

**SECTION 2: SCHEME OF DELEGATION TO EXECUTIVE DIRECTORS,
OTHER DIRECTORS AND OPERATIONAL BUDGET MANAGERS**

The LHB Standing Orders and Standing Financial Instructions specify certain key responsibilities of the Chief Executive, the Executive Director of Finance and other officers.

The Chief Executive's Job Description, together with their Accountable Officer Memorandum, sets out their specific responsibilities. The individual job descriptions determined for Executive Director level posts also define in detail the specific responsibilities assigned to those post holders. These documents, together with the schedule of additional delegations below and the associated financial delegations set out in the Standing Financial Instructions, form the basis of the LHB's Scheme of Delegation to Officers.

Delegated Matter	Table Reference No.
STANDING ORDERS/STANDING FINANCIAL INSTRUCTIONS	1
MEETINGS	2
FINANCIAL PLANNING/BUDGETARY RESPONSIBILITY	3
BANK/PGO ACCOUNTS (EXCLUDING CHARITABLE FUND ACCOUNTS)	4
NON PAY EXPENDITURE	5
STORES AND RECEIPT OF GOODS	6
CAPITAL INVESTMENT MANAGEMENT	7
QUOTATIONS, TENDERING & CONTRACT PROCEDURES	8
FIXED ASSETS	9
PERSONNEL & PAY	10
ENGAGEMENT OF STAFF (NOT ON THE ESTABLISHMENT)	11
CHARITABLE FUNDS HELD ON TRUST	12
PRIMARY CARE PATIENT SERVICES/HEALTHCARE AGREEMENTS	13
INCOME SYSTEMS, FEES & CHARGES	14
DISPOSAL AND CONDEMNATIONS	15
LOSSES, WRITE-OFFS & COMPENSATION AND EX-GRATIA PAYMENTS	16
REPORTING INCIDENTS TO THE POLICE	17
FINANCIAL PROCEDURES	18
AUDIT ARRANGEMENTS	19
LEGAL PROCEEDINGS	20
INSURANCE POLICIES AND RISK MANAGEMENT	21
CLINICAL AUDIT	22
PATIENTS' PROPERTY	23
PATIENTS' & RELATIVES' COMPLAINTS	24
SEAL	25
GIFTS & HOSPITALITY	26
DECLARATION OF INTERESTS	27
INFORMATICS AND THE DATA PROTECTION ACT	28
RECORDS	29
AUTHORISATION OF NEW DRUGS	30
AUTHORISATION OF RESEARCH PROJECTS	31
AUTHORISATION OF CLINICAL TRIALS	32
INFECTIOUS DISEASES & NOTIFIABLE OUTBREAKS	33

Delegated Matter	Table Reference No.
REVIEW OF FIRE PRECAUTIONS	34
HEALTH & SAFETY	35
MEDICINES INSPECTORATE REGULATIONS	36
ENVIRONMENTAL REGULATIONS	37
LEGAL & RISK PAYMENTS	38
INVESTIGATION OF FRAUD/CORRUPTION OR FINANCIAL IRREGULARITIES	39
COMMERCIAL SPONSORSHIP	40
COSTS/NOTIONAL RENT/THIRD PARTY DEVELOPER/IMPROVEMENT GRANTS	41
FREEDOM OF INFORMATION	42
COMPLIANCE LEAD ROLES: CALDICOTT GUARDIAN, DPO, SIRO	43
EMERGENCY PLANNING	44
NHS ACT 2006 (WALES) SECTION 33 AGREEMENTS	45
STATUTORY COMPLIANCE WITH RESPECTIVE LEGISLATION	46
APPOINTMENT OF MEDICAL & DENTAL CONSULTANT POSTS	47
INDIVIDUAL PATIENT FUNDING REQUESTS	48
HUMAN TISSUE ACT 2004	49
IONISING RADIATION (MEDICAL EXPOSURE) REGULATIONS 2017 [IR(ME)R]	50
NURSE STAFFING LEVELS (WALES) ACT 2016	51
WELSH LANGUAGE STANDARD REPORTING	52
CONTROLLED DRUGS ACCOUNTABLE OFFICER	53
UPHOLDING PROFESSIONAL STANDARDS IN WALES (UPSW)	54

Schedule 1

SCHEME OF RESERVATION AND DELEGATION OF POWERS

Table A – Scheme of Delegation to Officers

Board Member Responsible: in line with the Standing Orders, delegated approval to the relevant Board Member, Board Committee or Executive Director. Where there is more than one Executive Director named the applicable responsibility is in relation to their individual service area.

Specific Delegation Where Applicable: The intention within the Operating Model is to delegate to the Operational Divisions wherever possible, however some Matters are either delegated through a Director, Associate or Assistant then to the Operational Division, or they are not delegated beyond this secondary level. This column sets out the delegation flow where relevant. Where there is more than one 'Accountable Lead' named the applicable responsibility is in relation to their individual service area.

Operational Responsibility: – where Matters are delegated to the Operational Divisions, the generic term "*Service Director*" has been used to identify the Accountable Lead, for example IHC Director, Director of Mental Health, Cancer, and Support Functions. It is also recognised that these Matters are delegated within Health Board Policy and where relevant are directly supported by Finance, People Services and other Support Functions.

