

Southend University Hospital NHS Foundation Trust

Scheme of Financial Delegation

Approved August 2012

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SOUTHEND UNIVERSITY HOSPITAL NHS FOUNDATION TRUST – FINANCIAL SCHEME OF DELEGATION

AUTHORISATION FLOW DIAGRAM

Trust Board of Directors

As set out in the Terms of Reference For each Committee

All powers except those Retained under “Matters reserved To the Board”

- Trust Board Sub Committees:-
- Audit Committee
 - Remuneration Committee
 - Quality Assurance
 - Nomination Committee
 - Finance and Investment Committee

**Chief Executive
(as accounting Officer)**

Authority and Decisions as set out in the “Scheme of Delegation” and Accountability Framework” within control totals for the period or scheme

**Executive Directors, Business Unit Directors
and Associate Directors (the budget holder)**

Approved authorised signatories per scheduled lodged with the Finance Department but budget holder retains responsibility

Authorised Signatories

1. Introduction

This document sets out the responsibilities and powers of individuals within the Trust and in certain cases those reserved for the Board. Delegation for the majority of decisions is to the Chief Executive and from the Chief Executive to Directors, senior managers department managers etc. The same responsibilities apply across all transactions including, revenue, capital, and charitable unless otherwise stated. A flow diagram is shown on the next page which aims to clarify the decision making process.

This document supports the Trust's Standing Orders and Standing Financial Instructions (SFIs) and is linked to the Accountability Framework, other guidance and procedure notes. It contains decisions which have a direct financial consequence only. Other decisions are dealt with in Policies and Procedures elsewhere.

Any contractor or employee of a contractor who is empowered by the Trust to commit it to expenditure or who is authorised to obtain income shall be covered by the same rules. The authority levels shown are the minimum levels, Executives may choose to retain direct control of the matters identified.

A full set of financial documents, policies and procedures is available on Staffnet.

2. Definitions

Any expression used and defined in Standing Financial Instructions will have the same meaning in the Scheme of Delegation unless otherwise stated.

Authorised Signatory – a manager, at Band 7 or above (unless otherwise approved by the Director of Finance) with express approval by the budget holder to carry out management functions and transactions on their behalf. A schedule of Authorised signatories must be registered with the Finance Department.

Board – means Trust Board of Directors

Budget – means a resource, expressed in financial terms, proposed by the Chief Executive for the purpose of carrying out, for a specific period, any or all of the functions of the Trust. A budget can be a revenue budget, a capital budget or a charitable fund

Budget Holder – a senior manager usually a BUD (or equivalent) level who has “signed” an Accountability Framework Agreement with the Chief Executive. Budget holders may delegate responsibility to registered authorised signatories but the budget holder retains accountability

Capital budget – an approved allocation forming part of the capital programme

Capital Project or Scheme – a project or scheme other than a straight forward equipment purchase which is expected to result in a fixed asset

Charitable Fund – also means Funds held on trust

Conflict of Interest – being in a position which risks, or appears to risk, conflict between the private interests and the NHS duties of a decision maker, budget holder, authorised signatory or any member of staff.

Control Total – an agreed net financial sum which may consist of income and expenditure within which a budget holder is required to deliver an agreed set of service objectives

Cost Centre – a department, area or section which has its own budget

Business Unit – a collection of Service Lines that which can be easily aligned to the organisation management structure

Disposal Officer - Senior Technical Services officer for Medical Equipment, Director of Facilities for electrical and mechanical equipment, Director of Pharmacy for Drugs, Director of IT for IT equipment and the Purchasing Manager for furniture

Duty Director – the Executive Director on call at the time of the incident

Duty Manager – the nominated senior manager at the time of the incident

Finance and Investment Committee – a sub committee of the Board to support the delivery of effective financial management.

Fixed Asset – land, buildings or equipment costing over £5,000 per item with an expected useful life of more than one year. Refer to Finance staff for a definition of collective assets.

