

## Appendix C

### Scheme of Delegation changes

The previous Trust scheme of was last updated in June 2007. The proposed schedule scheme of delegation reflects the new roles and groups from the clinical restructure, revised TDA delegated limits, banking procedures, updated virement policy and proposed changes to functions of specific groups/committee. The Table below provides the main changes to financial authorisations from the June 2007 scheme of Delegation.

Section	June 2007 Version	Proposed Version	Supplementary information
Management of Budgets	Responsibility of keeping income and expenditure to within budgets. a. At individual budget level (cost centre level) Budget Holder b. At department level Lead Clinician or Departmental Manager c. At Divisional level Divisional Clinical Director/Functional Director	Removed as budgetary responsibility included in Standing Financial Instructions /Standing Orders and Job Descriptions	Standing Financial Instructions/ Standing Orders Job Descriptions
Budgeting and Budget Setting		New Section to incorporate groups/committees responsible for recommendation and approval of Trusts Annual Budget	
Virement	Detail provided on virement limits and conditions	Detail provided on virement limits and conditions within virement policy. Scheme of Delegation proposes authority to process virements subject to virement policy.	Virement policy
Non Pay Expenditure	a. Non-stock requisitions and cheque requests up to £2,000 Budget Holder	Section revised to include new roles as part of Clinical	Authorised signatory

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	<p>b. Non-stock requisitions and cheque requests over £2,000 and up to £25,000 Specialty/Service Manager</p> <p>c. Non-stock requisitions and cheque requests over £25,000 and up to £100,000 Associate Director/Functional Director or Director of Finance Standing Orders</p>	<p>Restructure and stipulates expenditure within budget.</p> <p><b>Non Pay Requisitions</b> Budget Holder &lt;£2,000</p> <p>Head of Midwifery/ Lead Nurse &lt;£25,000</p> <p>Directorate Manager &lt;£25,000</p> <p>Deputy Director &lt;£30,000</p> <p>Clinical Director - &lt;£50,000</p> <p>Executive Director &lt;£99,999</p> <p>Chief Financial Officer &lt;£250,000</p> <p>Proposed scheme of delegation places greater restriction on the authorisation on Non Purchase orders</p>	<p>listings</p> <p>Iprocurement User set up</p>
Granting of and termination of leases	<p>Up to £100,000 Director of Finance</p> <p>Greater than £100,000 Chief Executive and Director of Finance</p>	<p>Chief Financial Officer &lt;£100,000</p> <p>Chief Executive with Chief &gt;£100,000</p>	

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	Over £100,000 Trust Board		
Quotation, tendering and contract procedures	<p><b>4. Quotation, tendering and contract procedures</b></p> <p>a. Up to £10,000, quotations or tenders NHS Procurement &amp; Supplies Dept. or Facilities &amp; Capital Development</p> <p>b. Over £10,000 to £25,000 written competitive quotations</p> <p>i. to be received and opened by NHS Procurement &amp; Supplies Dept. or Facilities &amp; Capital Development</p> <p>ii. to be accepted by Budget Holder together with NHS Procurement &amp; Supplies Dept. or Facilities &amp; Capital Development</p> <p>c. Over £25,000 written competitive tenders</p> <p>i. to be received by Chief Executive</p> <p>ii. to be opened by Trust Board Secretary together with any two from the following:-</p> <p>Specialty/Service Manager/Associate  Director/Divisional Clinical Director/Functional Director or Functional Director Deputy.</p> <p>iii. to be considered and a recommendation made by Specialty/Service Manager/Associate Director/Divisional Clinical or Executive Director together with Budget Holder and NHS</p>	<p>Section now covered in the Standing Financial Instructions and Standing Orders</p> <p>New section including award of legal contract</p>	<p>Standing Financial Instructions and Standing Orders</p> <p>Procurement Code</p>

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	<p>Procurement &amp; Supplies Dept. or Facilities &amp; Capital Development</p> <p>iv. to be accepted by reason of it:-</p> <ol style="list-style-type: none"> <li>1. being the lowest tender and within the pre-tender and authorised sums Project Manager</li> <li>2. being the lowest tender and within the authorised sum Project Manager together with Head of Development or Supplies Manager</li> <li>3. being other than 1. or 2. above, or waived per</li> <li>4.d.below Chief Executive or Director of Finance</li> </ol>		
Waiving of quotation and Tenders	<p>d. Waiving of quotations and tenders:</p> <ol style="list-style-type: none"> <li>i. Up to £10,000 No waiver required</li> <li>ii. Over £10,000-£25,000 Director of Finance and one other Functional Director</li> <li>iii. Over £25,000 to £50,000 Chief Executive and Director of Finance.</li> <li>iv. Greater than £50,000 Chief Executive and Director of Finance and Chairman of the Trust.</li> </ol>	<p>Chief Financial Officer &gt;£25,000 to &lt;£50,000 with Chief Executive; &gt;£50,000 with Chief Executive and Chair</p> <p>Trust Board &gt;£250,000</p>	
Capital Schemes	<ol style="list-style-type: none"> <li>a. Commitment of expenditure to authorised capital scheme Chief Executive or Director of Finance</li> <li>b. Approval of expenditure in excess of authorised sum on each capital scheme Chief Executive or Director of Finance</li> </ol>	<p>Revised section includes</p> <ul style="list-style-type: none"> <li>-recommendation and approval of capital budget</li> <li>-role of capital review group including virement responsibility</li> </ul>	

