

# **PLYMOUTH HOSPITALS NHS TRUST**

# **DETAILED SCHEME OF DELEGATION**

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## PLYMOUTH HOSPITALS NHS TRUST DETAILED SCHEME OF DELEGATION

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## INTRODUCTION

The Detailed Delegation Limits outlined below should be read in conjunction with the Standing Orders of the Trust, Standing Financial Instructions and particularly, the Scheme of Reservation and Delegation of Authority and of Powers to the Trust Board. Where applicable, staff should also note the provisions of the Bribery Act 2010.

The Limits outlined below represent the lowest level to which authority within the Trust is delegated. Items outside of the delegated limits are reserved to the Trust Board.

Delegated duties must be carried out in accordance with the Standing Orders of the Trust.

Delegation to lower levels or to other offices is not permitted without the specific authority of the Chief Executive or Executive Director of Finance. Levels of Delegated authority are expressed as follows:

| Level | Delegated to:                                                                      |
|-------|------------------------------------------------------------------------------------|
| A     | Chief Executive                                                                    |
| B     | Board Committee (E.G. Charitable Funds Committee/Finance and Investment Committee) |
| C     | Executive Committee (Investment Panel or Trust Management Executive)               |
| D     | Director of Finance/ Nominated Deputy                                              |
| E     | Executive Director                                                                 |
| F     | Care Group Director/Manager                                                        |
| G     | Service Line Director/Manager/Corporate Service Lead                               |
| H     | Budget Holder                                                                      |
| I     | Team Leader                                                                        |

Higher levels of delegated authority have delegated authority for all lower levels of delegation.

In the absence of the relevant delegated officer, authorisation should revert up to the next level.

The Detailed Scheme of Delegation is as follows:

|            | Area of Delegation                                      | Delegated Limit | Authority delegated to:                                                      | Level | Comments                                                                                                                                    |
|------------|---------------------------------------------------------|-----------------|------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b>   | <b>DELEGATED BUDGETS</b>                                |                 |                                                                              |       |                                                                                                                                             |
| <b>1.1</b> | <b>Responsibility to keep expenditure within budget</b> |                 |                                                                              |       |                                                                                                                                             |
|            | Individual Budget level                                 |                 | Budget Holder                                                                | H     | Budget Holders to prepare annual budget in accordance with budget setting parameters and seek approval of the Service Line Management Team. |
|            | Service Line Level                                      |                 | Service Line Director/<br>Service Line<br>Manager/Corporate Service<br>Leads | G     | Service Line Management Team to ensure that budgets meet service line objectives and seek approval of the Care Group Management Team.       |
|            | Care Group Level                                        |                 | Care Group<br>Director/Manager                                               | F     | Care Group Management Team to ensure that budgets meet Care Group objectives and seek approval of the Trust Management Executive.           |
|            | All other areas                                         |                 | Director of Finance                                                          | D     |                                                                                                                                             |
|            | Overall Financial Plan                                  |                 | Chief Executive                                                              | A     | TME to review Financial plan and Care Group budgets and recommend approval to Board.                                                        |
| <b>1.2</b> | <b>Adjustments to Budgets</b>                           |                 |                                                                              |       |                                                                                                                                             |
|            | Within Service Lines                                    | ≤£50,000        | Service Line Director/<br>Service Line Manager                               | G     |                                                                                                                                             |
|            |                                                         | >£50,000        | Director of Finance or Head<br>of Finance                                    | D     |                                                                                                                                             |
|            | From Reserves/Additional<br>Income                      | All             | Director of Finance                                                          | D     |                                                                                                                                             |