Hospitality – expenditure relating to refreshments, entertainment and accommodation (e.g. hotel accommodation) of staff or visitors

Non pay expenditure – all expenditure other than pay but including agency staff

Pay expenditure – payments to employed or bank staff

Service Line – a ‘natural business unit’ that generates material levels of income, is clinically distinct, comprises of a number of cost centres and can be easily aligned with the organisation management structure

Sponsorship Deal – an arrangement funded by an external company who receives no benefit from the arrangement

Virement – a transfer of sums between two or more budgets

3. Budgetary Management

SFIs: Section 3

Budgetary responsibility is delegated from the Chief Executive to designated budget holders consistent with business units individual service lines or cost centres. A budget holder may be responsible for more than one service line, cost centre. If any budget holder is unavailable to approve transactions authority reverts to the budget holder at the next higher level. If the Chief Executive is unavailable the Acting Chief Executive takes responsibility. The same principle applies if the relevant transaction presents a conflict of interest for the budget holder. All conflicting interests of staff must be reported to the Director of Finance for inclusion in the Trust Register of Interests.

The responsibilities for budgetary management are set out in the Accountability Framework unless overridden by delegations set out below. In essence that Accountability Framework gives freedoms and flexibilities to budget holders provided overall budgetary control totals/targets are met. Budget holders may authorise their managers to control certain parts of the budgets on their behalf however, overall responsibility and accountability lies with the budget holder. The budget holder will provide to the finance department

- details of any changes in delegated authority prior to that authority being exercised
- and, annually, a complete list of all current authorised signatories.

Any budget not required for the designated purpose(s) reverts to the immediate control of the Chief Executive and should not be used for other purposes unless authorised to do so. Where no budget exists approval must be sought from the Director of Finance.

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
3.1. Approval of Budgets and Plans		
i) Five year financial strategy	Chief Executive with Director of Finance advice	SFIs Section 3
ii) Three year business plan, annually for Board approval as part of the annual plan	Chief Executive after consulting with Board of Governors and agreeing the plan's objectives with Board of Directors	The 3 year capital investment plan will have first been presented to the Executive Team
iii) Budgets and control totals for Executives approval	Director of Finance on behalf of Chief Executive	
3.2. Management of Budgets		
Responsibility for meeting income targets and keeping within budgets reflected in control totals		SFIs Section 3

i) For cost centres or a range of departments	Budget Holder	
ii) For recurrent expenditure financed by underspends	Budget holder with Director of Finance approval	
iii) Virements between revenue budgets		
• up to £20,000	Budget Holder(s)	
• over £20,000	Director of Finance	Note that the agreed service objectives must be delivered
iv) Virements within capital schemes	Budget Holder	
v) Virements between capital schemes	Director of Finance on behalf of the Chief Executive	
vi) Virements From/to Capital and to/from Revenue Up to £500,000 (Net Present Value)	Director of Finance and Chief Executive	Note that all agreed schemes within the control total must be delivered.
vii) Virements From/to Capital and to/From Revenue Above £500,000 (Net Present Value)	Trust Board	

4. Pay and Establishment Control

SFIs: Section 10

The Director of Human Resources has overall responsibility for the Trust's pay structure, terms and conditions, recruitment of staff and establishment control. Agency and external consultancy staff are included within Non-Pay (section 5). No changes to terms and conditions of employment should be made without the express agreement of the Director of Human Resources

Under the Accountability Framework a business case is required for changes in service delivery (including changes in recurrent expenditure) particularly if that change lasts beyond the current financial year.

No director or employee shall make or authorise any payment to a director or employee in a way which avoids proper accounting for tax, national insurance or other statutory deductions.

In all cases of uncertainty the Director of Human Resources should be consulted in the first instance, but where no budget exists, approval must be sought from the Director of Finance..

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>4.1 Establishment Control</p> <p>i) Authority to fill funded posts on the establishment with permanent staff.</p> <p>ii) Authority to appoint additional staff to post without a specifically allocated budget.</p>	<p>Budget Holder</p> <p>Director of Finance and Director of HR</p>	<p>SFIs Section 10</p> <p>This includes medical staff even if approved by the Deanery</p>
<p>4.2 Pay</p> <p>Determining remuneration and terms of service of Chief Executive and Executive Directors and other defined senior managers</p> <p>i) The granting of additional increments to staff within budget but outside of the PRIDE process</p> <p>ii) All requests for upgrading/regrading within budget</p>	<p>Remuneration Committee</p> <p>Budget Holder with Director of HR approval</p>	<p>Staff Terms and Conditions</p> <p>HR procedures and PRIDE Framework</p>