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
1. Standing Orders / Standing Financial Instructions			
a) Final authority in interpretation of Standing Orders	Chair	Not Delegated	Not Delegated
b) Notifying Directors, employees and agents of their responsibilities within the Standing Orders (Board Secretary Director of Corporate Governance) and Standing Financial Instructions (Executive Director of Finance) and ensuring that they understand the responsibilities	Executive Director of Finance / Board Secretary Director of Corporate Governance	Direct to Operational Services	Service Director** (**Generic Title used for the 'Accountable Lead' across IHC, Pan BCU, Regional Directors and Support Functions)
c) Responsibility for the security of the LHB's property, avoiding loss, exercising economy and efficiency in using resources and	Executive Director of Finance	Direct to Operational Services	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
conforming with Standing Orders, Financial Instructions and financial procedures			
d) Ensuring Standing Orders are compatible with Welsh Government requirements re building and engineering contracts	Chief Executive	Executive Director of Finance	Not Delegated
2. Meetings			
a) Calling meetings of the LHB	Chair	Board Secretary Director of Corporate Governance	Not Delegated
b) Chair all LHB Board meetings and associated responsibilities	Chair or Vice Chair in Chair's absence	Not Delegated	Not Delegated
3. Financial Planning/Budgetary Responsibility			All Matters locally supported by CFO / FD
a) Setting: Submit Three Year Plan and Annual Operating Plan to the LHB Board	Chief Executive	Executive Director of Transformation, Strategic Planning & Commissioning	Not Delegated
Submit budgets to the LHB Board	Chief Executive	Executive Director of Finance	Not Delegated
Submit to Board financial estimates and forecasts	Chief Executive	Executive Director of Finance	Not Delegated
b) Implementing financial policies, plans and procedures, providing advice and co-ordinating any corrective action necessary	Executive Director of Finance	Finance Director: Operational Finance	Service Director
c) Issuing Budgets	Executive Director of Finance	Finance Director: Operational Finance	Service Director
d) Monitoring: Monitor performance against budget	Executive Director of Finance	Executive and Associate Directors	Service Director
Submit monitoring returns (WHC requires approval by both CEO and EDoF, if not available these are delegated to their deputies)	Chief Executive and Executive Director of Finance	Finance Director: Operational Finance and Deputy Chief Executive	Not Delegated
Effective budgetary control and a balanced budget	Executive Director of Finance	Executive and Associate Directors	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
Preparation of annual accounts and returns	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated
Identifying and implementing cost improvements and income generation initiatives	Executive Director of Finance	Executive and Associate Directors	Service Director
e) Authorisation of Virement It is not possible for any officer other than the Executive Director of Finance to vire from non-recurring headings to recurring budgets or from capital to revenue/revenue to capital. Virement <u>between</u> different budget holders (Service Directors) requires the agreement of <u>both</u> parties.	Executive Director of Finance	Please refer to Table B – Delegated Limits	Service Director
f) Maintaining an effective system of internal financial control	Chief Executive	Executive Director of Finance	Service Director
g) Delivery of financial training to budget holders (Directors)	Executive Director of Finance	Finance Director: Operational Finance	Service Director
4. Bank/PGO Accounts (Excluding Charitable Fund Accounts)			
a) Operation: Managing banking arrangements and operation of bank accounts	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated
Opening bank accounts	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated
Authorisation of transfers between LHB bank accounts	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated
Authorisation of: -PGO/GBS Schedules -BACS Schedules -Automated cheque schedules -Manual cheques	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated to Service Directors. NOTING that Senior Finance Staff (CFO / FD) authorise contract / SLA / RIF payments
5. Non Pay Expenditure			
For details of Delegated Limits refer to Table B			
a) Completion of an Operational Scheme of Delegation and Authorisation by each Budget Holder ensuring maintenance of a list of officers authorised to place requisitions/orders (including emergency verbal orders) and record receipts within the E-Financials Business Suite.	Chief Executive	Executive and Associate Directors	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
b) Obtain the best value for money when requisitioning goods/services	Executive Director of Finance	Executive and Associate Directors	Service Director
c) Ensuring expenditure is within budget	Chief Executive	Executive and Associate Directors	Service Director
d) Non-Pay Expenditure for which no specific budget has been set up and which is not subject to funding under delegated powers of virement	Chief Executive	Executive Director of Finance	Service Director
e) Orders exceeding 12 month period	Executive Director of Finance	Finance Director: Operational Finance	Service Director
f) Prompt payment of accounts	Executive Director of Finance	Direct to Operational Services	Service Director
g) Financial Limits	Executive Director of Finance	Direct to Operational Services → Refer to Table B for Delegated Limits	Service Director Per Table B
h) Maintenance of sufficient records to explain the LHB's transactions and report on the LHB's financial position	Executive Director of Finance	Finance Director: Operational Finance	Service Director
i) Provision of electronic signature / approval within the E-Financials Business Suite in accordance with each Budget Holder's Operational Scheme of Delegation and Authorisation	Executive Director of Finance	Finance Director: Operational Finance	Service Director
6. Stores and Receipt of Goods			
a) Responsibility for the systems of financial control over all stores including receipt of goods and returns	Executive Director of Finance	Direct to Operational Services	Service Director
b) Responsibility for the control of stores and of goods, issues and returns: (excluding pharmaceutical stock: see below)	Chief Executive	Executive Director of Finance	Service Director
Pharmaceutical Stores	Chief Executive	Chief Pharmacist	Service Director Via Head of Medicines Management
c) Stocktaking arrangements	Executive Director of Finance	Direct to Operational Services	Service Director
7. Capital Investment Management			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
For details of Delegated Limits for Delegated Matter 7d), please refer to Table B – Leases. In accordance with Welsh Government guidance:			
a) Programme:			
Preparation of Capital Investment Programme	Chief Executive	Executive Director of Transformation, Strategic Planning & Commissioning	Service Director
Completion and signing off of a business case for approval	Chief Executive	Executive Director of Finance	Service Director
Appointment of Project Directors	Chief Executive	Executive Director of Finance with support from relevant Directors	Not Delegated
Financial monitoring and reporting on all capital scheme expenditure including variations to contract	Executive Director of Finance	Executive and Associate Directors.	Service Director
Issuing of guidance on management of capital schemes	Executive Director of Transformation, Strategic Planning & Commissioning and Executive Director of Finance	Executive and Associate Directors.	Not Delegated
b) Contracting – Selection of 3 rd party developers, architects, quantity surveyors, consultant engineers and other professional advisors within EC regulations and LHB tender procedures	Chief Executive	Executive Director of Finance	Not Delegated
c) Private Finance – Demonstrate that the use of private finance represents best value for money and transfers risk to the private sector	Chief Executive	Executive Director of Finance	Not Delegated
d) Leases – Granting and termination of leases	Chief Executive	Executive Director of Finance	Not Delegated
e) Financial control and audit- Arrangements are in place to review building and engineering contracts and property transactions comply with Welsh Government guidance.	Chief Executive	Executive Director of Finance	Not Delegated
8. Quotations, Tendering & Contract Procedures For details of Delegated Limits, please refer to Table B – Quotations/Tenders.			All Matters locally supported by CFO / FD

