authorising salary sacrifice provider invoices	Up to £250,000	Deputy Financial Controller up to £50,000 Head of Financial Planning and Services up to £75,000 Assistant Director of Finance up to £250,000	Salary Sacrifice schemes in the Trust (e.g. car lease, technology, childcare vouchers, bikes) are managed within Financial Services Department and all the invoices related to the scheme are authorised within the department.
Other Payments	Up to £75,000	Payables Manager up to £50,000 Deputy Financial Controller up to £50,000 Head of Financial Planning and Services up to £75,000	Other payments are processed once appropriate evidence of validity is in place, and can include: Attachment of Earnings Consultants private patient fees Contributions from salary e.g. Union subscriptions Mortuary fees
Authorising Faster payments/ CHAPS	Up to £250,000	Payables Manager up to £50,000 Financial Accountant up to £50,000	

payments		Deputy Financial Controller up to £50,000 Head of Financial Planning and Services up to £75,000 Assistant Director of Finance up to £250,000	
PFI Concession payment – authorisation of CHAPs payment	Up to agreed monthly contract value	Chief Finance Officer or Delegated Officer	Subject to the appropriate evidence of the charge being in line with the agreed contract schedule

8. Engagement of Individuals not Employed by the Trust/Consultancy Services

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Engagement of management consultancy or similar organisations or contract staff, providing budgetary provision exists and is available:	Up to £100k	Chief Executive or Chief Finance Officer	Subject to compliance with NHSI approvals process for consultancy engagements, and assessment of Tax / NI status.
	£100k to £250k	Chief Executive and Chief Finance Officer(2 sigs)	
	Over £250k	Trust Board	

9. Procurement, Quotation and Tendering Procedures

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Procurement, Quotation and Tendering Procedures	Up to £10,000 a minimum of 2 competitive prices for goods/services must be obtained.	Budget Holder	It must be clearly understood that following proper procurement procedures and having the budgetary capacity to incur expenditure are different processes.
	From £10,001 to £50,000 a minimum of 3 written quotations for goods/services must be obtained.	Budget Holder	A procurement process is about ensuring the purchase is legally compliant and that best value has been obtained for Worcestershire Acute.
	From £50,001 to OJEU* limit a formal tender needs to be considered with procurement and as a minimum 3 quotations or tenders for goods/services need to be obtained.	Budget Holder	The authorisation process for the expenditure rests within the budgetary control and those delegated to incur expenditure within the levels quoted in the relevant sections above.
	Above OJEU** limit, you must contact the Head or Deputy Head of procurement to ask for assistance to ensure an OJEU compliant procurement is followed	Budget Holder	

*OJEU limit is currently 106,047 (including VAT)

**In most cases there will be no need to go through a formal OJEU process as the Trust has access to comprehensive frameworks but specialist procurement advice is required.

10. Waiving Procurement Procedures

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Waiving Procurement Processes	Up to £100,000	Any finance officer graded 8D or above (Currently Chief Finance Officer, Assistant Director)	A procurement waiver needs to be signed by the budget holder, the financial business advisor linked to the division or capital scheme and the Head or Deputy of Procurement. It is then completed by the authorised signatory.
	£100,000 to £500,000	Chief Finance Officer or Chief Executive	
	Above £500,000*	Trust Board	
Register of Expenditure not requiring a Purchase Order		Chief Finance Officer	The list of expenditure items not requiring a Purchase Order will be reviewed annually by the CFO. Examples include Business rates.

*The value waived must be the total value of the contract and NOT the annual value. So 3 years at £200k is a £600k contract.

11. Staff - Appointment of Permanent Staff – Admin and Clerical

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Approval to recruit (ATR process)	N/A	Chief Finance Officer and Director of People and Culture (or their nominated deputy) in attendance at the Executive Vacancy Control Panel (VCP)	Subject to Trust policy / process. There is a weekly meeting with representatives from Finance and HR where managers who wish to recruit present vacancies they wish to fill. The relevant templates are available from HR

12. Staff - Appointment of Permanent Staff – Medical and Nursing

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Approval to recruit (ATR process)	N/A	Divisional Management Team of the relevant Division (Divisional Operations Director, Divisional Medical Director, Divisional Nursing Director and Business Advisor)	Corporate Medical and Nursing posts require sign off by appropriate Executive Director.