<p>iii) Variation to funded establishment (within existing budget)</p> <p>iv) Authority to complete standing data forms affecting pay e.g. starters or leavers, complete and approve monthly / weekly positive return forms, approve overtime, travel and subsistence expenses.</p> <p>v) Approval of relocation packages for new staff</p> <p>vi) Approval of relocation expenses incurred</p> <p>vii) Ex gratia payments to staff</p> <ul style="list-style-type: none"> • up to £5,000 • Above £5,000 <p>viii) Authority to agree local pay rates and terms and conditions</p> <ul style="list-style-type: none"> • Annual agreement with staff side • In year variations for individuals or groups 	<p>Budget Holder with HR approval</p> <p>Budget Holder (not own) or authorised signatory</p> <p>Director of Human Resources</p> <p>Budget Holder</p> <p>Director of Finance and Director of Human Resources</p> <p>Chief Executive</p> <p>Chief Executive, Director of Human Resources, and Director of Finance then presented to Trust Board</p> <p>Budget Holder with Director of Human Resources approval</p>	<p>Note that <u>all</u> extra contractual or discretionary payments to senior managers or Consultants must be agreed by the Remuneration Committee and approval sought where necessary from HM Treasury</p>
<p>4.3 Leave</p> <p>Annual Leave</p> <p>i) Approval of annual leave and carry over from one year to the next</p> <p>Maternity & Paternity Leave</p> <p>ii) Maternity leave – paid and unpaid</p>	<p>Budget Holder within Trust Policy</p> <p>Automatic approval but Trust procedure to be followed for practical arrangements</p>	<p>Note that the introduction of International Financial Reporting Standards may result in the policy on annual leave carry over being reviewed</p> <p>Staff Terms and Conditions</p>

<p>iii) Paternity leave – In accordance with current policy</p>	<p>Budget Holder within policy with presumption of automatic approval</p>	
<p>Other leave</p>		
<p>iv) Leave of absence or time off in lieu</p>	<p>Budget Holder within policy</p>	
<p>v) Leave without pay</p>	<p>Budget Holder in conjunction with HR</p>	
<p>vi) Medical Staff Leave of Absence (paid/unpaid)</p>	<p>Budget Holder or Medical Director in conjunction with Director of HR</p>	
<p>Sick Leave</p>		
<p>vii) Extension of sick leave pay beyond existing agreed levels</p>	<p>Director of HR</p>	
<p>viii) Return to work part-time on full pay to assist recovery</p>	<p>Budget Holder in conjunction with HR (with agreement of OH)</p>	
<p>4.4 Redundancy</p>		
<p>i) All directors and very senior managers</p>	<p>Remuneration Committee</p>	<p>HM Treasury Guidance, Accounting Officers, DAO (GEN) 11/05 applicable</p>
<p>ii) Other employees when payment to employee and NHS Pension Agency totals:-</p>		
<ul style="list-style-type: none"> • Less than £25,000 	<p>Budget Holder with Director of HR and Director of Finance approval</p>	<p>HM Treasury Guidance, Accounting Officers, DAO (GEN) 11/05 applicable</p>
<ul style="list-style-type: none"> • More than £25,000 but less than £50,000 	<p>Chief Executive</p>	<p>HM Treasury Guidance, Accounting Officers, DAO (GEN) 11/05 applicable</p>
<ul style="list-style-type: none"> • Over £50,000 Any payment outside normal terms and conditions of service 	<p>Remuneration Committee</p>	<p>HM Treasury Guidance, Accounting Officers, DAO (GEN) 11/05 applicable</p>

4.5 Ill Health Retirement

Decision to pursue retirement on the grounds of ill-health

Budget Holder under Sickness Absence Management Policy with Directors of HR

For personal injury claims involving negligence see section 6.4

4.6 Engagement of Consultancy and Honorary Contracts

i) Non Medical Consultancy Services where commitment in any one financial year is greater than £25,000

Executive Director and Director of HR

Tender rules may apply see section 5.2

ii) Honorary contracts:

- Medical Staff

Medical Director with HR approval

- All other adults

Budget holder with HR approval

- Minors (eg. as work experience)

Budget holder in association with Trust Risk Manager and HR

5. Non Pay – Revenue, Capital and Charitable SFI's Sections 9,12

The limits shown below are for the total whole life cost of the contract (whether goods and/or services) excluding VAT.

