

**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, and 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

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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.

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 delegate beyond this secondary level. This column sets out the delegation flow where relevant.

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 and Standing Financial Instructions and ensuring that they understand the responsibilities	Executive Director of Finance/Board Secretary	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 conforming with Standing Orders, Financial Instructions and financial procedures	Executive Director of Finance	Direct to Operational Services →	Service Director
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	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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 and Planning	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	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	Chief Executive	Executive Director of Finance	Not Delegated
Effective budgetary control and a balanced budget	Executive Director of Finance	Executive and Associate Directors	Service Director
Preparation of annual accounts and returns	Executive Director of Finance	Executive Director of 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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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. <u>NOTING</u> 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.	Executive Director of Finance	Executive and Associate Directors	Service Director
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	Executive Director of Finance	Not Delegated
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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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)	Executive Director of Finance	Direct to Operational Services →	Service Director
Pharmaceutical Stores	Executive Medical Director	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 For details of Delegated Limits for Delegated Matter 8d, please refer to Table B – Leases. In accordance with Welsh Government guidance:			
a) Programme:			
Preparation of Capital Investment Programme	Chief Executive	Executive Director of Finance	Service Director
Completion and signing off of a business case for approval	Executive Director of Finance	Director of Finance; Operations	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 Director of Finance with support from relevant Directors.	Service Director
Issuing of guidance on management of capital schemes	Executive Director of Finance	Executive Director of Finance with support from relevant 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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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	Refer to Table B
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
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	Executive Director of Finance (per SFI 11.7.1)	Direct to Operational Services → Refer to Table B for delegated limits	Service Director
Obtaining minimum of 3 written quotations for goods/services of value between £5,000 and £25,000	Executive Director of Finance (per SFI 11.1.2)	Direct to Operational Services → Refer to Table B for delegated limits	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 EC Directives as appropriate)	Executive Director of Finance	Direct to Operational Services → Refer to Table B for delegated limits	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 EC Directives as appropriate)	Executive Director of Finance	Direct to Operational Services → Refer to Table B for delegated limits	Service Director
Receipt and custody of tenders prior to opening	Executive Director of Finance	Direct to Operational Services → Refer to Table B for delegated limits	Service Director
Opening Tenders and Quotations	Executive Director of Finance	Direct to Operational Services → Refer to Table B for delegated limits	Service Director
Decide if late tenders should be considered	Executive Director of Finance	Direct to Operational Services → Refer to Table B for delegated limits	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
d) Waiving the requirement to request quotes or tenders – subject to SFI Schedule 1 Para. 4.2 & 4.3 – Formally reported to the Audit Committee	Executive Director of Finance	Finance Director: Operational Finance (escalation to the Executive Director of Finance or Chief Executive if necessary) The Chief Executive and Director of Finance cannot approve their own waiver and must seek approval from one other Executive Directors	Service Director All Single Tender Waivers (STW's) must be approved by NWSSP and by the Operational Finance Director before any commitment is made.
9. Fixed Assets			
a) Maintenance of asset register	Executive Director of Finance	Finance Director (Operational Finance)	Service Director
b) Calculate and pay capital charges in accordance with Welsh Government requirements	Executive Director of Finance	Finance Director (Operational Finance)	Not Delegated
c) Responsibility for fixed assets – Land & Buildings	Executive Director of Finance	Director of Estates	Not Delegated
d) Responsibility for all other fixed assets (Plant, Machinery, Transport, IT assets including software, Furniture & Fittings)	Executive Director of Finance	Director of Estates and Director of Digital, Deputy CEO with support from relevant Directors.	Service Director
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			
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	Direct to Operational Services →	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)	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
		BCU/Support Services)	
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
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	Executive Director of Workforce & OD and Executive Director of Finance	Direct to Operational Services → with Budget Virement approval in line with Executive Director of Finance Policy	Service Director (Via ECR & Budget Virement)
h) Pay			
Authority to complete standing data forms effecting pay, new starters, changes and leavers	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	Direct to Operational Services →	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
	Workforce & OD		
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
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			
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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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/ Executive Director of Integrated Clinical Delivery	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	Executive Medical Director/ Executive Director of Nursing & Midwifery/ Executive Director of Therapies & Health Science/ Executive Director of Integrated Clinical Delivery	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			
Authorisation of payment of removal expenses incurred by officers taking up new	Executive Director of	Direct to Operational Services →	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
appointments (providing consideration was promised at interview)	Workforce & OD	In accordance with BCUHB policy / approval from the Executive Director of Workforce & OD	
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 RO / 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 Integrated Clinical Delivery	Not Delegated to Operational Divisions, cover for Executive Medical Director provided through the Deputy RO 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
u) Settlement on termination of employment	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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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	Direct to Operational Services →	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
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	Executive Director of Finance	Service Director
c) Expenditure	Executive Director of Finance	Direct to Operational Services → Refer to Table B – Delegated limits	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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	Executive Director of Finance	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	Executive Director of Finance	Not Delegated
g) Authority to accept the discharge of a donor's estate	Executive Director of Finance	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			
a) Contract negotiation and provision of service agreements	Executive Director of Finance / Executive Director of Integrated Clinical Delivery	Executive Director of Finance / Executive Director of Integrated Clinical Delivery	System Oversight
b) Reporting actual and forecast contract income	Executive Director of Finance	Executive Director of Finance	System Oversight (supported by Finance)
c) Pricing of all contracts and SLAs	Executive Director of Finance	Executive Director of Finance with relevant Director	Not Delegated
d) Signing agreements	Chief Executive	Chief Executive or Executive Director of Finance in Chief Executive's absence/Executive Director of Integrated Clinical Delivery for all primary care related agreements	Service Director (see Table B for specific limits and arrangements)