13. Staff - Appointment of Temporary Staff – Admin and Clerical

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Approval to recruit (ATR process)	N/A	Chief Finance Officer and Director of People and Culture (or their nominated deputy) in attendance at the Executive Vacancy Control Panel (VCP)	Where the request is to cover the gap with third party agency / bank, the appropriate Agency Request process needs to be followed.

14. Staff - Appointment of Temporary Staff – Medical and Nursing

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Approval to recruit (ATR process)	N/A	Divisional Management Team of the relevant Division (Divisional Operations Director, Divisional Medical Director, and Divisional Nursing Director and Business Advisor)	Corporate Medical and Nursing posts require sign off by appropriate Executive Director Bank and agency requests should follow the respective booking processes.

15. Expenditure – Charitable & Donated Funds

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Expenditure on Charitable & Donated Funds per Request	Up to 20,000	Fund Manager and either the Divisional Director of Operations or Directorate Manager (2 sigs).	
	Up to 20,001 to 100,000	As for up to £20k Finance 8D or above (3 sigs).	
	Over 100,001	As for up to £20k plus Chief Finance Officer (3 sigs.)	

16. Agreements/Licenses

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Agreements/Licenses	Preparation and signature of all tenancy agreements/licences for all staff subject to Trust Policy on accommodation for staff.	Chief Finance Officer	
	Extensions to existing leases	Chief Finance Officer	All leases to be notified to the finance department for inclusion on the leases register
	Letting of premises to outside organisations	Chief Finance Officer or Chief Executive	
	Approval of rent based on professional assessment.	Chief Finance Officer	

17. Condemning and Disposal

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively:-	With current/estimated revenue purchase price <£250;	Budget Manager	
	With current new revenue purchase price between £251 & £500;	Budget Holder	
	With current new revenue purchase price >£501;	Budget Holder and Divisional Business Advisor	
	Disposal of x-ray films	Lead Radiographer	
	Disposal of any (Capital) equipment on the Trust's Fixed Asset Register	Assistant Director of Finance if Net Book Value (NBV) <£10,000 Chief Finance Officer if NBV > £10,001	
	Disposal of mechanical and engineering plant (subject to estimated income of less than £10,000 per sale);	Director of Asset Management & ICT	
	Disposal of mechanical and engineering plant (subject to estimated income exceeding £10,001 per sale).	Chief Finance Officer	

18. Losses, Write-off & Compensation – Losses, Bad Debts, Damage, Compensation & Stock

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Losses of Cash due to theft, fraud, overpayment and others.	Up to £50,000	Chief Finance Officer	
Fruitless Payments (including abandoned Capital Schemes)	Up to £250,000	Chief Executive and Chief Finance Officer (2 signatures)	
Bad Debts (NHS and non NHS) and Claims Abandoned including Private Patients, Overseas Visitors and Other	Up to £20,000	Assistant Director of Finance	All Bad debts will be reviewed and presented to Audit and Assurance Committee.
Bad Debts (NHS and non NHS) and Claims Abandoned including Private Patients, Overseas Visitors and Other	£20,001 to £50,000	Chief Finance Officer	
Bad Debts (NHS and non NHS) and Claims Abandoned including Private Patients, Overseas Visitors and Other	Over £50,001	Trust Board	
Damage to buildings, fittings, furniture and equipment and loss of equipment and property in stores and in use due to culpable causes (e.g. fraud, theft, arson) or other.	up to £50,000	Chief Finance Officer	
Compensation payments made under legal obligation.		Chief Finance Officer and Chief Executive	
Extra Contractual payments to contractors	up to £50,000	Chief Finance Officer	
Extra Contractual payments to contractors	above £50,001	Chief Finance Officer and Chief Executive	
Stock Obsolescence and Stock Losses	Up to £500	Budget Holder	
	Between £501 and £1,000	Directorate Manager	
	Between	Divisional Director of Operations	

	£1,001 and £5,000		
	Between £5,001 and £10,000	Deputy Chief Operating Officer	
	Between £10,001 and £50,000	Assistant Director of Finance	
	Between £50,001 and £100,000	Chief Finance Officer	
	Above £100,000	Trust Board	