Requisitions must take into account **ALL** elements of the contract / purchase including, but this list is not exhaustive;

- Item i.e. description of good(s) and or service
- Quantity
- Length of contract /Frequency of delivery i.e. one off, weekly, monthly, quarterly, annually, if a standing order or single purchase
- For equipment any associated consumables, maintenance,
- Any associated fees if applicable and payable
- Volume Discounts

These guidelines are designed to support the Trusts' SFIs & meet all legal requirements (including EU directives) and ensure best value for money is obtained, evidence of a completed quotation or tender process must be available if applicable before a requisition is placed unless a waiver has been approved. (Add to requisition as buyers note.)

Capital budgets will not be allocated until a service development proposal or business case has been approved. The inclusion of a scheme in the capital programme approved by the Board may be subject to business case approval and does not automatically mean the scheme can commence.

Agreement does not negate the need to complete a procurement exercise i.e. Tendering

The Finance Department will maintain a list of authorised signatories and communicate this to the Purchasing Department weekly to update access to the ordering system

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
5.1 Requisitioning/Ordering		SFIs Section 12
i) Non-Pay (other than hospitality) within available budget		Note quotation and tender rules must be complied with.
all requisitions up to £30,000	Budget Holder	
all requisitions over £30,000 up to £100,000	Budget Holder & Executive Director	
requisitions over £100,000 up to £1,000,000	Director of Finance or Chief Executive	Note that adequate separation of duties is required. This means one person may not requisition, authorise and receipt the same order
requisitions over £1,000,000	Chief Executive and Director of Finance	
acceptance of contract terms	See section 5.2 (x) to (xii) award of contracts	
receipting of goods/services	Goods Receipting Officers	
Placing of orders (except Drugs)	Purchasing Department	
Placing of orders for drugs	Director of Pharmacy	
ii) Hospitality within available budget		
Up to £1,000	Budget Holder	
Above £1,000	Budget Holder in discussion with the CEO	SFI's 11
iii) Consortium Purchasing – when purchased by a third party organisation on behalf of the Trust	Items purchased through consortium arrangements with other Trusts must be approved by an Executive Director and in the case of medicinal products by the Director of Pharmacy	The Trust rules and thresholds still apply regardless of the third party's rules. Therefore waivers may be required for example if

iv) Engagement of Staff not on the Payroll within existing budgets:

- Engagement of Trust's Solicitors

Director of Nursing or Director of HR

- Booking of Agency Staff

Budget Holder in conjunction with HR

- Booking of Technical Advisors under Framework Agreements

Budget Holder in conjunction with Purchasing

the third party tender threshold is higher than the Trust's

Where no budget exists

v) All variations to contracts for agreed services at a price :-

more than 10% of the original contract sum or above the maximum of £5,000

Director of Finance

- where total contract price remains below tender limit

Purchasing Manager

- where total tender price exceeds tender limit and tender exercise was not performed

Director of Finance

vi) Leasing & Hire Purchase agreements including any deferred payment scheme. Finance Leases, Operating Leases and long term rental agreements. (includes leased cars master contract)

Director of Finance

SFI's Section 14

5.2 Quotation, Tendering & Contract Procedures

(all correspondence to be held centrally by the Purchasing Manager unless otherwise stated)

- i) Order value up to £5,000
- ii) Order value £5,000 and above but less than £30,000
- iii) Order value £30,000 and above but less than EU limit
- iv) Order value exceeding EU limit
- v) Waiving of competitive quotations
 - up to £5,000
 - above £5,000
- vi) Opening competitive quotations
- vii) Waiving of competitive tenders above £30,000 (up to EU limit)
- viii) Opening tenders

Minimum Requirement for New Orders Where a Framework Agreement Does Not Exist

- Two written quotations
- At least three formal written quotations
- At least three formal tenders
- Invite at least Five Tenders where such suitable suppliers exist following advertising in the Official Journal of the European Union (OJEU)
- Budget Holder
- Head of Purchasing and Chief Executive or Director of Finance
- Budget Holder and other second signatory not directly involved
- Purchasing Manager with Chief Executive and Director of Finance
- Two Executive Directors not directly involved with tender

SOs section 9

Note

the value of a Contract for goods or services which is delivered in instalments (e.g. call off arrangements) or any other arrangement which results in a commitment to make payments in the future, is the cost of all the instalments or payments added together irrespective of the time period

Written record to be retained

Reporting to Audit Committee annually

Contact Head of Purchasing to obtain latest EU limit.

