

**MEETING:** BOARD MEETING IN PUBLIC

**AGENDA ITEM:** 13

**DATE:** 10 JANUARY 2007

**TITLE:** LEVEL OF AUTHORITY – SCHEME OF DELEGATION

**FROM:** JOHN OFFORD, DIRECTOR OF FINANCE AND PERFORMANCE

**FOR:** APPROVAL

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## **1 INTRODUCTION**

The Scheme of Delegation and Reservation sets out the decisions, authorities and duties delegated to officers of the PCT. The following levels apply within the Scheme:-

Level 1 = Chief Executive (or designated Director in absence of Chief Executive, normally Director of Finance)

Level 2 = Directors

Level 3 = Assistant Directors/Heads of Service

Level 4 = Budget holders

Level 5 = Senior Administrators

The Scheme of Delegation (set out at Annex 1) should be read in conjunction within the Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions approved by the Board on 4 October 2006.

## **2 RECOMMENDATION**

The Board is asked to endorse the Scheme of Delegation and Reservation set out at Annex 1.

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## SCHEME OF DELEGATION AND RESERVATION

### Decisions, authorities and duties delegated to officers of the PCT

**Level 1 = Chief Executive (or designated Director in absence of Chief Executive, normally Director of Finance)**

**Level 2 = Directors**

**Level 3 = Assistant Directors/Heads of Service**

**Level 4 = Budget holders**

**Level 5 = Senior Administrators**

Ref	Authorities/duties delegated	Delegated to (level)	Approval range	Notes/details to further guidance
1	Payroll – staff appointments, authorisation of contracts and terminations	1 & 2 3 4	Level 3 and below Level 4 and below Level 5 and below	Further guidance set out in Standing Financial Instructions and Financial Procedures
2	Time sheets, special duty, other additional payments, travel	1-4	As above	See individual Financial Procedures
3	Authority to handle patients monies	1-2 3-4 5	> £1,000 ≤ £1,000 ≤ £50	See Patients' Monies Procedures available from Finance Department
4	Petty Cash reimbursement general	1-2 3-4	> £30 ≤ £30	See Petty Cash Procedure available from Finance Department
5	Charitable Funds	PCT Board  1 2	> £20,000  ≤ £5,000 ≤ £1,000	Expenditure between £1k and £5k requires approval of the Director of Finance or Chief Executive of the PCT. Above this to £20k requires the approval of NED from PCT. Above £20k requires approval from the PCT Board.

Ref	Authorities/duties delegated	Delegated to (level)	Approval range	Notes/details to further guidance
6	Non stock requisitions and payment of utilities invoices	1 2 3 4 5	Up to level of budget ≤ £250,000 ≤ £25,000 ≤ £5,000 ≤ £1,000	The financial limit is per order or per month for standing orders
7	Scheduled payments to NHS providers within agreed SLAs authorised by Chief Executive	1 2 3	Up to level of budget ≤ £5,000,000 ≤ £1,000,000	The financial limit is per schedule per month
8	Training courses and agency staff invoices	1 2 3 4	Up to level of budget ≤ £25,000 ≤ £5,000 ≤ £1,000	See individual procedures
9	Consultancy	1 2	> £1,000 ≤ £1,000	See Trust policy
10	Contract signing and variations to contract	1 2 3 4	No defined limit ≤ £100,000 ≤ £10,000 ≤ £5,000	Note that decisions to place a contract for over £100,000 (excluding NHS) must be approved by the Board.
11	Removal expenses	1 2	>£4,500 ≤ £4,500	Level 3 may authorise payments that have received initial written approval from levels 1 and 2. See PCT policy
12	Losses and special payments	1 2	<£50,000 <£500	For sums over £50,000 or in the case of all extra statutory or extra regulation payments approval of the NHS Executive may be required. All losses and special payments to be reported to the Audit Committee. See PCT procedure
13	Capital	PCT Board 1 –2  Capital Management	≥£250,000 £25,000 – 250,000  ≤£25,000	The Project/Lead Manager authorises all invoices within approved sums. See SFIs and the Managers Guide to Capital. Note that decisions to place a contract for over £100,000 (excluding NHS) must be approved by the Board.

		Group (3)		
14	Establishment control	1-2	Any changes	
15	Virements between budgets – revenue only	1-2 3	>£10,000 ≤ £10,000	A Virements Policy will detail the criteria to be met <b>before</b> virements are made
16	Management of assets	1-4	Responsibility delegated	Responsibility will be delegated for making sufficient and appropriate arrangements for the management of land, buildings and other assets. These responsibilities may be further delegated to a level 3 or 4 manager on a named individual basis.
17	Litigation – agreement on settlement	PCT Board Chairman  Audit Committee Chairman  1	>£250,000  ≤£250,000  <£100,000	Briefing of solicitors must be approved at level 2 but can be carried out by a Level 3 manager. Audit Committee Chairman to be made aware of any claims between £100k and £250k. PCT Chairman to be made aware of any claims >£250k. All claims will be dealt with in accordance with NHSE Guidance on Claims Management Best Practice
18	Disciplinary and dismissal:  <u>Dismissal</u>  <u>Suspension</u>	1  2  1-3	Level 2 officers  All other staff  Level 3 managers can only suspend with the permission of a level 2 officer	See detailed disciplinary policy
19	Lease cars	1 2 3	For level 2 staff For level 3 For all other staff	All requests for lease cars must also receive Director of Finance Approval.

Ref	Authorities/duties delegated	Delegated to (level)	Approval range	Notes/details to further guidance
20	Banking arrangements	1-2 (Finance Director only)		Setting up new accounts can only be actioned by Chief Executive and Finance Director  Banking arrangements subject to Board approval. See further banking arrangement procedures
21	Data protection	1-3	PCT has its own Data Protection Officer (provided by ASP) but Directors and Managers must ensure the Data Protection Act is complied with	Managers and employees have joint responsibilities under the Data Protection Act. See procedures
22	Information systems	1-5	Security Officer in each area. Directors and managers must monitor and ensure that the procedures and process are complied with	See system security policy. Shared responsibility between managers and employees
23	Signing and sealing of documents	1-2		See standing financial instructions. All sealings must be entered in the Register

&gt; greater than

&lt; less than

≥ greater or equal to

≤ less than or equal to