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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	Executive Director of Finance	Service Director
b) Pricing of NHS agreements	Executive Director of Finance	Assistant Directors of Finance	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
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	Executive Director of Finance	Not Delegated
b) Notification to Director of Finance prior to disposal	Executive Director of Finance	Direct to Operational Services →	Service Director
16. Losses, Write-offs & Compensation			
a) Prepare procedures for recording and accounting for losses and special payments including preparation of a fraud response plan and informing 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

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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 upon legal liability and are, therefore, not reimbursable under the WRP scheme)	Chief Executive	Executive Director of Nursing & Midwifery supported by the relevant Director after seeking appropriate legal advice, up to a max £150,000	Service Director For Implementation and compliance with BCU Procedure
g) Compensation payments made under legal obligation:	Chief Executive	Chief Executive, Executive Director of Finance or Executive Director of Nursing & Midwifery	Not Delegated
h) Extra contractual payments to contractors – Up to £50,000 as specified within the Losses and Special Payments Manual of Guidance	Chief Executive	Executive Director of Finance with reporting to the Audit Committee	Not Delegated
16.1 Ex-Gratia Payments: (per Manual for Accounts Chapter 6)			
a) Patients and staff for loss of personal effects up to £50,000 Above £50k to Welsh Government	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) For clinical negligence up to £250,000 (negotiated settlements)*. Report to Board > £50,000 (Table B)	Chief Executive	Executive Director of Finance/Executive Director of Nursing & Midwifery	Not Delegated
c) For clinical negligence over £250,000 and up to £1,000,000* (negotiated settlements). Report to Board > £50,000 (see Table B)	Chair Board	Chief Executive/ Executive Director of Finance/Executive Director of Nursing & Midwifery	Not Delegated
d) For personal injury claims involving negligence where legal advice has been obtained and guidance applied up to £250,000 (including plaintiff's costs) Report to Board > £50,000	Board	Chief Executive/ Executive Director of Finance/Executive Director of Workforce & OD/ Executive Director of Nursing & Midwifery	Not Delegated
e) For personal injury claims involving negligence where legal advice has been obtained and guidance applied up to £1,000,000 (>£1m to Welsh Government)	Board	Chief Executive/Executive Director of Finance/Executive	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
Report to Board > £50,000*		Director of Nursing & Midwifery	
f) Other, except cases for maladministration where there was no financial loss by claimant, up to £50,000 Above £50k to Welsh Government	Chief Executive	Executive Director of Finance/Executive Director of Nursing & Midwifery	Not Delegated
* 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	Board	Chief Executive Executive Director of Finance/Executive Director of Nursing & Midwifery	Not Delegated
17. Procedure to follow after reporting of incidents to the Police			
a) Where a criminal offence is suspected	Executive Director of Finance	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	Direct to Operational Services →	Service Director for implementation and compliance
d) Other	Chief Executive	Direct to Operational Services → dependent upon the nature of the suspected offence	Service Director for implementation and compliance
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 Internal Audit standards for NHS Wales and best practice	Chair of the Audit Committee	Board Secretary/Head of Internal Audit	Not Delegated
b) Provide an independent and objective view on internal control and probity	Board Secretary	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	Not Delegated
e) Implement recommendations	Board Secretary	Direct to Operational Services →	Service Director
20. Legal Proceedings			