The Head of Purchasing needs to review all contracts and agree that the commercial terms are favourable to the Trust.

ix) Award and approval of contracts up to £30,000	Budget Holder with Purchasing Leads advice where appropriate
x) Award and approval of contracts over £30,000 and up to EU limit	Director of Finance witnessed by Purchasing Lead
xi) Award of contracts over EU limit	Executive Board with Purchasing Leads advice where appropriate
5.3 Capital Schemes	
i) Capital Programme – approval of control totals as part of the Annual Plan but with schemes over £5m identified separately	Trust Board
ii) Production of business case proposals for capital schemes	Budget Holder but must be sponsored by an Executive Director
iii) In year additions to capital programme – no effect on future years	
• schemes up to £500,000 in total	Executive Team
• schemes above £500,000 in total	Trust Board
iv) Approval of business cases impacting in future years included in the approved Capital Programme	
• schemes up to £5,000,000	Executive Team
• schemes above £5,000,000	Trust Board
v) Approval of business cases impacting in future years not included in the approved Capital Programme	
• schemes up to £500,000	Executive Team
• schemes above £500,000	Trust Board

vi) Approval of emergency capital expenditure not in programme

Director of Finance and Chief Executive

Within available Capital Budget the requisition limits are:

vii) Approval to commence scheme

Budget Holder and Director of Finance

viii) Scheme feasibility study before scheme budget approved

• up to £30,000

Finance Director

• over £30,000 up to £100,000

Chief Executive

• over £100,000

Executive Team

ix) All other schemes up to £30,000 per requisition (at least 3 written quotations required)

Budget Holder

x) All schemes over £30,000 and up to EU limits

Director of Finance

xi) All schemes over EU limits and up to £1 million

Chief Executive

xii) All schemes over £1 million

Trust Board and Monitor (where required)

xiii) Variations to contracts

• Up to 10% of the original contract sum up to a maximum of £5,000

Budget Holder

• Exceeding 10% of the original contract sum or £5,000

Director of Finance or Chief Executive

xiv) Extra Contractual Payments

See page Para 6.4 (vii)

xv) Claims against contractors for delays (with legal advice if appropriate)	Budget Holder	
xvi) Placing of orders	Purchasing Department	
xvii) Release of Retention	Budget Holder	
xviii) Schemes considering the involvement of PFI.	Trust Board	
5.4 Expenditure from Charitable Funds (subject to rules on Quotations and Tendering)		SFIs Section 19
• Up to £2,000 per request	One Fund Holder	
• Over £2,000 up to £5,000	Any two Fund Holders	
• Above £5,000	One Fund Holder and Finance Director	
5.5 Petty Cash Disbursements (to be used infrequently and in exceptional circumstances only)		SFI's Section 18 and in accordance with procedure prescribed by the Director of Finance
i) Expenditure		
• up to £50 per request	Budget Holder	
• over £50 per request	Director of Finance	
ii) Reimbursement of patients monies / property	General Office Manager	

6. Good Housekeeping, Governance & Legal Issues

This section deals with disposals, write offs, special payments, insurance and risk management.

Items obsolete, redundant, unrepairable or which cannot be repaired cost effectively will be assessed by the Trust's appropriate Disposal Officer.

Where the disposal of obsolete or out of date stock is to be carried out over a period of time (e.g. as part of a stock management improvement exercise) the total disposed of must be added together when determining the level of authority required.

Where a decision is being made on whether to write off the implication of suspected fraud the Director of Finance must be consulted on whether to involve the Local Counter Fraud Specialist.