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
a) Services:			
Best value for money is demonstrated for all services provided under contract or in-house	Chief Executive	Direct to Operational Services	Service Director
Nominate officers to oversee and manage the contract on behalf of the LHB	Chief Executive	Direct to Operational Services	Service Director
b) Quotations – Total value of the contract over its entire period:			
Seeking quotations up to £5,000 in value	Chief Executive	Executive Director of Finance	Service Director
Obtaining minimum of 3 written quotations for goods/services of value between £5,000 and £25,000	Chief Executive	Executive Director of Finance	Service Director
c) Competitive Tenders – Total value of the contract over its entire period:			
Obtaining a minimum of 4 written competitive tenders for goods/services of value between £25,000 and the OJEU threshold (in compliance with EU Procurement Directives and UK Procurement Regulations as appropriate)	Chief Executive	Executive Director of Finance	Service Director
Obtaining a minimum of 5 written competitive tenders for goods/services of a value in excess of the OJEU threshold (in compliance with EU Procurement Directives and UK Procurement Regulations as appropriate)	Chief Executive	Executive Director of Finance	Service Director
Receipt and custody of tenders prior to opening	Executive Director of Finance	Direct to Operational Services	Service Director
Opening Tenders and Quotations	Executive Director of Finance	Direct to Operational Services	Service Director
Decide if late tenders should be considered	Executive Director of Finance	Direct to Operational Services	Service Director
d) Waiving the requirement to request quotes or tenders – subject to Schedule 2.1 Standing Financial Instructions Section 11.133 – Formally reported to the Audit Committee	Chief Executive	Executive Director of Finance or Chief Executive if above £25,000, The Chief Executive and Director of Finance cannot approve their own waiver and must seek approval from one other Executive Director	Service Director All Single Tender Waivers (STW's) must be approved by NWSSP and by the Executive Director of Finance before any commitment is made.
9. Fixed Assets			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
a) Maintenance of asset register	Chief Executive	Executive Director of Finance	Service Director
b) Apply accounting policies (including depreciation and revaluations) in accordance with Welsh Government requirements	Executive Director of Finance	Finance Director: Operational Finance	Not Delegated
c) Responsibility for fixed assets – Land & Buildings	Chief Executive	Executive Director of Finance	Director of Capital and Estates
d) Responsibility for all other fixed assets (Plant, Machinery, Transport, IT assets including software, Furniture & Fittings)	Chief Executive	Executive Director of Finance	Director of Capital and Estates, Chief Digital and Information Officer and Deputy CEO with support from relevant Directors.
e) Responsibility for security of LHB assets including notifying discrepancies to the Director of Finance and reporting losses in accordance with LHB procedures	Chief Executive	Executive Director of Finance, with support from relevant Directors.	Service Director
10. Personnel & Pay			All Matters locally supported by CFO / FD / People
a) Nominate officers to enter into contracts of employment regarding staff, agency staff or consultancy service contracts in accordance with the "Policy for the Safe Recruitment and Selection Practices" together with accompanying guidance, particularly the need for pre-employment checks.	Executive Director of Workforce & OD	Supported by Executive Team	Service Director
b) Approve the commencement of employment prior to all pre-employment checks being completed.	Executive Director of Workforce & OD	Associate Director People Services	Service Director
c) Authority to fill funded post on the establishment with permanent staff.	Executive Director of Workforce & OD	Deputy Director Workforce & OD / Associate Director of People Services (IHC / PAN BCU / Support Services)	Service Director
d) The granting of additional increments to staff within budget in accordance with Terms & Conditions of Service	Executive Director of Workforce & OD	Executive Directors with advice from Associate Director of People Services	Service Director
e) All requests for upgrading/ regrading/ major skill mix changes shall be dealt with in accordance with LHB Procedure	Executive Director of Workforce & OD	Executive Directors with advice from Associate Director of people Services	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
f) Authority to agree acting up salaries for staff other than Executive Directors, within budget (Approval of acting up salaries for interim Executive Directors to be retained by Remuneration & Terms of Service Committee)	Chief Executive to agree acting up arrangements of Band 9 and above (Excluding Executive Directors)	Executive Directors lead for acting up salaries up to Band 9 or equivalent.	Service Director Up to Band 9 or equivalent only.
g) Establishments:			
Locum/additional staff to the agreed establishment with specifically allocated finance	Executive Director of Workforce & OD / Executive Director of Finance	Direct to Operational Services	Service Director
Locum/additional staff to the agreed establishment without specifically allocated finance.	Chief Executive	Executive Director of Finance and Executive Director of Workforce & OD	Service Director (via ECR & Budget Virement)
Variation to the funded establishment	Chief Executive	Executive Director of Workforce & OD and Executive Director of Finance	Service Director (Via ECR & Budget Virement)
h) Pay			
Authority to complete standing data forms effecting pay, new starters, changes and leavers. Responsibility to ensure forms are processed in timely manner to prevent errors occurring.	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Authority to complete and authorise timesheets and payroll returns	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Authority to authorise overtime	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Authority to authorise travel & subsistence expenses	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Maintenance of a list of managers authorised to sign payroll and travel expense documentation. (and via e-expense systems)	Executive Director of Workforce & OD	Deputy Director of Workforce & OD	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
Responsibility for the recovery of any overpayments	Executive Director of Finance	Finance Director: Operational Finance	Service Director
i) Leave			
Approval of annual leave in accordance with LHB policy	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Carry-over of annual leave in exceptional circumstances up to a maximum of 5 days	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Compassionate leave	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Special leave arrangements (to be applied in accordance with All Wales Policy)	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Leave without pay	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Medical Staff Leave of Absence – paid and unpaid	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Consultants Special Leave	Executive Medical Director	Direct to Operational Services	Service Director
Time off in lieu	Executive Director of Workforce and OD	Direct to Operational Services	Service Director
Maternity / Paternity Leave – paid and unpaid	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
j) Annualised hours/flexible working hours system- maintenance of adequate records	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
k) Sick Leave			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
Extension of sick leave on half pay up to three months	Executive Director of Workforce & OD	Direct to Operational Services in conjunction with Associate Director of People Services	Service Director
Return to work part-time on full pay to assist recovery	Executive Director of Workforce & OD	Direct to Operational Services in conjunction with Associate Director of People Services	Service Director
Extension of sick leave on full pay	Executive Director of Workforce & OD	Direct to Operational Services in conjunction with Associate Director of People Services	Service Director
l) Study Leave			
Study leave outside the UK (non-medical staff excluding clinical staff)	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Medical staff study leave (UK)	Executive Medical Director / Executive Director of Workforce & OD	Direct to Operational Services	Service Director
Consultant Medical Staff Leave (UK)	Executive Medical Director	Direct to Operational Services	Service Director
All Medical and non-Medical Clinical Staff study leave outside the UK (as per relevant professional lead)	Executive Medical Director / Executive Director of Nursing & Midwifery / Executive Director of Therapies & Health Science / Executive Director of Operations	Direct to Operational Services	Service Director
All other study leave (UK)	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
m) Removal Expenses			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview)	Executive Director of Workforce & OD	Direct to Operational Services → In accordance with BCUHB policy / approval from the Executive Director of Workforce & OD	Service Director
n) Respect & Resolution Procedure	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
o) Professional Misconduct/Competence-Medical and Dental Staff	Executive Medical Director / Executive Director of Workforce & OD	Deputy Responsible Officer / Deputy Medical Director / Deputy Director of Workforce & OD	Not Delegated
p) Suspension of Doctors employed directly by the LHB	Executive Medical Director	Deputy Responsible Officer / Deputy Medical Director / Deputy Director of Workforce & OD	Not Delegated
q) Formal actions as required under The Performers List	Chief Executive	Executive Medical Director supported by Executive Director of Workforce & OD and Executive Director of Operations	Not Delegated to Operational Divisions, cover for Executive Medical Director provided through the Deputy Responsible Officer or Deputy Medical Director
r) Requests for new posts to be authorised as car users	Executive Director of Finance	Direct to Operational Services	Service Director
s) Renewal of Fixed Term Contract	Executive Director of Workforce & OD	Direct to Operational Services	Service Director
t) Voluntary Early Release Scheme	Remuneration and Terms of Service Committee (supported by Executive Director of Workforce & OD)	Executive Director of Workforce & OD, with Executive Director of Finance for sign off of financial viability	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
u) Settlement on termination of employment	Remuneration and Terms of Service Committee (supported by Executive Director of Workforce & OD)	Executive Director of Workforce & OD with approval from Welsh Government where the payment is Ex-gratia and exceeds the delegated limit of £50,000	Not Delegated. Service Directors to operate within Policy as set through the Executive Director of Workforce & OD
v) Ill Health Retirement Decision to pursue retirement on the grounds of ill-health following advice from Workforce & OD Department	Executive Director of Workforce & OD	Associate Director of People Services	Service Director for local implementation: Ultimate Approval is via NHS Pensions Agency
w) Disciplinary Procedure (excluding Executive Directors)	Executive Director of Workforce & OD	Executive Directors	Service Director
11. Engagement of Staff Not On the Establishment			
For details of Delegated Limits, please refer to Table B			All Matters locally supported by CFO / FD / People
a) Non clinical Consultancy Staff	Executive Director of Finance	Supported by Executive Team	Service Director
b) Medical Locum staff	Executive Medical Director	Direct to Operational Services	Service Director
c) Booking of Agency Nursing Staff	Executive Director of Nursing & Midwifery	Direct to Operational Services	Service Director
d) Booking of Bank Staff:			
Nursing	Executive Director of Nursing & Midwifery	Direct to Operational Services	Service Director
Other	Executive Director of Workforce & OD	Direct to Operational Services	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
12. Charitable Funds Held on Trust	Overall the Health Board Charitable Funds are managed through Awyr Las and through the Charitable Funds Committee and its formal Trustee status		
For details of Delegated Limits, Please refer to Table B			All Matters locally supported by CFO / FD
a) Management: Funds held on Trust are managed appropriately	Executive Director of Finance	Direct to Operational Services	Service Director
b) Maintenance of authorised signatory list of Authorised Fund Holders	Executive Director of Finance	Direct to Operational Services	Service Director
c) Expenditure	Executive Director of Finance	Direct to Operational Services → Refer to Table B – Delegated limits	Service Director
d) Fundraising Appeals – Preparation/Monitoring/Reporting progress and performance	Director of Communications and Partnerships	Fundraising manager	Service Director Via Awyr Las
e) Operation of Bank Accounts:			
Managing banking arrangements and operation of bank accounts	Executive Director of Finance in conjunction with Corporate Trustees	Not Delegated	Not Delegated
Opening bank accounts	Corporate Trustee	Executive Director of Finance	Not Delegated
f) Investments – Policy and Arrangements	Executive Director of Finance in conjunction with Corporate Trustees	Not Delegated	Not Delegated
g) Authority to accept the discharge of a donor's estate	Executive Director of Finance	Not Delegated	Via Awyr Las
13. Primary Care Patient Services/ Healthcare Agreements			SEE TABLE B FOR SPECIFIC SENIOR POSTS & £ LIMITS
For details of Delegated Limits, please refer to Table B – Healthcare Agreements			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
a) Contract negotiation and provision of service agreements	Chief Executive	Executive Director of Finance / Executive Director of Operations	System Oversight
b) Reporting actual and forecast contract income	Executive Director of Finance	Finance Director: Operational Finance	System Oversight (supported by Finance)
c) Pricing of all contracts and SLAs	Executive Director of Finance	Executive Director of Finance with relevant Director (including Associate Director of Healthcare Contracting)	Not Delegated
d) Signing agreements	Chief Executive	Chief Executive or Executive Director of Finance in Chief Executive's absence / Executive Director of Operations for all primary care related agreements	Service Director (see Table B for specific limits and arrangements)
14. Income Systems, Fees and Charges			All Matters locally supported by CFO / FD
a) Private Patients, Overseas Visitors, Income Generation and other patient related services	Executive Director of Finance	Associate Director of Healthcare Contracting	Service Director
b) Pricing of NHS agreements	Executive Director of Finance	Associate Director of Healthcare Contracting	Not Delegated
c) Informing the Director of Finance of monies due to the LHB	Executive Director of Finance	Direct to Operational Services	Service Director
d) Recovery of debt	Executive Director of Finance	Finance Director: Operational Finance.	Not Delegated
e) Security of cash and other negotiable instruments	Executive Director of Finance	Finance Director: Operational Finance.	Service Director
f) Designing, maintaining and ensuring compliance with systems for the proper recording, invoicing, collection and coding of all monies due	Executive Director of Finance	Finance Director: Operational Finance	Service Director
g) Non patient care income	Executive Director of Finance	Finance Director: Operational Finance.	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
15. Disposal and Condemnations			
Disposal of all property and land requires formal approval by the Minister for Health and Social Services			
a) Issuing procedure for the disposal of assets obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively	Executive Director of Finance	Not Delegated	Not Delegated
b) Notification to Executive Director of Finance prior to disposal	Executive Director of Finance	Director of Capital and Estates	Service Director
16. Losses, Write-offs & Compensation			
The delegated limits stated below, as specified within Welsh Government's Losses and Special Payments Guidance in Manual for Accounts Chapter 6, relate to the requirement to obtain written approval from the Welsh Government H&SSG Director of Finance for write-off of losses or special payments above these limits. Audit Committee to regularly receive Schedule of Losses and Special Payments.			
a) Prepare procedures for recording and accounting for losses and special payments including preparation of a fraud response plan and informing the Board, External Auditor and Counter Fraud Operational Services of frauds.	Executive Director of Finance	Finance Director: Operational Finance.	Service Director For Implementation and compliance with BCU Procedure
b) Losses of cash due to theft, fraud, overpayment of salaries, fees, allowances & other causes up to £50,000	Chief Executive	Executive Director of Finance	Not Delegated
c) Fruitless payments (including abandoned Capital Schemes) up to £250,000	Chief Executive	Executive Director of Finance	Not Delegated
d) Bad debts and claims abandoned: Private patients; overseas visitors & other cases up to £50,000	Chief Executive	Executive Director of Finance	Not Delegated
e) Damage to buildings, their 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 Executive	Executive Director of Finance	Not Delegated
f) For personal and public liability claims, under the Legal & Risk scheme, authorisation from Legal & Risk is required before admissions may be made and monetary compensation offered. (Ex-gratia settlements offered by the LHB are by definition not payments based	Chief Executive	Executive Medical Director supported by the relevant Director after seeking appropriate legal advice, up to a max £500,000	Deputy Director of Quality Governance