|     | Area of Delegation                                                                                              | Delegated Limit | Authority delegated to:                                                                       | Level   | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2   | <b>MAINTENANCE OF BANK ACCOUNTS</b>                                                                             |                 | Chief Financial Accountant                                                                    | G       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3   | <b>NON-PAY EXPENDITURE</b>                                                                                      |                 |                                                                                               |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 3.1 | <b>Covered by Delegated Budgets or within overall financial plan</b>                                            |                 |                                                                                               |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     | Entering New Contracts (Covering Stock, Non-Stock, Maintenance, Leases , Managed Services and other items)      | <£1,000         | Budget Holder (delegated budgets only)                                                        | H       | <p><b>All contracts must be entered into in line with Trust SFIs (SFI section 7)</b></p> <p>Limits are applicable to the value of the whole life of the contract.</p> <p>Some items are subject to further approval as per the Trust's Financial Control's Guidance. This guidance supplements the formal SFIs and Scheme of Delegation.</p> <p><b>For managed equipment services and leases over £1m TDA oversight and approval is required</b></p> |
|     |                                                                                                                 | <£10,000        | Service Line Director/ Service Line Manager                                                   | G       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                                 | <£50,000        | Care Group Director/Manager                                                                   | F       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                                 | <£500,000       | Director of Finance                                                                           | D       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                                 | <£1,000,000     | Trust Management Executive                                                                    | C       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                                 | ≥£1,000,000     | Trust Board                                                                                   |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     | Spend on Existing contracts (Covering Stock, Non-Stock, Maintenance ,Leases , Managed Services and other items) | All             | In accordance with Finance system (Oracle and E-Proc) Delegated limits. Broadly in line with: | Various | <p><b>As approved by the Director of Finance.</b></p> <p><b>Standing orders should not be used for stock items</b></p>                                                                                                                                                                                                                                                                                                                               |
|     |                                                                                                                 | <£10,000        | Budget Holder (as delegated by their Service Line manager)                                    |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|     |                                                                                                                 | <£50,000        | Service Line Manager (as delegated by their Care Group manager)                               |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|            | Area of Delegation                                                                                              | Delegated Limit | Authority delegated to:                                      | Level | Comments                                                                                                                                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                                                                                                 | <£100,000       | Care Group Manager (as delegated by the Director of Finance) |       |                                                                                                                                                                                                                                                          |
|            |                                                                                                                 | >£100,000       | Executive Director and approved Finance Staff                |       |                                                                                                                                                                                                                                                          |
| <b>3.3</b> | <b>Not Covered by Delegated Budgets and outside overall financial plan</b>                                      |                 |                                                              |       |                                                                                                                                                                                                                                                          |
|            | New Contracts (Covering Stock, Non-Stock, Maintenance, Leases , Managed Services and other items)               | <£100,000       | Director of Finance                                          | D     | <b>All contracts must be entered into in line with Trust SFIs (SFI section 7)</b><br><br>Limits are applicable to the value of the whole life of the contract.<br><br><b>For managed equipment services and leases over £1m TDA approval is required</b> |
|            |                                                                                                                 | <£500,000       | Trust Management Executive                                   | C     |                                                                                                                                                                                                                                                          |
|            |                                                                                                                 | ≥£500,000       | Trust Board                                                  |       |                                                                                                                                                                                                                                                          |
|            | Spend on Existing contracts (Covering Stock, Non-Stock, Maintenance ,Leases , Managed Services and other items) | <£100,000       | Director of Finance                                          | D     | Limits are applicable to the value of the whole life of the contract.                                                                                                                                                                                    |
|            |                                                                                                                 | <£500,000       | Trust Management Executive                                   | C     |                                                                                                                                                                                                                                                          |
|            |                                                                                                                 | ≥£500,000       | Trust Board                                                  |       |                                                                                                                                                                                                                                                          |
| <b>4</b>   | <b>CAPITAL EXPENDITURE AND INVESTMENT PROPOSALS</b>                                                             |                 |                                                              |       |                                                                                                                                                                                                                                                          |
|            | Approval of Outline Capital Programme                                                                           |                 | Trust Board                                                  |       |                                                                                                                                                                                                                                                          |
|            | Authorisation of capital schemes within the approved outline capital                                            | <£100,000       | Capital Steering Group/ Director of Finance                  | D     |                                                                                                                                                                                                                                                          |
|            |                                                                                                                 | <£500,000       | Investment Panel                                             | C     |                                                                                                                                                                                                                                                          |