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
6.1 Condemning, Write off & Disposal of Assets (i.e. items appearing in the Trust's asset register – mainly items with an original cost of more than £5,000)	See definitions (section 2) for Disposal Officers	Standing Order 9 - DISPOSALS Trust Condemning & Disposal policy. SFIs Sections 14 and 15. Note that quotation and tender rules apply above thresholds shown. Disposal form to be completed in all cases.
i) disposal of items with current collective value up to £2,000 (except items below)	Budget Holder with advice from Finance	
ii) disposal of items with current collective value over £2,000 (except items below)	In accordance with the current policy and in conjunction with the Disposal Officer and with advice from Finance	
iii) disposal of medical equipment and devices	Business Unit Director of D&T with advice from Finance	Part exchange is a disposal
iv) disposal of mechanical and engineering plant and non medical electrical equipment with current collective value up to £2,000	Director of Operations & Disposal Officer with advice from Finance	
v) disposal of mechanical and engineering plant and non medical electrical equipment with current collective value over £2,000	Director of Finance	
vi) disposal including sale/demolition/removal of land & buildings	Director of Operations with advice from Finance. Trust Board approval required if disposal affects authorisation.	Check on Monitor requirements for disposal of protected assets (remember site services)
vii) disposal of computers and other IT equipment	Director of IT with advice from Finance	Upgrade may involve disposal Note that disposal of obsolete or out of date stock for less than purchase price is a write-off .

6.2 Condemning, Write off & Disposal of Stock (i.e. items appearing in the Trust's accounts as 'stock and work in progress' this means items subject to stock take for financial reporting)

i) disposal of all stock items (excluding items below - includes lab materials, dressings, fuel stocks, printing & stationery)

- up to £2,000 original cost in any one month
- above £2,000 original cost in any one month

Purchasing Manager with advice from Finance

Director of Finance

ii) disposal of unused X Ray films held as stock

Manager of Radiology with advice from Finance

iii) disposal of medical & surgical items, devices and appliances held as stock

Business Unit Director of D&T with advice from Finance

iv) disposal of medicinal products and drugs

- up to £5,000 original cost in any one month
- above £5,000 original cost in any one month

Director of Pharmacy

Director of Pharmacy and Director of Finance

6.3 Condemning, Write off & Disposal of Consumables (i.e. items other than assets and stock typically low value fast moving items)

i) disposal of items with current collective value up to £2,000 (excluding items below)

Budget Holder

ii) disposal of items with current collective value over £2,000 (excluding items below)

Purchasing Manager with advice from Finance

iii) disposal of old used X Ray films

Manager of Radiology

iv) disposal of minor medical & surgical equipment, devices and appliances

Business Unit Director of D&T

v) disposal of minor mechanical and engineering equipment and non

Budget Holder

Disposal form to be completed in all cases

Part exchange is a disposal

Standing Order 9 - DISPOSALS
Trust Condemning & Disposal policy. SFIs
Sections 14 and 15 note that quotation and tender rules apply above thresholds shown.
Disposal form to be completed in all cases

Part exchange is a disposal

<p>medical electrical equipment with a current collective value up to £2,000</p>		
<p>vi) disposal of minor mechanical and engineering equipment and non medical electrical equipment with a current collective value over £2,000</p>	<p>Director of Operations & relevant disposal officer</p>	
<p>vii) disposal of medicinal products and drugs</p>	<p>Director of Pharmacy</p>	
<p>viii) disposal of minor computer and other IT equipment & parts</p>	<p>Director of IT</p>	
<p>6.4 Losses & Compensation Limits relate to value of an event or incident</p>	<p>A summary of all losses will be reported to the Audit Committee</p>	<p>SFIs Section 16 Insurance claim to be considered</p>
<p>i) Approval to write off of losses and cash due to theft, fraud, overpayment etc</p> <ul style="list-style-type: none"> • up to £10,000 • Over £10,000 	<p>Chief Executive and Director of Finance Audit Committee</p>	<p>Finance Department to be informed</p>
<p>ii) Approval to write off abandoned Capital Schemes</p> <ul style="list-style-type: none"> • Up to £50,000 • Over £50,000 up to £250,000 • Over £250,000 	<p>Director of Finance Chief Executive and Director of Finance Audit Committee</p>	
<p>iii) Approval to write off Bad Debts and Claims Abandoned.</p> <ul style="list-style-type: none"> • Up to £50,000 • Over £50,000 up to £250,000 • Over £250,000 	<p>Director of Finance Chief Executive and Director of Finance Audit Committee</p>	
<p>iv) Write off of damage to buildings, fittings, furniture and equipment and loss of equipment and property in stores and in use due to culpable causes (eg fraud, theft, arson) or other</p>		

