



NHS Dorset CCG

SECTION E

DETAILED DELEGATION LIMITS

33. INTRODUCTION

33.1 General

33.1.1 The Detailed Delegation Limits outlined at paragraph 33.1.8 below represents the lowest level to which authority within the ~~PCT Cluster CCG~~ is delegated.

33.1.2 All items must be carried out in accordance with ~~Standing Orders, Standing Financial Instructions and Financial Procedures~~ the Constitution and other Governance documents.

33.1.3 Delegation to lower levels or to other offices is not permitted without the specific authority in writing of the ~~Chief Executive/Chief Officer~~ or ~~Director of Finance/Chief Finance Officer~~.

33.1.4 Standard levels of Delegated Authority are shown in the table below with more detail shown on the following pages:

33.1.5

Ref	Limits	PCT Commissioning Cluster CCG
A	> £75,000	Chief Executive/Chief Officer / Director on Call
B	> £75,000	Director of Finance/Chief Finance Officer / Deputy Director of Finance
C	< £75,000	Responsible Executive Director (Non DoF/Chief Finance Officer)
D	< £75,000	Associate Director of Commissioning – Contracting <u>Director of Service Delivery</u>
E	< £50,000	FNC / CHC Lead
F	< £30,000	Responsible Deputy Director (Non Deputy Director of Finance/Chief Finance Officer)
G	< £20,000	Senior Manager
H	< £10,000	Budget Holder
I	< £1000	Delegated Authoriser

33.1.6 Directors/ Managers at each level have delegated authority for all lower levels of delegation.

33.1.7 In the absence of the relevant manager, authority should be delegated up to the next level.

33.1.8 The Detailed Scheme of Delegation is as follows:

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
1	DELEGATED BUDGETS			
1.1	Responsibility to keep expenditure within budget			
	Individual budget level		Budget Holder	H
	Directorate level		Executive Director	C
	All other areas		Director of Finance Chief Finance Officer	B
	Overall Financial Plan		Chief Executive Chief Officer	A
1.2	Virement within Budgets			
	Within Directorate	< £50,000	Executive Director	C
		> £50,000	Director of Finance Chief Finance Officer	B
	From Reserves or Additional Income	All	Director of Finance Chief Finance Officer	B
2	MAINTENANCE OF BANK ACCOUNTS		Nominated Senior Manager – Finance	G
3	NON-PAY EXPENDITURE			
3.1	Covered by Delegated Budgets			
		<£10,000	Budget Holder	H
		<£20,000	Senior Manager	G
		<£30,000	Responsible Deputy Director (Non Finance)	F
		<£50,000	FNC / CHC Lead	E
		<£75,000	Associate Director of Commissioning Contracting Service Delivery	D
		<£75,000	Responsible Executive Director (Non Finance)	C
		>£75,000	Director of Finance Chief Finance Officer/	B
		>£75,000	Deputy Director of Finance Chief Executive Chief Officer	A

	Area of Delegation		Delegated Limit	Authority Delegated to:	Ref.
3.2	Budgets Adjustment	Outside NHS <£200,000 <£400,000 >£400,000	Within NHS < £2,000,000 < £4,000,000 > £4,000,000	Director of Finance <u>Chief Finance Officer</u> Chief Executive <u>Chief Officer</u> PCT Board <u>CCG Governing Body</u>	B A N/A
3.3	All Contracts, Leases, Agreements etc		All	Director of Finance <u>Chief Finance Officer</u>	B
3.4	IT and Telecommunications Equipment		All	Director of Finance <u>Chief Finance Officer</u> / Deputy Director of Finance	B
3.5	Commissioning Agreement and sign-off of SLA or contract variation		All	Director of Finance <u>Chief Finance Officer</u>	B
4	CAPITAL EXPENDITURE - FOLLOWING SHA APPROVED PLAN Expenditure Granting of leases after SHA approval in principle Termination of leases following SHA approval in principle		< £20,000 < £30,000 < £75,000 > £75,000 All All	Senior Manager Deputy Director Executive Director Director of Finance <u>Chief Finance Officer</u> Director of Finance / Deputy Director of Finance Director of Finance / Deputy Director of Finance	G F C B B
5	TENDERS Purchased not covered by NHS Supplies contracts Opening of tenders Authority to waive above requirements (e.g. single source tenders)		> £10,000 > £100,000 All < £250,000	3 quotations Formal tenders One Director + Senior Manager Director of Finance <u>Chief Finance Officer</u>	N/A N/A C+G B