|          | Area of Delegation                                                                           | Delegated Limit | Authority delegated to:                                                    | Level | Comments                                                                                                                                                       |
|----------|----------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | programme                                                                                    | >£500,000       | Trust Board                                                                |       | Following review and approval by Investment Panel and 'Finance and Investment Committee' (FIC)                                                                 |
|          |                                                                                              | >£1,000,000     | National Trust Development Authority (TDA) oversight and approval required | N/A   |                                                                                                                                                                |
|          | Urgent replacement items                                                                     | <£120,000       | Capital Steering Group/<br>Director of Finance                             | D     |                                                                                                                                                                |
|          |                                                                                              | <500,000        | Investment Panel                                                           | C     |                                                                                                                                                                |
|          |                                                                                              | >500,000        | Trust Board                                                                | B     |                                                                                                                                                                |
|          | Release of contingency funds                                                                 | <£100,000       | Capital Steering Group/<br>Director of Finance                             | D     |                                                                                                                                                                |
|          |                                                                                              | <£500,000       | Investment Panel                                                           | C     |                                                                                                                                                                |
|          |                                                                                              | >500,000        | Trust Board                                                                |       |                                                                                                                                                                |
|          | Authorisation of capital contract spend on approved scheme                                   | <£50,000        | Project Manager                                                            | F     | <b>All contracts must be entered into in line with Trust SFIs (SFI section 7)</b><br><br>Limits are applicable to the value of the whole life of the contract. |
|          |                                                                                              | <£100,000       | Associate Director of Finance/<br>Chief Procurement officer                | E     |                                                                                                                                                                |
|          |                                                                                              | <£1,000,000     | Director of Finance                                                        | D     |                                                                                                                                                                |
|          |                                                                                              | ≥£1,000,000     | Trust Board                                                                |       |                                                                                                                                                                |
|          | Authorisation of variations to schemes in the outline capital programme and approved schemes | <£10,000        | Project Manager                                                            | F     |                                                                                                                                                                |
|          |                                                                                              | <£100,000       | Capital Steering Group/<br>Director of Finance                             | D     |                                                                                                                                                                |
|          |                                                                                              | <£500,000       | Investment Panel                                                           | C     |                                                                                                                                                                |
|          |                                                                                              | ≥ £500,000      | Trust Board                                                                | B     |                                                                                                                                                                |
|          | Granting and termination of capital leases                                                   | <£500,000       | Investment Panel                                                           | C     | TDA oversight and approval is also required for values over £1m                                                                                                |
|          |                                                                                              | ≥ £500,000      | Trust Board                                                                |       |                                                                                                                                                                |
| <b>5</b> | <b>TENDERS</b>                                                                               |                 |                                                                            |       |                                                                                                                                                                |
|          | Purchases not covered by NHS Supplies contracts                                              | ≤£1,000         | Budget Holder                                                              | H     | 3 Quotations minimum                                                                                                                                           |
|          |                                                                                              | ≤£10,000        | Service Line manager/Capital project                                       | G     | 3 Quotations minimum                                                                                                                                           |

|  | Area of Delegation                      | Delegated Limit | Authority delegated to:                                                                                                       | Level | Comments                                                                                                                   |
|--|-----------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------|
|  |                                         | ≤£50,000        | Care Group manager/Capital project manager                                                                                    | F     | 3 Quotations minimum                                                                                                       |
|  |                                         | <£1,000,000     | Director of Finance                                                                                                           | D     | Formal Tender Including adherence to OJEU regulations and procedures and the Bribery Act 2010 where applicable.            |
|  |                                         | ≥£1,000,000     | Trust Board                                                                                                                   |       |                                                                                                                            |
|  | Approval of Tender Evaluation Framework | <£100,000       | Head of Procurement and Logistics/Commercial Services Manager                                                                 | G     | Whole Life Cost element should constitute at least 60% of award criteria, except where approved by the Director of Finance |
|  |                                         | <£1,000,000     | Director of Finance                                                                                                           | D     |                                                                                                                            |
|  |                                         | ≥£1,000,000     | Chief Executive Officer                                                                                                       | A     |                                                                                                                            |
|  | Opening of Tenders - Paper              | <£250,000       | Two members of the procurement department including the Chief Procurement Officer / Deputy Head of Procurement & Logistics    | F     |                                                                                                                            |
|  |                                         | <£1,000,000     | Two members of the Trust's Executive Team                                                                                     | E     |                                                                                                                            |
|  |                                         | > £1,000,000    | One member of the Trust's Executive team and one member of the Board                                                          | C     |                                                                                                                            |
|  | Opening of Tenders - Electronic         | <£250,000       | Two members of the procurement department nominated by the Chief Procurement Officer / Deputy Head of Procurement & Logistics | G     |                                                                                                                            |