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
upon legal liability and are, therefore, not reimbursable under the WRP scheme)			
g)f) Compensation payments made under a legal process or legal obligation	Chief Executive Director of Corporate Governance	Executive Director of Finance or Executive Medical Director Deputy Director for Legal Services	Deputy Director of Quality Governance Not Delegated (see Table B for specific limits)
h)g) Extra contractual payments to contractors up to £50,000	Chief Executive	Executive Director of Finance with reporting to the Audit Committee	Not Delegated
16.1 Ex-Gratia Payments: The delegated limits stated below, as specified within Welsh Government's Losses and Special Payments Guidance in the Manual for Accounts Chapter 6, relate to the requirement to obtain written approval from the Welsh Government H&SSG Director of Finance for write-off of losses or special payments above these limits. Audit Committee to regularly receive Schedule of Losses and Special Payments.			
a) Patients and staff for loss of personal effects up to £50,000	Chief Executive	Executive Director of Finance- Refer to Finance Policy on Losses and Special Payments	Service Directors to Implement: financial approval remains within Finance Department per Policy
b) Liability claims up to £1m (including redress, personal injury claims and clinical negligence claims)	Director of Corporate Governance	Deputy Director for Legal Services	Not Delegated (see Table B for specific limits)
b) For clinical negligence up to £250,000 including plaintiff's costs (negotiated settlements following legal advice)*.	Chief Executive	Executive Director of Finance / Executive Medical Director	Deputy Director of Quality Governance
c) For clinical negligence over £250,000 and up to £1,000,000 including plaintiff's costs (negotiated settlements following legal advice)*.	Chair Board	Chief Executive / Executive Director of Finance / Executive Medical Director	Deputy Director of Quality Governance
d) For personal injury claims involving negligence up to £250,000 including plaintiff's costs (where legal advice obtained and relevant guidance has been applied)*	Board	Chief Executive / Executive Director of Finance / Executive Medical Director	Deputy Director of Quality Governance
e) For personal injury claims involving negligence over £250,000 and up to	Board	Chief Executive / Executive Director of	Deputy Director of Quality Governance