19. Losses, Write-off & Compensation – Ex-Gratia, Clinical Negligence

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Ex-Gratia payments for patients and staff for loss of personal effects	Up to £500	Budget Holder	Subject to adherence to policy to ensure consistency of application
	£500 Up to £2,500	Budget Holder and Divisional Business Advisor (2 sigs)	
	£2,500 to £10,000	Budget Holder and Assistant Director of Finance (2 sigs)	
	Above £10,000	Chief Finance Officer	
For clinical negligence (negotiated settlements with legal advice)	up to £25,000	Head of Legal Services and Chief Finance Officer (2 sigs)	All costs relating to these claims are paid by NHS Resolution (NHSR) under CNST
Clinical negligence (negotiated settlements with legal advice)	from £25,001 to £500,000	Chief Executive and Chief Finance Officer (2sigs)	
Clinical Negligence	over £500,001	Trust Board	
For personal injury claims involving negligence where legal advice has been obtained and guidance applied (including plaintiff's costs)	up to £500,000	Chief Executive and Chief Finance Officer (2 sigs)	All costs relating to these are paid by NHSR under LTPS. However there is an excess of £3,000 for public liability claims and £10,000 in respect of employer liability claims Where there is reference to 'plaintiff' this should be changed to 'claimant'
For personal injury claims involving negligence where legal advice has been obtained and guidance applied (including plaintiff's costs)	over £500,001	Trust Board	

20. Reporting of Incidents to the Police

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Reporting of incidents to the Police	Where a criminal offence is suspected:- Criminal offence of a violent nature;	Appropriate Manager followed by report to the appropriate Executive Director	
	Theft or Fraud is involved	Finance Staff 8D or above	

21. Petty Cash disbursements

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Petty Cash disbursements	Expenditure up to £50	Budget Holder	All expenditure from petty cash will need to be approved via Procurement department by email before you can reclaim the cash. A copy of the email must be attached to the petty cash claim. Email address is Procurement wah-tr.Procurement@nhs.net
	Expenditure over £50	Head of Financial Planning and Services or Assistant Director of Finance	
	Refund of Patient Monies	Budget Manager	

22. Petty Cash disbursements - UNDER FINANCIAL RECOVERY

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Petty Cash disbursements	Expenditure up to £20	Budget Holder	All expenditure from petty cash will need to be approved via Procurement department by email before you can reclaim the cash. A copy of the email must be attached to the petty cash claim. Email address is Procurement wah-tr.Procurement@nhs.net
	Expenditure over £20	Head of Financial Planning and Services or Assistant Director of Finance	
	Refund of Patient Monies	Budget Manager	

23. Receiving Hospitality

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Receiving Hospitality	Applies to both individual and collective hospitality receipt items. In excess of £25 per item received or several gifts from the same person to a collective total in excess of £25	Declaration required in Trust Hospitality Register – held by Company Secretary	

24. Maintenance and Update on Trust Financial Procedures

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Maintenance and Update of Trust Financial Procedures		Chief Finance Officer	

25. Investment of Funds (including Charitable and Endowment Funds)

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Investment of Funds (including Charitable and Endowment Funds)		Chief Finance Officer	Monitored through Charitable Funds Committee

26. Non-Financial

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Relationships with Press		Director of Communications and Engagement	
		Executive Director On-Call and/or Director of Communications and Engagement	
		Chief Executive or Executive Director or Director of Communications and Engagement	
		Executive Director on-call or Director of Communications and Engagement	
Authorisation of New Drug		Area Prescribing Committee	
Authorisation of Sponsorship Deals		Chief Executive or Chief Finance Officer	
Authorisation of Research Projects		Chief Executive or Chief Medical Director	
Authorisation of Clinical Trials		Ethics Committee, Chief Executive, and Chief Medical Director (3 sigs)	
Insurance Policies and Risk Management		Chief Executive or Chief Finance Officer	
Patients and Relatives Complaints		Chief Executive or Chief Nursing Officer	
		Divisional Director of Operations Or Divisional Director of Nursing	
		Complaints Manager	

26. Non-Financial

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Infectious Diseases and Notifiable Outbreaks		Executive Director on call or Control of Infection Lead	
Extended Role Activities: Approval of Nurses to undertake duties/procedures which can properly be described as beyond the normal scope of Nursing Practice.		Chief Executive and Chief Nursing Officer	
Patient Services - Variation of operating and clinic sessions within existing numbers:- <ul style="list-style-type: none"> • Temporary variations: • Permanent variations 		Divisional Directors of Operations Divisional Directors of Operations, Chief Operating Officer and Chief Executive (3 sigs)	
All proposed changes in bed allocation and use:-temporary or permanent		Divisional Director of Operations, Chief Operating Officer or Executive Director on Call	
Facilities for staff not employed by the Trust to gain practical experience, professional Recognition, Honorary contracts and Insurance of Medical Staff		Director of People and Culture	