|                                                                                                                                                                                                                                                                                                                                                                                                       | Area of Delegation                                                                                     | Delegated Limit            | Authority delegated to:                                                                                                    | Level | Comments                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        | ≥ £250,000                 | Two members of the procurement department including the Chief Procurement Officer / Deputy Head of Procurement & Logistics | F     |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       | Authority for single tender action (STA) or Authority to accept other than the lowest tender/quotation | <£100,000                  | Director of Finance                                                                                                        | D     |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        | ≥ £100,000                 | Chief Executive                                                                                                            | A     | Report to Trust Board                                                                                                 |
| Tenders made under NHS Supply Chain, Crown Commercial Service or other existing public body contract rules or through National or Regional leads will be delegated according to the arrangements for each tender on a case by case basis, managed through the Procurement Department. Additional requirements may be imposed from time to time. Please refer to the latest guidance available online. |                                                                                                        |                            |                                                                                                                            |       |                                                                                                                       |
| <b>6</b>                                                                                                                                                                                                                                                                                                                                                                                              | <b>PERSONNEL AND PAY</b>                                                                               |                            |                                                                                                                            |       |                                                                                                                       |
| <b>6.1</b>                                                                                                                                                                                                                                                                                                                                                                                            | <b>Appointment of Staff</b>                                                                            |                            |                                                                                                                            |       |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       | Funded Manpower Level (within existing budget)                                                         |                            | Service Line Manager                                                                                                       | G     | In accordance with the current workforce approval process and procedures outlined in the Financial Controls Document. |
|                                                                                                                                                                                                                                                                                                                                                                                                       | Outside Funded Manpower Level (New Posts)                                                              | <£100,000                  | Director of Finance                                                                                                        | D     |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        | <£500,000                  | Trust Management Executive (TME)                                                                                           | C     |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        | ≥£500,000                  | Trust Board                                                                                                                | B     |                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                       | Temporary staffing (e.g. overtime, WLI, bank, agency, locums) <i>within</i> Funded manpower level      | <£10,000 annual commitment | Budget Holder                                                                                                              | H     | In accordance with the current approval process and procedures outlined in the Financial Controls Document.           |
|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        | <£50,000 annual commitment | Service Line Manager/Director                                                                                              | G     |                                                                                                                       |

|            | Area of Delegation                                                                                                           | Delegated Limit             | Authority delegated to:                                                  | Level | Comments                                                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------|-------|---------------------------------------------------------------------------|
|            | (agreed shifts and rotas)                                                                                                    | <£100,000 annual commitment | Care Group Manager/Director                                              | F     |                                                                           |
|            |                                                                                                                              | <£500,000 annual commitment | Director of Finance                                                      | D     |                                                                           |
|            |                                                                                                                              | ≥£500,000 annual commitment | Trust Management Executive (TME)                                         | C     |                                                                           |
|            | Temporary staffing (e.g. overtime, WLI, bank, agency, locums) <b>outside</b> Funded manpower level (agreed shifts and rotas) | <£100,000 annual commitment | Director of Finance                                                      | D     |                                                                           |
|            |                                                                                                                              | ≥£100,000 annual commitment | Trust Management Executive (TME)                                         | C     |                                                                           |
| <b>6.2</b> | <b>Pay and Expenses</b>                                                                                                      |                             |                                                                          |       |                                                                           |
|            | Regrading                                                                                                                    |                             | Relevant Executive Director on the advice of the Agenda for Change panel | E     |                                                                           |
|            | Standing data forms (where there is a financial effect) e.g. Grade Change                                                    |                             | Service Line Manager/Director                                            | G     | In accordance with the current workforce approval process and procedures. |
|            | Standing data forms (where there is no financial effect) e.g. change of address                                              |                             | Team Leader                                                              | I     | In accordance with the current workforce approval process and procedures. |
|            | Time/Attendance Records                                                                                                      |                             | Team Leader                                                              | I     |                                                                           |
|            | Travel and Subsistence Claims                                                                                                |                             | Budget Holder                                                            | H     |                                                                           |
| <b>6.3</b> | <b>Redundancy</b>                                                                                                            | <£50,000                    | Director of Workforce and Director of Finance                            | C     | TDA approval may be required for Board members                            |
|            |                                                                                                                              | <£100,000                   | Chief Executive                                                          | A     |                                                                           |
|            |                                                                                                                              | ≥£100,000                   | Chief Executive and Remuneration Committee                               | A     |                                                                           |