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DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
£1,000,000 (where legal advice obtained and relevant guidance has been applied)*		Finance / Executive Medical Director	
c) <u>Payments made pursuant to recommendations from the Public Services Ombudsman for Wales</u>	<u>Executive Director of Nursing and Midwifery</u>	<u>Deputy Director of Nursing</u>	<u>Not Delegated</u>
f)d) Other, except cases for maladministration where there was no financial loss by claimant, up to £50,000	Chief Executive	Executive Director of Finance / Executive Medical Director	<u>Service Directors to Implement financial approval remains within Finance Department per Policy Deputy Director of Quality Governance</u>
* For all clinical negligence and personal injury cases (including Court cases) the use of structured settlements should be considered involving costs to the NHS of £250,000 or more — All structured settlements require approval from the Welsh Government H&SSG Director of Finance	Board	Chief Executive / Executive Director of Finance / Executive Medical Director	Deputy Director of Quality Governance
17. Procedure to follow after reporting of incidents to the Police (refer to Standing Operating Process in relation to reporting requirement to Security Advisors)			
a) Where a criminal offence is suspected	Executive Director of Finance and Executive Director of Workforce & OD	Direct to Operational Services	Service Director For Implementation and compliance
b) Criminal offence of a sexual or violent nature	Executive Director of Workforce & OD	Direct to Operational Services	Service Director For implementation and compliance
c) Arson or theft	Executive Director of Finance and Executive Director of Workforce & OD	Direct to Operational Services	Service Director for implementation and compliance
d) Other	Chief Executive and Executive Director of Finance and Executive	Direct to Operational Services → dependent upon the nature of the suspected offence	Service Director for implementation and compliance

