

**Brighton and Sussex University Hospitals NHS Trust
Delegated Financial Limits**

This document should be read in conjunction with the Trust Rules of Procedure, Standing Orders and Standing Financial Instructions and the supporting notes on the following page.

Nothing in this document should be taken as obviating the need for sound financial control and budgetary management.

Where ✓ is shown this means that no upper financial limit to the delegated authority from the Trust Board. In all cases the additional information column should be reviewed to identify any additional criteria that must be complied with.

	Action	Additional Information	TDA Approval	Committees/Groups							Role within Trust							
				Trust Board	Finance and Workforce Committee	Nomination and Remuneration Committee	Charitable Funds Committee	Investment and prioritisation Group	Executive Management Board	Capital Review Group	Chief Executive	Chief Financial Officer	Executive Directors	Clinical Director/Director	Deputy Director	Directorate Manager	Head of Midwifery/Lead Nurse	Budget Holder
Business Cases	Approve a business case	Total value of business case over project term AND Subject to review and scrutiny by Finance and Workforce Committee	> £5,000,000	> £500,000 to <£5,000,000														
	Authorisation of New Drugs	Also requires approval from Drugs and Therapeutics Committee Estimated cost per annum											≥ £25,000	<£25,000				
Income	Invoice Request/Sales Order Request for Non Contract Invoice											✓	✓	✓	✓	✓	≤ £10,000	≤ £2,000
	Invoice Request/Sales Order Request for Contract Invoice	Invoiced sums to be covered by approved SLA or Contract										✓	✓					
	Authorise the raising of a credit note												✓					
	Authorise a debt write-off			≥ £50,000								< £50,000	< £50,000					
	Authorise submission of expression of interest											✓	✓					
	Authorise submission of a bid	Chief Exec and CFO may authorise in exceptional circumstances only where timings genuinely preclude consideration by Exec Team AND subject to business case approval if required							✓									
	Sign a legal contract	Subject to business case approval if required											✓	✓				
	Sign a service level agreement	Subject to business case approval if required											✓	✓				
Agree variations to a contract or service level agreement	Subject to business case approval if required											✓	✓					
Setting of fees and charges	Items not subject to National Tariff												✓					
Banking and Cash	Authorisation of Payment Runs (BACs, Cheque or RFT)	Individual payment run items to be have been authorised in line with parameters in Procurement of Goods and Services section																
	CHAPS or Faster Payment	Expenditure to have been authorised in line with delegated financial limits																
	Opening Bank Accounts																	
	Signing cheques (exchequer funds)	Where these are not part of an automated payment run AND Expenditure to have been authorised in line with delegated financial limits AND Countersignatory required for amounts over £5,000 or amount over £500 where cheque is made payable to cash																
	Approval of Loan Applications	Subject to Cash Management Policy		✓														
	Investment of Funds within short term deposits	Subject to Cash Management Policy																
	Petty Cash												< £50	✓	< £50	< £50	< £50	< £50
Return of Patients' Monies	Deposited by Trust											< £500	✓	< £500	< £500	< £500	< £500	
Losses and Special Payments	Ex-Gratia, Extra-contractual payments and Fruitless Payments	Includes settlements recommended by PHSO		≥ £100,000									≤ £100,000	≤ £100,000				
	Payments made under legal obligation for clinical negligence and personal injury claims	Includes settlements negotiated by NHSLA											✓	✓				
	Debt Write-off and Claims Abandoned			≥ £50,000									< £50,000	< £5,000				

**Brighton and Sussex University Hospitals NHS Trust
Delegated Financial Limits**

This document should be read in conjunction with the Trust Rules of Procedure, Standing Orders and Standing Financial Instructions and the supporting notes on the following page.

Nothing in this document should be taken as obviating the need for sound financial control and budgetary management.

Where ✓ is shown this means that no upper financial limit to the delegated authority from the Trust Board. In all cases the additional information column should be reviewed to identify any additional criteria that must be complied with.

			Finance Directorate					
	Action	Additional Information	Deputy Chief Financial Officer	Assistant Director of Finance	Financial Services - Finance Manager	Finance Business Partner	Chief Procurement Officer	Head of Procurement
Business Cases	Approve a business case	Total value of business case over project term AND Subject to review and scrutiny by Finance and Workforce Committee						
	Authorisation of New Drugs	Also requires approval from Drugs and Therapeutics Committee Estimated cost per annum						
Income	Invoice Request/Sales Order Request for Non Contract Invoice							
	Invoice Request/Sales Order Request for Contract Invoice	Invoiced sums to be covered by approved SLA or Contract	✓	✓	✓	✓		
	Authorise the raising of a credit note		✓	✓				
	Authorise a debt write-off							
	Authorise submission of expression of interest							
	Authorise submission of a bid	Chief Exec and CFO may authorise in exceptional circumstances only where timings genuinely preclude consideration by Exec Team AND subject to business case approval if required						
	Sign a legal contract	Subject to business case approval if required	≤ £500,000					
	Sign a service level agreement	Subject to business case approval if required	≤ £500,000					
Agree variations to a contract or service level agreement	Subject to business case approval if required	≤ £500,000						
Setting of fees and charges	Items not subject to National Tariff		✓					
Banking and Cash	Authorisation of Payment Runs (BACs, Cheque or RFT)	Individual payment run items to be have been authorised in line with parameters in Procurement of Goods and Services section	✓	✓	✓			
	CHAPS or Faster Payment	Expenditure to have been authorised in line with delegated financial limits	✓	✓	✓			
	Opening Bank Accounts							
	Signing cheques (exchequer funds)	Where these are not part of an automated payment run AND Expenditure to have been authorised in line with delegated financial limits AND Countersignatory required for amounts over £5,000 or amount over £500 where cheque is made payable to cash	✓	✓	✓			
	Approval of Loan Applications	Subject to Cash Management Policy						
	Investment of Funds within short term deposits	Subject to Cash Management Policy	✓	✓	✓			
	Petty Cash		✓					
Return of Patients' Monies	Deposited by Trust	✓	✓					
Losses and Special Payments	Ex-Gratia, Extra-contractual payments and Fruitless Payments	Includes settlements recommended by PHSO	≤ £1,000					
	Payments made under legal obligation for clinical negligence and personal injury claims	Includes settlements negotiated by NHSLA	≤ £30,000					
	Debt Write-off and Claims Abandoned		≤ £1,000					