|      | Area of Delegation                    | Delegated Limit | Authority delegated to:                                                         | Level | Comments                                                                                      |
|------|---------------------------------------|-----------------|---------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------|
| 6.4  | Ill-Health Retirement                 |                 | Director of Workforce                                                           | F     | Pensions Agency approval is also required                                                     |
| 6.5  | Dismissal                             |                 | Service Line Manager/Director with advice from Senior Manager — Human Resources | G     | In accordance with the Trust's Performance and Conduct Policy                                 |
| 6.6  | <b>Leave/Absence</b>                  |                 |                                                                                 |       |                                                                                               |
|      | Approval of carry forward             | ≤5 days         | Service Line Manager/Director                                                   | G     | In exceptional circumstances only. All staff should take all leave in the financial year due. |
|      | Approval of carry forward             | >5 days         | Care Group Manager/Director/Trust Director                                      | F     |                                                                                               |
|      | Special Leave arrangements            |                 | Service Line Manager/Director                                                   | G     | In very exceptional circumstances only                                                        |
|      | Study Leave - Medical (UK)            |                 | Service Line Manager/Director                                                   | G     |                                                                                               |
|      | Study Leave - Medical outside UK      |                 | Executive Director                                                              | E     |                                                                                               |
|      | Study Leave - Non Medical             |                 | Service Line Manager/Director                                                   | G     |                                                                                               |
|      | Training Courses                      |                 | Service Line Manager/Director                                                   | G     |                                                                                               |
| 6.7  | <b>Removal Expenses</b>               | ≤£8,000         | Director of Workforce                                                           | F     |                                                                                               |
|      |                                       | >£8,000         | Chief Executive                                                                 | A     |                                                                                               |
| 6.8  | <b>Granting/Renewal of Lease Cars</b> |                 | Director of Operational Finance                                                 | D     |                                                                                               |
| 6.9  | <b>Mobile Telephone user</b>          |                 | Service Line Manager/Director                                                   | G     | In line with IMT usage polices                                                                |
| 6.10 | <b>Personal Telephone Allowance</b>   |                 | Service Line Manager/Director                                                   | G     | In line with IMT usage polices                                                                |