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DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
	Director of Workforce & OD		
18. Financial Procedures			
a) Maintenance & Update of LHB Financial Procedures	Executive Director of Finance	Finance Director : Operational Finance	Not Delegated
19. Audit Arrangements			
a) Review, appraise and support in accordance with Public Sector Internal Audit Standards for NHS Wales and best practice	Chair of the Audit Committee	Board Secretary / Director of Corporate Governance / Head of Internal Audit	Not Delegated
b) Provide an independent and objective view on internal control and probity	Board Secretary / Director of Corporate Governance	Head of Internal Audit / Audit Wales	Not Delegated
c) Ensure Cost-effective external audit	Chair of Audit Committee	Executive Director of Finance	Not Delegated
d) Ensure an adequate internal audit service	Chief Executive	Board Secretary / Director of Corporate Governance	Not Delegated
e) Implement recommendations	Board Secretary / Director of Corporate Governance	Direct to Operational Services	Service Director
20. Legal Proceedings			
a) Engagement of <u>the LHB's Solicitors/lawyers</u>	Chief Executive Director of Corporate Governance	Board Secretary for all Board-related matters / Executive Director of Workforce & OD for all employment related matters / Executive Director of Finance for all-estate related matters / Executive Medical Director, Executive Director of Transformation, Strategic Planning & Commissioning and Executive Director of Operations for all Primary Care related matters. Deputy Director of Quality Governance for claims, inquest, MHA,	Service Director (Associate Director People Services for employment matters). List of officers authorised to instruct approved lawyers will be detailed in the Legal Services Policy Out of Hours approval via Gold On-Call.