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
a) Engagement of LHB's Solicitors	Chief Executive	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 Director of Integrated Clinical Delivery for all Primary Care related matters. Associate Director of Quality for claims, inquest, MHA and COP matters.	Service Director (Associate Director People Services for employment matters). Out of Hours approval via Gold On-Call.
b) Approve and sign all documents which will be necessary in legal proceedings	Chief Executive	Any Executive Director of the Board or an officer formally nominated by the Chief Executive. Associate Director of Quality for claims, inquest, MHA and COP matters.	Not Delegated
c) Sign on behalf of the LHB any agreement or document not requested to be executed as a deed	Chief Executive	Any Executive Director of the Board or an officer formally nominated by the Chief Executive	Not Delegated
21. Insurance Policies and Risk Management	Chief Executive	Executive Director of Finance and Executive Medical Director	Not Delegated (Service Director For Implementation)
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	Executive Director of Nursing & Midwifery	Direct to Operational Services →	Service Director
b) Prepare detailed written instructions for the administration of patients' property	Executive Director of Nursing & Midwifery	Direct to Operational Services →	Service Director
c) Informing staff of their duties in respect of patients' property	Executive Director of	Direct to Operational Services →	Service Director

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
	Nursing & Midwifery		
d) Issuing property valued >£5,000 only on production of a probate letter of administration	Executive Director of 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. Associate Director of Quality (PTR Deputy Responsible Officer and Senior Investigations Officer)	Service Director For Implementation
b) Responsibility for ensuring complaints are investigated thoroughly, and learning is embedded.	Chief Executive	Executive Director of Nursing & Midwifery. Associate Director of Quality (PTR Deputy Responsible Officer and Senior Investigations Officer)	Service Director For implementation
c) Medical – Legal Complaints Co-ordination of their management	Chief Executive	Executive Director of Nursing & Midwifery. Associate Director of Quality (PTR Deputy Responsible Officer and Senior Investigations Officer)	Service Director For implementation
25. Seal			
a) The keeping of a register of seal and safekeeping of the seal	Chief Executive	Board Secretary	Not Delegated
b) Attestation of seal in accordance with Standing Orders	Chief Executive/ Chair	Board Secretary	Not Delegated
26. Gifts and Hospitality			
a) Keeping of gifts and hospitality register	Chief Executive	Board Secretary	Service Director for implementation and compliance
27. Declaration of Interests			
a) Maintaining a register of interests	Chief Executive	Board Secretary	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	Director of Digital	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
b) Responsibility for Informatics policy and strategy	Executive Medical Director	Director of Digital	Not Delegated
c) Responsibility for ensuring that adequate management (audit) trails exist in Informatics systems	Executive Medical Director	Director of Digital	Not Delegated
29. Records			
a) Review LHB's compliance with the Retention of Records Act and guidance	Chief Executive	Director of Digital / Executive Medical Director	Not Delegated
b) Approval for the destruction of records	Chief Executive	Director of Digital / Executive Medical Director	Service Director
c) Ensuring the form and adequacy of the financial records of all departments	Executive Director of Finance	Director: Operational Finance	Service Director
30. Authorisation of New Drugs	Chief Executive	Executive Medical Director on the advice of the appropriate professional bodies	Not Delegated
31. Authorisation of Research Projects	Executive Medical Director	Director of Research & Development	Service Director
32. Authorisation of Clinical Trials	Chief 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.	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 Estates	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
38. Legal & Risk Payments	Chief Executive	Executive Director of Nursing & Midwifery/Executive Director of Finance	Not Delegated See Table B
39. Investigation of Fraud/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 Integrated Clinical Delivery	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 Integrated Clinical Delivery	Not Delegated
42. Freedom of Information	Chief Executive	Director of Digital	Service Director
43. Compliance Lead Roles:			
a) Caldicott Guardian	Executive Medical Director	Deputy Medical Director	Not Delegated
b) Data Protection Officer	Chief Executive	Director of Digital	Not Delegated
c) Senior Information Risk Owner	Chief Executive	Executive Director of Finance	Not Delegated
44. Emergency Planning & Major Incidents – Civil Contingencies Act (Category 1 Responder)	Chief Executive	Executive Director of Integrated Clinical Delivery	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	Service Director for implementation
47. National Health Service (Appointment of Consultants) (Wales) (Amendment) Regulations 2005 (Statutory Instrument	Board	Chair of ACC's	Not Delegated