- Up to £50,000
- Over £50,000 up to £250,000
- Over £250,000

Director of Finance
 Chief Executive and Director of Finance
 Audit Committee

v) Compensation payments made under legal obligation

To Executive Directors

Remuneration Committee

To staff

- Up to £50,000
- Over £50,000

Chief Executive and Director of HR

Chief Executive and Director of HR and reported to the Remuneration Committee

To patients (other than clinical negligence), visitors or public

- Up to £50,000
- Over £50,000

Chief Executive and Director of Nursing

Chief Executive and reported to the Trust Board

vi) Extra Contractual or Discretionary Payments

- To Executive Directors, VSMs or Consultants
- To all other staff

Remuneration Committee

Chief Executive and Director of HR

vii) Extra Contractual payments to contractors

- Up to £50,000
- Over £50,000

Chief Executive and Director of Finance

Chief Executive and Chair of Audit Committee and reported to Audit Committee

HM Treasury Guidance, Accounting Officers,
 DAO (GEN) 11/05

Ex-Gratia Payments

viii) Patients and staff for loss of personal effects

- Up to £1000

- Over £1000 up to £50,000

- Over £50,000

ix) For clinical negligence (negotiated settlements not covered by NHSLA)

- Up to £50,000

- Above £50,000

x) For personal injury claims involving negligence where legal advice has been obtained and guidance applied

- Up to £50,000 (including plaintiff's costs)

- Above £50,000

xi) Other, except cases of maladministration where there was no financial loss by claimant

- Under £1,000

- Over £1,000 up to £50,000

- Over £50,000

6.5 Insurance Policies and Risk Management

Authority to enter into insurance agreements

Budget Holder

Director of Nursing or Chief Executive & Director of Finance

Chief Executive and Chair of Audit Committee and reported to Audit Committee

Director of Nursing and Chief Executive or Director of Finance

Chief Executive and reported to Trust Board

Director of Nursing and Chief Executive or Director of Finance

Chief Executive and reported to Trust Board

Budget Holder

Chief Executive and Director of Finance (reported to Audit Committee for information)

Trust Board (reported to Audit Committee for information)

Chief Executive with Director of Finance advice

6.6 Receiving Casual Gifts and Hospitality by staff (including courses, conferences and associated expenses)

Applies to both individual and collective receipts

- Up to £500 per person
- Over £500 per person

All staff to inform Budget Holder

Chief Executive

Bribery Act 2010

All items to be entered in register held by Budget Holder other than:

- small items of low value including seasonal gifts
- modest hospitality such as working lunch to the scale an NHS employer would offer

7. Income, Cash and Investments SFI's Sections 5 & 6

This section covers opening and running bank accounts, setting of fees and charges and the investment of funds.

Arrangements for the Opening, Maintenance and Operation of Bank Accounts will be determined by the Director of Finance and agreed with the Trust Board. Any member of staff who is requested to hold a bank account for example by acting as Treasurer for a regional NHS group is required to agree the arrangements as set out in the Treasury Management Policy with the Director of Finance. Failure to do so will mean the member of staff is personally responsible for the funds in that account. The Director of Finance is responsible for the setting of fees and charges (even if the goods or service provided is to be at cost). All staff must inform the Director of Finance promptly of money due arising from transactions which they deal with.

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
7.1 Setting of Fees and Charges		SFIs Section 6
i) Private Patient, Overseas Visitors, (other patient related services) and Other Income	Director of Finance	
ii) Price of NHS Contracts		
• Clinical service for which a tariff is published	Director of Finance	
• Clinical service for which a tariff is not published	Director of Finance	
• Non clinical services	Director of Finance	
iii) Other services and facilities including rents, leases etc	Director of Finance	Advice from a professional specialist may be required
7.2. Banking Arrangements		SFI's Sections 5 and 18
i) Approval of banking arrangements	Trust Board on advice from Director of Finance	
ii) Maintenance and operation of bank and GBS accounts in the name of the Trust	Director of Finance	

iii) Authorisation of payments

- Payments through on-line banking to staff or suppliers
- Payments through GBS
- Authorisation of payment runs

Signatory designated by Director of Finance

Signatory designated by Director of Finance

2 signatories designated by the Director of Finance

SFI's Section 13.3

7.3. Investment of Funds – approval of arrangements for management of funds invested for

- i) Hospital
- ii) Charitable

Director of Finance

Charitable Funds Committee

Treasury Management Policy

Trustees SO/SFIs