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	<p>c. Selection of architects, quantity surveyors, consultant engineers and other professional advisors within EU regulations within the limits specified in Section 4 above Head of Development and Chief Executive or Director of Finance</p> <p>d. All schemes to be subject to continuous review Project Manager and Senior Finance Representative</p>		
Business Cases	Trust Board greater than £500,000	<p>Clarification of roles for Investment and Prioritisation Group, Finance and Workforce Committee and Capital Review Group</p> <p>Includes upper limit for board approval</p>	
Acquisition of land and Property	Trust Board Up to £1million	All Trust Board	
Disposals of land and Property	Trust Board Up to £1million	<p>Executive Management Board &lt;£500,000</p> <p>Trust Board &gt;£500,000</p>	
Bank accounts	<p>a. Opening bank accounts Director of Finance</p> <p>b. Signing cheques up to £10,000 One of authorised named signatories set out in bank mandate</p> <p>c. Signing cheques greater than £10,000 Two of authorised named signatories set out in bank</p>	Section updated to reflect cash management policy, revised banking procedures	

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	<p>mandate</p> <p>d. Signing cheques made payable to cash over £500 Two of authorised named signatories set out in bank mandate</p> <p>e. Inter-bank transfers via on line banking facility with Paymaster and Commercial Bank Two of authorised named signatories set out in bank mandate</p> <p>f. Cheques, postal orders, cash etc. received to be banked in promptly Director of Finance</p> <p>g. Application for overdraft facility Director of Finance</p> <p>h. Investments and Borrowings Two of authorised named signatories set out in bank mandate</p>		
Charitable Funds	<p>a. Subject to not committing the Trust to further expenditure:.</p> <p>i. Expenditure up to £1,000 Delegated Fundholder</p> <p>ii. Expenditure up to £10,000 Fundholder</p> <p>iii. Expenditure over £10,000 to £25,000 Director of Finance</p> <p>iv. Expenditure over £25,000 to £50,000 Director of Finance and Chief Executive</p> <p>v. Expenditure over £50,000 Trust Board</p> <p>b. Committing the Trust to further expenditure Trust Board</p> <p>c. Set up charitable fund under umbrella fund Director of Finance</p>	<p>Authorised signatory on Fund &gt;£1000</p> <p>Fundholder &lt;£10,000</p> <p>Chief Financial Officer &lt;£25,000</p> <p>Chief Executive and Chief Financial Officer &gt;£25,000 &lt;£50,000</p> <p>Charitable Funds Committee &gt;£50,000&lt;£100,000</p> <p>Trust Board &gt;£100,000</p>	

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		Setting up Charitable Fund – Chief Financial Officer, Deputy Chief Financial Officer or Assistant Director of Finance	
Disposals and Condemnations	<p>a. Disposal of items obsolete, obsolescent, redundant, irreparable or repairs not cost effective subject to estimated market value of:</p> <p>i. Up to £100 per sale Budget holder</p> <p>ii. Over £100 to £1,000 per sale NHS Procurement &amp; Supplies Dept. (or Director of Planning &amp; Performance for IT items) and Budget Holder</p> <p>iii. Over £1,000 to £5,000 per sale NHS Procurement &amp; Supplies Dept. (or Director of Planning &amp; Performance for IT items) and Service/Specialty Manager, Associate Director, Divisional Clinical Director or Executive Director</p> <p>iv. Greater than £5,000 Quotation/Tender procedure to be followed</p> <p>b. Condemnations</p>	<p>Limits based on original value and subject to notification to Finance Department</p> <p>Budget Holder &lt;£2,000</p> <p>Head of Midwifery/ Lead Nurse &lt;£5,000</p> <p>Directorate Manager &lt;£10,000</p> <p>Deputy Director &lt;£50,000</p> <p>Clinical Director - &lt;£50,000</p> <p>Executive Director &lt;£50,000</p> <p>Chief Executive or Chief Financial Officer &gt;£250,000</p>	
<b>Losses, Write-offs and special payments</b>	a. Losses including cash due to theft, fraud, overpayment and others:	<b>Ex-Gratia, Extra-contractual payments and Fruitless Payments</b>	

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	<p>i. Up to £100 Service/Specialty Manager, Associate Director, Divisional Clinical Director or Executive Director, or their nominee</p> <p>ii. Over £100 up to £1,000 Service/Specialty Manager, Associate Director, Divisional Clinical Director or Executive Director, and Director of Finance</p> <p>iii. Over £1,000 to £50,000 Chief Executive and Director of Finance</p> <p>b. Fruitless payments including abandoned capital schemes:</p> <p>i. Up to £100 Service/Specialty Manager, Associate Director, Divisional Clinical Director or Executive Director, or their nominee</p> <p>ii. Over £100 up to £1,000 Associate Director, Divisional Clinical Director or Executive Director, and Director of Finance</p> <p>iii. Over £1,000 to £50,000 Chief Executive and Director Of Finance</p> <p>iv Over £50,000 - £250,000 Trust Board</p> <p>c. Bad debts and claims abandoned including private patients and overseas visitors:</p> <p>i. Up to £100 Service/Specialty Manager,</p>	<p>Deputy Chief Financial Officer &lt;£1,000</p> <p>Chief Financial Officer or Chief Executive &lt;£100,000</p> <p>Trust Board &gt;£100,000</p> <p><b>Payments made under legal obligation for clinical negligence and personal injury claims</b></p> <p>Deputy Chief Financial officer &lt;£30,000</p> <p>Chief Executive or Chief Financial Officer</p> <p><b>Debt Write-off and Claims Abandoned</b></p> <p>Deputy Chief Financial officer &lt;£1,000</p> <p>Chief Financial Officer &lt;£5,000</p> <p>Chief Executive &lt;£50,000</p> <p>Trust Board&gt;£50,000</p>	



<b>Section</b>	<b>June 2007 Version</b>	<b>Proposed Version</b>	<b>Supplementary information</b>
	Associate Director, Divisional Clinical Director or Executive Director, or their nominee		