DELEGATED MATTER	BOARD MEMBER RESPONSIBLE	SPECIFIC DELEGATION WHERE APPLICABLE	OPERATIONAL RESPONSIBILITY
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.			
48. All Wales Policy: Making Decisions on Individual Patient Funding Requests (IPFR)	Chief Executive	WHSSC 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. Carbon Reduction Commitment Order (Phase 2) Agency Registration	Chief Executive	Executive Director of Finance	Not Delegated
50. Human Tissue Act 20014	Chief Executive	Executive Medical Director	Service Director for implementation
51. Ionising Radiation (Medical Exposure) Regulations 2017	Chief Executive	Executive Director of Therapies & Health Sciences / Executive Medical Director	Service Director for implementation
52. Nurse Staffing Levels Act (Wales) 2016	Chief Executive	Executive Director of Nursing & Midwifery	Service Director for implementation
53. Welsh Language Standard Reporting	Chief Executive	Executive Director of Public Health	Service Director for implementation
54. Controlled Drugs Accountable Officer	Chief Executive	Chief Pharmacist	Not Delegated
55. 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

Table B – Scheme of Financial Delegation

Financial Limits are subject to funding available within relevant budget(s) and are inclusive of VAT irrespective of recovery arrangements.

All purchases must ensure compliance with Standing Financial Instruction Schedule 1 - Procurement of Works, Goods and Services with regard to the required quotation or Tendering exercise.

	Budget changes	General expenditure	Healthcare agreements	Revenue and Capital (Business Case and Contractual Commitment approvals)			Specialist			Charitable Funds	Procurement waivers	Staffing			
	<p>Any expenditure approval must be within funding limits of approved budgets.</p> <p>Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals.</p> <p>Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.</p>														
	Budget transfers between Corporate Departments, Area Teams or Hospital Teams (Virements)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector)(annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support(individual contractual commitment)	Medical devices; plant; machinery; related consultancy support(individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases(granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations approved by Exec.Director of W&OD; VERS by RATS C'ttee)	New drugs (value based on annual costs)	Locally held funds(total funding bid value)	General funds(total funding bid value)	All values	New posts (additional establishment)	Agency and Waiting List Initiatives (all values)
WG (In advance of contract planning)	No requirement	£1m plus	£1m plus (Private sector)	£1m plus	£1m plus	£1m plus	No requirement	£1m plus	See WRP and Manual of Guidance for losses and SFIs, as special rules apply for certain losses and ex gratia payments.	No requirement	No requirement	No requirement	No requirement	No requirement	No requirement
Board following Chief Executive approval	£1m plus	£1m plus	Over £10m approved in advance, below £10m retrospectively reported. Over £1m for Private sector.	£1m plus	£1m plus	£1m plus	£0.5m plus or any which need signing under seal (Reservation of Power, Number 33)	£0.5m plus		£1m plus	No requirement	No requirement	No requirement	No requirement	No requirement
Performance, Finance and Information Governance Committee				Up to £1m	Up to £1m	Up to £1m									
Audit Committee													Retrospective reporting		
Charitable Funds Committee (all Executives can authorise use of charitable funds up to £5k)											Over £5k (Up to £25k scrutinised by CF Advisory Group)	Over £5k (Up to £25k scrutinised by CF Advisory group)			
CEO	£0.5m to £1m	£0.5m to £1m	New or contract variation to £10.0m.	£0.5m to £1m	£0.5m to £1m	£0.5m to £1m	£250k to £0.5m	£250k to £0.5m	£0.5m to £1.0m (>£1m to Board)	£0.5m to £1.0m	Up to £5k	Up to £5k	As escalated by DoF	Can approve new posts across LHB	No requirement
Deputy CEO	£0.5m to £1m	£0.5m to £1m	New or contract variation to £10.0m.	£0.5m to £1m	£0.5m to £1m	£0.5m to £1m	£250k to £0.5m	£250k to £0.5m	£0.5m to £1.0m (>£1m to Board)	£0.5m to £1.0m	Up to £5k	Up to £5k	As escalated by DoF	Can approve new posts across LHB	No requirement