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
		<p>COP and general healthcare legal matters.</p> <p><u>Deputy Director for Legal Services</u></p> <p><u>Any Director of the Board or the Deputy Director for Legal Services</u></p>	
<p>b) Approve and sign all documents <u>on behalf of the LHB</u> which will be necessary in legal proceedings</p>	<p>Chief Executive Director of Corporate Governance</p>	<p>Executive Medical Director or any Executive Director of the Board or an Officer formally nominated by the Chief Executive / Deputy Director of Quality Governance for claims, inquest, MHA, COP and general healthcare legal matters.</p> <p><u>Any Director of the Board or the Deputy Director for Legal Services provided such approval is in accordance with advice from a regulated legal professional – all contrary decisions are reserved for the Chief Executive</u></p>	<p>Not Delegated</p>
<p>c) Sign on behalf of the LHB any agreement or document not requested to be executed as a deed</p>	<p>Chief Executive</p>	<p>Any Executive Director of the Board or an officer formally nominated by the Chief Executive</p>	<p>Not Delegated</p>
<p>21. Insurance Policies (incorporating Risk Management)</p>	<p>Chief Executive</p>	<p>Executive Director of Finance and <u>Executive Medical Director Director of Corporate Governance</u></p>	<p>Not Delegated <u>except for Welsh Risk Pool which is delegated to the Deputy Director of Quality Governance except for matters relating to the Welsh Risk Pool where the Deputy Director for Legal Services may act</u></p>