26. Non-Financial

Delegated Matter	Value	Authority Delegated to	Notes and Comments
Review of fire precautions		Director of Asset Management & ICT	
Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations		Chief Operating Officer	
Review of Medicines Inspectorate Regulations		Chief Medical Officer	
Review of compliance with environmental regulations, for example those relating to clean air and waste disposal		Director of Asset Management & ICT	
Review of Trust's compliance with the Data Protection Act & General Data Protection Regulation (GDPR)		Company Secretary	
Monitor proposals for contractual arrangements between the Trust and outside bodies		Chief Finance Officer	
Review the Trust's compliance with the Freedom of Information Act		Company Secretary	

26. Non-Financial

Delegated Matter	Value	Authority Delegated to	Notes and Comments
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		Chief Finance Officer	
The keeping of a Declaration of Interests Register		Company Secretary	
Attestation of sealings in accordance with Standing Orders		Company Secretary	
The keeping of a register of sealings		Company Secretary	
The keeping of the Hospitality Register		Company Secretary	
Retention of Records		Chief Executive or Chief Finance Officer	
Clinical Audit		Chief Medical Officer	

27. Delegated Matter – Personnel, Pay and expenses	Value	Authority Delegated to	Notes and Comments
<p><u>Upgrading & Regrading</u></p> <p>All requests for upgrading/regrading shall be dealt with in accordance with Trust Procedure</p>			
<p><u>Pay</u></p> <p>I. Authority to complete standing data forms effecting pay, new starters, variations and leavers</p> <p>II. Authority to complete and authorise monthly turnaround submissions;</p> <p>III. Authority to authorise time sheets;</p> <p>IV. Authority to authorise overtime;</p> <p>V. Authority to authorise travel and subsistence expenses;</p> <p>VI. Approval of Performance Related Pay Assessment.</p>		<p>Budget Manager or Budget Holder</p> <p>Budget Manager or Budget Holder</p> <p>Budget Manager or Budget Holder</p> <p>Budget Holder</p> <p>Budget Manager or Budget Holder</p> <p>Remuneration Committee</p>	<p>All forms should be completed in a timely manner and with reference to the appropriate Trust Policy. Claims older than the relevant policy permits should not be authorised.</p>
<p><u>Leave</u></p> <p>For all matters related to Annual Leave, Compassionate Leave, Carers Leave, Unpaid</p>		<p>Departmental Manager/Line Manager</p>	<p>Annual Leave Policy Special Carer/Leave Policy</p>

Leave, Paternity and Maternity Leave, please refer to the relevant Trust Policy.			Paternity Leave Policy Maternity Leave Policy
<u>Sick Leave</u> I. Return to work part-time on full pay to assist recovery; II. Extension of sick leave on full pay		Departmental Manager/Line Manager	Sickness Absence Policy
<u>Study Leave</u> I. Study leave outside the UK; II. Medical staff study leave (UK); III. All other study leave (UK);		Budget Holder and Divisional Director of Operations (2 sigs) Budget Holder, Divisional Director of Operations and Divisional Medical Director (3 sigs) Budget Holder	Study Leave Policy
<u>Removal Expenses, Excess Rent and House Purchases</u> Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing approval is sought prior to the offer being made in writing to the candidate) up to a maximum value of £8,000		Director of People and Culture	Trust Removal Expenses Policy
<u>Authorised Car & Mobile Phone Users</u> Requests for new posts to be authorised as car users on the Epay System Requests for new posts to be authorised as		Budget Holder Budget Holder and Divisional Director of	Trust Travel Expenses Policy Trust Mobile Telephone

mobile telephone users		Operations (2 sigs)	Policy
Redundancy		Remuneration Committee	
<u>Dismissal</u> <ul style="list-style-type: none"> • Of the Chief Executive • Of an Executive Director • Of Senior Medical Staff • Of All Other Staff 		Trust Board Chief Executive Chief Medical Director and Chief Executive Departmental Manager	Trust Disciplinary Procedure