|            | Area of Delegation                                                       | Delegated Limit | Authority delegated to:                                                                                                                    | Level | Comments                                                                                                                                                                                    |
|------------|--------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7</b>   | <b>CHARITABLE FUNDS</b>                                                  |                 |                                                                                                                                            |       |                                                                                                                                                                                             |
| <b>7.1</b> | <b>Fund raising Expenditure</b>                                          | All             | Director of Operational Finance                                                                                                            | C     |                                                                                                                                                                                             |
| <b>7.2</b> | <b>Submission of bid to outside funding agency</b>                       | ≤£5,000         | Fund Manager                                                                                                                               | H     | Procurement regulations and procedures also apply. See also Section 5 (Tenders)                                                                                                             |
|            |                                                                          | >£5,000         | Charitable Funds Management Committee                                                                                                      | B     |                                                                                                                                                                                             |
| <b>7.3</b> | <b>Submission of bid to outside funding agency</b>                       | All             | Director of Finance                                                                                                                        | C     |                                                                                                                                                                                             |
| <b>8</b>   | <b>LOSSES AND COMPENSATION</b>                                           |                 |                                                                                                                                            |       |                                                                                                                                                                                             |
|            | Ex Gratia Payments                                                       | All             | Director of Nursing                                                                                                                        | E     |                                                                                                                                                                                             |
|            | All other losses, write-offs, compensation payments and special payments | <£1,000,000     | Director of Finance                                                                                                                        | C     | Notification to Trust Board                                                                                                                                                                 |
|            |                                                                          | >£1,000,000     | Trust Board                                                                                                                                |       |                                                                                                                                                                                             |
| <b>9</b>   | <b>PETTY CASH PAYMENTS</b>                                               | <£100           | Budget Holder                                                                                                                              | H     |                                                                                                                                                                                             |
| <b>10</b>  | <b>PATIENTS' MONIES</b>                                                  |                 |                                                                                                                                            |       |                                                                                                                                                                                             |
|            |                                                                          | <£200           | Budget Holder                                                                                                                              | H     | (No cash will be held by the Trust over £10,000)                                                                                                                                            |
|            |                                                                          | <£5,000         | Service Line Manager/Director                                                                                                              | G     |                                                                                                                                                                                             |
|            |                                                                          | ≥£5,000         | Director of Finance                                                                                                                        | C     |                                                                                                                                                                                             |
| <b>11</b>  | <b>HOSPITALITY RECEIVED</b>                                              | >£25            | To be registered with the Board Secretary and due to the exceptional nature of this, approval sought in advance from the relevant Director | N/A   | As permitted within the provisions of the Bribery Act 2010. Recorded in the Trust's Hospitality Register Further details can be found on the Trust's Standards of Business Conduct Guidance |

|    | Area of Delegation                                        | Delegated Limit                                                      | Authority delegated to:                     | Level | Comments                                                                                             |
|----|-----------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------|-------|------------------------------------------------------------------------------------------------------|
| 12 | <b>RELATIONSHIPS WITH THE MEDIA</b>                       |                                                                      |                                             |       |                                                                                                      |
|    | Within Hours                                              |                                                                      | Head of Communications                      | G     |                                                                                                      |
|    | Outside Hours                                             |                                                                      | On Call Director                            | F     |                                                                                                      |
| 13 | <b>VARIATION OF PATIENT SERVICES</b>                      |                                                                      |                                             |       |                                                                                                      |
|    |                                                           | <£500,000                                                            | Director of Finance                         | D     |                                                                                                      |
|    |                                                           | <£1,000,000                                                          | Chief Executive                             | A     |                                                                                                      |
|    |                                                           | ≥£1,000,000                                                          | Trust Board                                 |       |                                                                                                      |
| 14 | <b>SEALING DOCUMENTS</b>                                  |                                                                      |                                             |       |                                                                                                      |
|    | Contracts for the purchase/lease of land and/or buildings | All                                                                  | Two Directors including Director of Finance | D     |                                                                                                      |
|    | Any contract/agreement with non-NHS bodies                | >£1,000,000                                                          | Two Directors including Director of Finance | D     |                                                                                                      |
|    | Contracts for Capital works                               | >£1,000,000                                                          | Two Directors including Director of Finance | D     |                                                                                                      |
|    | Lease Agreements                                          | Total payable over life of lease >£1,000,000 or lease life > 5 years | Director of Finance                         | D     |                                                                                                      |
| 15 | <b>DISPOSAL OF ASSETS</b>                                 |                                                                      |                                             |       |                                                                                                      |
|    |                                                           | <£5,000                                                              | Service Line Manager/Director               | G     | Quotation or sealed bid process to be used where possible. Disposals over £1m also need TDA approval |
|    |                                                           | <£100,000                                                            | Director of Operational Finance             | C     |                                                                                                      |
|    |                                                           | <£1,000,000                                                          | Chief Executive                             | A     |                                                                                                      |