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
	Authority to accept other than lowest tender/ quotation	< £500,000 > £500,000	Chief Executive <u>Chief Officer</u> PCT Board <u>CCG Governing Body</u>	A N/A
	Acceptance of a tender	< £250,000 < £500,000 > £500,000	Director of Finance <u>Chief Finance Officer</u> Chief Executive <u>Chief Officer</u> PCT Board <u>CCG Governing Body</u>	B A N/A
		< £750,000 < £1,500,000 > £1,500,000	Director of Finance <u>Chief Finance Officer</u> Chief Executive <u>Chief Officer</u> PCT Board <u>CCG Governing Body</u>	B A N/A
6	PERSONNEL AND PAY			
6.1	Appointment of Staff			
	Funded post (i.e. within existing budgets + agreed with Chief Executive <u>Chief Officer</u>)		Senior Managers Chief Executive <u>Chief Officer</u>	G A
	New posts		Senior Managers	G
	Booking of Bank/ Agency staff:			
6.2	Pay and Expenses			
	Re-grading	All	Director of HR <u>Engagement and Development</u>	C
	Overtime	All	Deputy Director	F
	Time/ attendance records	All	Budget Holder	H
	Travel and Subsistence Claims	All	Budget Holder	H
6.3	Redundancy	All	Director of HR <u>Engagement and Development</u> & Director of Finance <u>Chief Finance Officer</u> + SHA where appropriate	B + C
6.4	Ill Health Retirement	All	Director of HR <u>Engagement and Development</u> & Director of Finance <u>Chief Finance Officer</u>	B + C
6.5	Dismissal	All	Director of HR <u>Engagement and Development</u> & Director of Finance <u>Chief Finance Officer</u>	B

	Area of Delegation		Delegated Limit	Authority Delegated to:	Ref.
6.6	Leave/ Absences			Director of HR <u>Engagement and Development</u> & Executive Director	N/A
	Approval		All		C
	Approval of carry forward		> 5 days		C
	Special Leave arrangements		All	Line Manager	
	Study Leave/ Training Course:			Executive Director	
	- Funded from Central Budget		< £10,000	Executive Director	C
	- Funded from Delegated Budgets		> £10,000		A
6.7	Removal Expenses		All	Director of HR <u>Engagement and Development</u>	C
6.8	Granting/ renewal of lease car		All	Chief Executive <u>Chief Officer</u>	C
6.9	Mobile telephone user		All	Director of HR <u>Engagement and Development</u>	H
				Budget Holder	
7	LOSSES AND COMPENSATION				
	Ex Gratia Payments + all other losses, write-off, compensation payments etc		All	Director of Finance <u>Chief Finance Officer</u>	B
8	WRITING OFF EXPENDITURE & CREDIT NOTES	Outside NHS	Within NHS		
		<£50,000	<£500,000	Director of Finance <u>Chief Finance Officer</u> /	B
		<£100,000	< £1,000,000	Deputy Director of Finance	A
		>£100,000	> £1,000,000	Chief Executive <u>Chief Officer</u>	N/A
				Trust Board <u>CCG Governing Body</u>	
9	PETTY CASH PAYMENTS				
			< £50	Budget Holder	H
			< £150	Senior Manager	G
			> £150	Director of Finance <u>Chief Finance Officer</u>	B
10	HOSPITALITY RECEIVED				
			> £50	To be registered with the Board <u>Governing Body</u>	N/A
				Secretary	
11	RELATIONSHIPS WITH MEDIA				

	Area of Delegation	Delegated Limit	Authority Delegated to:	Ref.
	Within hours Outside hours	All All	Responsible Director + Communications Team Director on Call + Communications Team	C+ C+
12	SEALING OF DOCUMENTS Following agreement & contract in line with scheme of delegation	All	Director + Senior Manager	C + G
13	SPECIALISED COMMISSIONING GROUP Delegated to the Specialised Commissioning Group those functions set out in the Specialised Commissioning Group's Establishment Agreement.	Within Allocated Budget per Operational Plan	Those functions delegated to the Specialised Commissioning Group shall be exercised by its Chair, Director or other nominated officer as set out in the Specialised Commissioning Group's Scheme of Delegation.	N/A