	Budget changes	General expenditure	Healthcare agreements	Revenue and Capital (Business Case and Contractual Commitment approvals)			Specialist				Charitable Funds	Procurement waivers	Staffing		
	<p>Any expenditure approval must be within funding limits of approved budgets.</p> <p>Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals.</p> <p>Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.</p>														
	Budget transfers between Corporate Departments, Area Teams or Hospital Teams (Virements)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector)(annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support(individual contractual commitment)	Medical devices; plant; machinery; related consultancy support(individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases(granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations approved by Exec.Director of W&OD; VERS by RATS C'ttee)	New drugs (value based on annual costs)	Locally held funds(total funding bid value)	General funds(total funding bid value)	All values	New posts (additional establishment)	Agency and Waiting List Initiatives (all values)
Any 2 of CEO, Executive Director of Integrated Clinical Delivery and DoF (must include DoF)		Up to £0.5m	New or contract variation to £5.0m (to £1m for Private sector).					Up to £250k		Up to £0.5m			As escalated by DoF		
Executive Director of Finance	£0.5m to £1m	£0.5m to £1m	New / contract variation to £10.0m.	£0.5m to £1m	£0.5m to £1m	£0.5m to £1m	£250k to £0.5m	£250k to £0.5m	£0.5m to £1.0m	£0.5m to £1.0m	Up to £5k	Up to £5k	As escalated by DoF	Can approve new posts across LHB	No requirement
Executive Directors, (not noted below)		Up to £300k						Up to £100k					All Single Tender Waivers are created within the Services and approved by the relevant Service Director, however all STW's must be approved by FD: OF and Executive Director of Finance or Chief Executive if escalated by FD: OF	Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Director Transformation & Improvement	Within own delegated budget	Up to £300k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Medical Director	Within own delegated budget	Up to £300k				Up to £0.5m		Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Director of Public Health	Within own delegated budget	Up to £300k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Director of W & OD	Within own delegated budget	Up to £300k						Up to £100k	Terminations up to £50k (>£50k = WG)					Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Director of Nursing & Midwifery	Within own delegated budget	Up to £300k						Up to £100k	Up to £150k					Can approve new posts within own structure.	Must approve in advance in own structure.
Executive Director of Therapies & Health Sciences	Within own delegated budget	Up to £300k			Up to £150k			Up to £100k	Up to £150k					Can approve new posts within own structure.	Must approve in advance in own structure.
Director of Digital & CDIO	Within own delegated budget	Up to £250k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.

	Budget changes	General expenditure	Healthcare agreements	Revenue and Capital (Business Case and Contractual Commitment approvals)				Specialist				Charitable Funds	Procurement waivers	Staffing	
	<p>Any expenditure approval must be within funding limits of approved budgets.</p> <p>Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals.</p> <p>Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.</p>														
	Budget transfers between Corporate Departments, Area Teams or Hospital Teams (Virements)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector) (annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support (individual contractual commitment)	Medical devices; plant; machinery; related consultancy support (individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases (granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations approved by Exec. Director of W&OD; VERS by RATS C'ttee)	New drugs (value based on annual costs)	Locally held funds (total funding bid value)	General funds (total funding bid value)	All values	New posts (additional establishment)	Agency and Waiting List Initiatives (all values)
Director of Partnerships, Engagement & Communications	Within own delegated budget	Up to £250k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.
Board Secretary	Within own delegated budget	Up to £250k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.
Other Directors (or Associate Directors)	Within own delegated budget	Up to £250k						Up to £100k						Can approve new posts within own structure.	Must approve in advance in own structure.