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DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
22. Clinical Audit	Chief Executive	Executive Medical Director	Not Delegated
23. Patients' Property (in conjunction with financial advice)			
For details of Delegated Limits, please refer to Table B – Petty Cash/Patients Monies			
a) Ensuring patients and guardians are informed about patients' monies and property procedures on admission	Chief Executive	Direct to Operational Services	Service Director
b) Prepare detailed written instructions for the administration of patients' property	Executive Director of Finance	Direct to Operational Services	Service Director
c) Informing staff of their duties in respect of patients' property	Executive Director of Finance	Direct to Operational Services	Service Director
d) Issuing property valued >£5,000 only on production of a probate letter of administration	Executive Director of Finance	Finance Director : Operational Finance	Not Delegated
24. Putting Things Right Regulations (in line with WRP Policy & Guidance)			
a) Overall responsibility for ensuring that all concerns (as defined in PTR Regulations) are dealt with effectively	Chief Executive	Executive Director of Nursing & Midwifery / Deputy Director of Quality Governance / Director of Corporate Governance (for redress, personal injury claims and clinical negligence claims)	Service Director Patient Safety Team, and Patient and Carer Experience/Complaints Team/ Legal Services Team for implementation
b) Responsibility for ensuring complaints are investigated thoroughly, and learning is embedded.	Chief Executive	Executive Director of Nursing & Midwifery / Deputy Director of Quality Governance	Service Director and Patient and Carer Experience/Complaints Team for implementation
c) Medical-Medico – Legal Complaints Matters - Co-ordination of their management (including redress, personal injury claims and clinical negligence claims)	Chief Executive Executive Director of Corporate Governance	Executive Director of Nursing & Midwifery / Deputy Director of Quality Governance Deputy Director for Legal Services	Service Director For implementation Not Delegated
25. Seal			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
a) The keeping of a register of seal and safekeeping of the seal	Chief Executive	Board Secretary/Director of Corporate Governance	Not Delegated
b) Attestation of seal in accordance with Standing Orders	Chief Executive and Chair	Board Secretary/Director of Corporate Governance	Not Delegated
c) Signing and sealing documents in accordance with Standing Orders	Chief Executive and Chair	Board Secretary/Director of Corporate Governance	Not Delegated
26. Gifts and Hospitality			
a) Keeping of gifts and hospitality register	Chief Executive	Board Secretary/Director of Corporate Governance	Service Director for implementation and compliance
27. Declaration of Interests			
a) Maintaining a register of interests	Chief Executive	Board Secretary/Director of Corporate Governance	Service Director for implementation and compliance
28. Informatics and the Data Protection Act			
a) Review of LHB's compliance with the Data Protection Act	Chief Executive	Chief Digital and Information Officer	Data Protection Officer
b) Responsibility for Informatics policy and strategy	Chief Executive	Chief Digital and Information Officer	Service Director
c) Responsibility for ensuring that adequate management (audit) trails exist in Informatics systems	Chief Executive	Chief Digital and Information Officer	Service Director
29. Records			
a) Review LHB's compliance with the Retention of Records Act and guidance	Chief Executive	Chief Digital and Information officer / Executive Medical Director	Not Delegated
b) Approval for the destruction of records	Chief Executive	Director of Digital / Executive Medical Director	Service Director / Assistant Director of Compliance and Business Management
c) Ensuring the form and adequacy of the financial records of all departments	Executive Director of Finance	Finance Director: Operational Finance	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
30. Authorisation of New Drugs	Chief Executive	Executive Medical Director on the advice of the appropriate professional bodies (Clinical approval via NICE Implementation Group and Drugs and Therapy Group for onward financial approval by Senior Leadership Team, see Table B for delegated limits)	Not Delegated
31. Authorisation of Research Projects (individuals responsible for their own declaration of interest to UKPI and BCUHB)	Executive Medical Director	Director of Research & Development	Service Director
32. Authorisation of Clinical Trials	Chief Executive	Executive Medical Director	Service Director
33. Infectious Diseases & Notifiable Outbreaks – outbreak control / public health monitoring and surveillance / provision of public health advice	Chief Executive	Executive Director of Public Health	Not Delegated
34. Review of Fire Precautions	Chief Executive	Executive Director of Finance	Not Delegated
35. Health & Safety			
Review of all statutory compliance legislation and Health and Safety requirements (including associated mandatory staff awareness training).	Chief Executive	Executive Director of Workforce & OD	Not Delegated
36. Medicines Inspectorate Regulations			
Review Regulations Compliance	Chief Executive	Executive Medical Director supported by Chief Pharmacist	Service Director via Head of Medicines Management
37. Environmental Regulations			
Review of compliance with environmental regulations, for example those relating to clean air and waste disposal	Executive Director of Finance	Director of Capital and Estates	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
38. Legal & Risk Payments	Chief Executive	Executive Director of Finance / Director of Corporate Governance / Deputy Director for Legal Services Executive Medical Director / Executive Director of Finance / Deputy Director of Quality Governance Deputy Director for Legal Services	Not Delegated See Table B (see Table B for specific limits)
39. Investigation of Fraud, Bribery and Corruption or Financial Irregularities	Executive Director of Finance	Lead Local Counter Fraud Specialist	Not Delegated
40. Commercial Sponsorship			
Agreement to proposal in accordance with BCU HB procedures	Chief Executive	Executive Director of Finance	Not Delegated
41. Cost/Notional Rent/Third Party Developer/Improvement Grants			All Matters locally supported by CFO / FD
Approval of all schedules of payments	Chief Executive	Executive Director of Operations	Service Director
Submission to Welsh Government for all new GP premises or major extensions in accordance with BCU HB Primary Care Estates Strategy	Chief Executive	Executive Director of Operations	Not Delegated
42. Freedom of Information	Chief Executive	Chief Digital and Information officer	Assistant Director of Compliance and Business Management
43. Compliance Lead Roles:			
a) Caldicott Guardian	Chief Executive	Executive Medical Director	Deputy Medical Director
b) Data Protection Officer	Chief Executive	Data Protection Officer	Head of Information Governance
c) Senior Information Risk Owner	Chief Executive	Chief Digital Information Officer	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
44. Emergency Planning & Major Incidents – Civil Contingencies Act (Category 1 Responder)	Chief Executive	Executive Director of Operations	Not Delegated
45. National Health Services (Wales) Act 2006 Section 33 Agreements: Arrangements between NHS Bodies and Local Authorities	Chief Executive	Executive Director of Finance	Service Director (CFO / FD Supported) See also Table B
46. Statutory compliance with respective Legislation	Chief Executive	Board Secretary Director of Corporate Governance	Service Director for implementation
47. National Health Service (Appointment of Consultants) (Wales) (Amendment) Regulations 2005 (Statutory Instrument 2005: 3039) Appointment of all Medical and Dental Consultant posts. Consultant posts within Public Health that are open to both medically qualified and those qualified in other disciplines other than medicine should follow this process, even though they fall outside of the requirements of the Statutory Instrument.	Board	Chair of ACC's	Not Delegated
48. All Wales Policy: Making Decisions on Individual Patient Funding Requests (IPFR)	Chief Executive	WHSCC IPFR Panel £300,000 to £1,000,000; Chief Executive up to £299,999; Chair and Vice Chair of Health Board IPFR Panel together sign up to £125,000	Not Delegated
* The IPFR Panel cannot make policy decisions for the health board. Any policy proposals arising from their considerations and decisions must be reported to the Health Board Quality, Safety & Experience Committee			
49. Human Tissue Act 20014	Chief Executive	Executive Medical Director	Service Director for implementation
50. Ionising Radiation (Medical Exposure) Regulations 2017	Chief Executive	Executive Director of Therapies & Health Sciences / Executive Medical Director	Service Director for implementation
51. Nurse Staffing Levels Act (Wales) 2016	Chief Executive	Executive Director of Nursing & Midwifery	Service Director for implementation

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
52. Welsh Language Standard Reporting	Chief Executive	Executive Director of Public Health	Service Director for implementation
53. Controlled Drugs Accountable Officer	Chief Executive	Chief Pharmacist	Not Delegated
54. Upholding Professional Standards in Wales (UPSW):			
Responsible Officer	Executive Medical Director (SRO)	Deputy Medical Director (Deputy Responsible Officer)	Service Director for implementation
Appointing a Designated Board Member	Health Board Chair	Remuneration & Terms of Service Committee	Not Delegated