	Budget changes	General expenditure	Healthcare agreements	Capital			Specialist				Charitable Funds	Procurement waivers	Staffing		
<p>Any expenditure approval must be within funding limits of approved budgets.</p> <p>Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals.</p> <p>Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.</p>															
	Budget transfers between Corporate Departments, Area Teams or Hospital Teams (Virements)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector)(annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support(individual contractual commitment)	Medical devices; plant; machinery; related consultancy support(individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases(granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations only approved by Exec Director of W&OD; VERS require RATS Committee)	New drugs (value based on annual costs)	Locally held funds(total funding bid value)	General funds(total funding bid value)	All values	New posts (additional establishm't)	Agency and Waiting List Initiatives (all values)
Regional Directors / Systems Oversight Directors	Within own delegated budgets	Up to £250k	New or contract variation to £1.5m		Up to £250k			Up to £100k		Up to £100k, following Med Mgt Group	Up to £5k			Can approve new posts within own team.	As escalated by Direct Reports*
Integrated Health Care Directors , Health Community Director of Operations, Director of Mental Health & Learning Disabilities	Within own delegated budget	Up to £250k	New or contract variation to £1.5m		Up to £250k			Up to £100k		Up to £100k, following Med Mgt Group	Up to £5k			Can approve new posts within own team.	As escalated by Direct Reports*
Associate Directors	Within own delegated budget	Up to £150k			Up to £150k			Up to £150k			Up to £5k			Can approve new posts within own structure	Must approve in advance in own structure.
Assistant Directors	Within own delegated budget	Up to £75k	Up to £75k		Up to £75k			Up to £75k			Up to £5k			Can approve new posts within own structure	Must approve in advance in own structure.
Head of Investigations and Redress									Up to £20k					Can approve new posts within own structure	
Claims Managers									Up to £5k						
Authorised fund holder (Charitable Funds)											Up to £5k				
Medicines Management Group(s)										All new drugs and treatments					

* Agency and Waiting List Initiatives must generally be approved in advance. However, in exceptional circumstances when staff are required out of hours, they can be approved retrospectively.

This scheme only relates to matters delegated by the Board to the Chief Executive and Directors, together with certain other specific matters referred to in Standing Financial Instructions. Each Director is responsible for delegation within their department, in line with Table B2 below.

Updated Master SoRD ratified at January 2020 Board Meeting v22.0 DRAFT Master SoRD November 2021 LJ TW v0.03

Table B.2 – Scheme of Financial Delegation, Divisional Level Posts

Any expenditure approval must be within funding limits of approved budgets.

Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals.

Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.

	Budget changes	General expenditure	Healthcare agreements	Capital (Business Case and Contractual Commitment approvals)			Specialist				Charitable Funds		Procurement waivers	Staffing	
	Budget Virements (cross-divisional virements need appropriate reciprocal approval)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector)(annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support(individual contractual commitment)	Medical devices; plant; machinery; related consultancy support(individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases(granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations approved by Exec.Director of W&OD; VERS by RATS C'ttee)	New drugs (value based on annual costs)	Locally held funds(total funding bid value)	General funds(total funding bid value)	All values (authorised within local Delegation but ultimate Approval is with the DoF)	New posts (additional establishm't)	Agency and Waiting List Initiatives (all values)
IHC Director MHL and Pan-BCU equivalent	Up to the Delegated Budget limit	Up to £250k	New or contract variation to £1.5m		Up to £250k			Up to £100k		Up to £100k, following Med Mgt Group	Up to £5k		Up to £250k	Within Delegated Budget.	Within Delegated Budget
Director of Operations, MHL and Pan-BCU equivalent	Up to the Delegated Budget limit	Up to £250k	New or contract variation to £1.5m		Up to £250k			Up to £100k		Up to £100k, following Med MGT Group	Up to £5k		Up to £250k	Within Delegated Budget.	Within Delegated Budget
CFO / FD ^{note1}	Within Budget	Up to £200k	Up to £200k		Up to £200k			Up to £80k			Up to £5k		Up to £250k	Within Delegated Budget	Within Delegated Budget
Director: Nursing MHL and Pan-BCU equivalent	Up to the Delegated Budget limit	Up to £150k	Up to £150k		Up to £150k			Up to £75k			Up to £5k		Up to £150k	Within own Delegated Budget.	Within own Delegated Budget
Director: 'Doctor' MHL and Pan-BCU equivalent	Up to the Delegated Budget limit	Up to £150k	Up to £150k		Up to £150k			Up to £75k		Up to £100k, following Med MGT Group	Up to £5k		Up to £150k	Within own Delegated Budget.	Within own Delegated Budget
Head of Medicines Mgt	Up to Delegated Budget limit	Up to £150k (within Meds Mgt)	Up to £150k (within Meds Mgt)		Up to £150k			Up to £75k		Up to £100k, following Med Mgt Group	Up to £5k		Up to £75k	Within own Delegated Budget.	Within own Delegated Budget

Table B.2 – Scheme of Financial Delegation, Divisional Level Posts

<p style="text-align: center;">Any expenditure approval must be within funding limits of approved budgets. Approval limits are cumulative, and therefore higher level approval limits must be supported by lower level approvals. Executive Directors and Directors, Integrated Health Care Directors, and Hospital Care Directors to determine scheme of delegation within their structures.</p>															
	Budget changes	General expenditure	Healthcare agreements	Capital (Business Case and Contractual Commitment approvals)			Specialist				Charitable Funds		Procurement waivers	Staffing	
	Budget Virements (cross-divisional virements need appropriate reciprocal approval)	Individual orders / requisitions / annual order value or total contract value (unless otherwise noted)	Healthcare agreements (NHS and Private sector)(annual value) (Primary Care contracts approved by Board)	Building and engineering orders; related consultancy support(individual contractual commitment)	Medical devices; plant; machinery; related consultancy support(individual contractual commitment)	IM&T; telecoms systems; software; related consultancy (individual contractual commitment)	Property or equipment leases(granting or termination of leases; annual value)	External consultancy support (total contract value for duration of service)	Losses / Special Payments (Terminations approved by Exec. Director of W&OD; VERS by RATS C'ttee)	New drugs (value based on annual costs)	Locally held funds(total funding bid value)	General funds(total funding bid value)	All values (authorised within local Delegation but ultimate Approval is with the DoF)	New posts (additional establishm't)	Agency and Waiting List Initiatives (all values)
Head of Therapies	Up to Delegated Budget limit	Up to £150k (within Therapies)	Up to £150k (Within Therapies)		Up to £150k			Up to £75k			Up to £5k		Up to £75k	Within own Delegated Budget.	Within own Delegated Budget
Deputy Director (equivalent)	Up to Delegated Budget limit	Up to £150k	Up to £150k		Up to £150k			Up to £75k			Up to £5k		Up to £150k	Within own Delegated Budget.	Within own Delegated Budget
Associate Directors (equivalent)	Up to Delegated Budget limit	Up to £150k	Up to £150k		Up to £150k			Up to £75k			Up to £5k		Up to £150k	Within own Delegated Budget.	Within own Delegated Budget
Assistant Directors (equivalent)	Up to Delegated Budget limit	Up to £75k	Up to £75k		Up to £75k			Up to £75k			Up to £5k		Up to £75k	Within own Delegated Budget.	Within own Delegated Budget
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****NOTES****

1. The CFO / FD (Job Title to be defined within the New OM) is a key role within the Financial Governance arrangements, however their role is to “review” and “ratify” Oracle Requisitions, Contracts, Establishment Control Requests, and other such financial instruments within the limits of their particular IHC / Division, not to “approve” them; Approval sits with the delegated Budget Manager. As such their financial limit within Oracle will technically be set at £0, to reflect this context. There may be specific items or instances where the CFO/FD does need to “approve” and these will be listed separately.