



**Outstanding Care,
Compassionate People,
Healthier Communities**


Sherwood Forest Hospitals
NHS Foundation Trust

SCHEME OF DELEGATION

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DELEGATED MATTERS

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2. Introduction

2.1 Reservation of Powers

Section 4 of the Trust's Standing Orders for the Board of Directors states that "The Board of Directors may make arrangements for the exercise, on behalf of the Trust of any of its functions by a committee, or sub-committee, appointed by virtue of Standing Order 5.1 or 5.2, or by a Director or an Officer of the Trust in each case subject to such restrictions and conditions as the Board of Directors thinks fit". The Code of Conduct of Accountability in the NHS also requires that there should be a formal schedule of matters specifically reserved to the Board of Directors of the Foundation Trust.

The purpose of this document is to detail how the powers are reserved to the Board of Directors, while at the same time delegating to the appropriate level the detailed application of Foundation Trust policies and procedures. However, the Board of Directors remains accountable for all of its functions, even those delegated to committees, sub committees, individual directors or officers and would therefore expect to receive information about the exercise of delegated functions to enable it to maintain a monitoring role.

2.2 Role of the Chief Executive

All powers of the Foundation Trust, which have not been retained as reserved by the Board of Directors or delegated to an executive committee or sub-committee, shall be exercised on behalf of the Board of Directors by the Chief Executive. The Chief Executive shall prepare a Scheme of Delegation identifying which functions he/she shall perform personally and which functions have been delegated to other directors and officers for operational responsibility.

All powers delegated by the Chief Executive can be re-assumed by him/her should the need arise.

2.3 Appropriate Use of Delegated Powers

Powers are delegated to directors and officers on the understanding that they would exercise their delegated powers in an appropriate manner which in their judgement would not be a cause for public concern.

2.4 Absence of Directors or Officers to Whom Powers have been Delegated

In the absence of a director or officer to whom powers have been delegated, those powers shall be exercised by that director or officer's superior unless alternative arrangements have been approved by the Board of Directors. If the Chief Executive is absent, powers delegated to him/her may be exercised by the nominated officer acting in his/her absence after taking appropriate advice from the Chief Financial Officer. In the absence of the Chief Financial Officer, appropriate advice should be sought from the Deputy Chief Financial Officer.

3. RESERVATION OF POWERS TO THE BOARD OF DIRECTORS

3.1 Accountability

The Code of Conduct of Accountability in the NHS, which has been adopted by the Foundation Trust, requires the Board of Directors to determine those matters on which decisions are reserved unto itself. These reserved matters are set out in paragraphs 3.2 to 3.9 below:

3.2 General Enabling Provision

The Board of Directors may determine any matter, for which it has authority, it wishes in full session within its statutory powers.

3.3 Regulations and Control

The Board of Directors remains accountable for all of its functions, even those delegated to individual committees, sub-committees, directors or officers and would therefore expect to receive information about the exercise of delegated functions to enable it to maintain a monitoring role. The following are decisions reserved to the board:

- Approval of Standing Orders (SOs), a schedule of matters reserved to the Board of Directors and Standing Financial Instructions for the regulation of its proceedings and business.
- Suspend Standing Orders.
- Vary or amend the Standing Orders.
- Ratification of any urgent decisions taken by the Chair and Chief Executive in accordance with SO 6.5.
- Approval of a scheme of delegation of powers from the Board of Directors to committees.
- Requiring and receiving the declaration of Directors' interests which may conflict with those of the Foundation Trust and determining the extent to which that director may remain involved with the matter under consideration.
- Requiring and receiving the declaration of officers' interests which may conflict with those of the Foundation Trust.
- Adoption of the organisational structures, processes and procedures to facilitate the discharge of business by the Foundation Trust and to agree modifications thereto.
- To receive reports from committees including those which the Foundation Trust is required by the Constitution and the Health and Social Care Act 2012 or other regulation to establish and to take appropriate action thereon.
- To confirm the recommendations of the Foundation Trust's committees where the committees do not have executive powers.
- Approval of arrangements relating to the discharge of the Foundation Trust's responsibilities as a corporate trustee for funds held on trust.
- To establish terms of reference and reporting arrangements of all committees and sub-committees that are established by the Board of Directors.
- Approval of arrangements relating to the discharge of the Foundation Trust's responsibilities as a bailer for patients' property.
- Authorise use of the seal.
- Ratify or otherwise instances of failure to comply with Standing Orders brought to the Chief Executive's attention.
- Disciplining Board members or employees that report to the Chief Executive, who are breach of

Statutory Requirements or Standing Orders.

3.4 Appointments / Dismissal

- Appointment of the Vice Chair / Senior Independent Director of the Board of Directors.
- The appointment and dismissal of committees (and individual members) that are directly accountable to the Board of Directors.
- Confirm the appointment of members of any committee of the Foundation Trust as representatives on outside bodies.

3.5 Policy Determination

The approval of Foundation Trust management policies including People / Human Resources policies incorporating the arrangements for the appointment, dismissal and remuneration of staff.

3.6 Strategy and Business Plans and Budgets

- Definition of the strategic aims and objectives of the Foundation Trust.
- Approval and monitoring of the Foundation Trust's policies and procedures for the management of risk.
- Approve Business Cases for Capital Investment with significant capital expenditure commitments according to the limits set out in Table B.
- Approve budgets.
- Approve annually the Foundation Trust's proposed business plan including operational budgets and capital expenditure programme.
- Ratify proposals for acquisition, disposal or change of use of land and/or buildings.
- Approve proposals on individual contracts, including purchase orders (other than NHS contracts) of a capital or revenue nature amounting to, or likely to amount to the limits specified in Table B (Financial Limits) of the Scheme of Delegation.
- Approve proposals in individual cases for the write off of losses or making of special payments above the limits of delegation (Table B) to the Chief Executive and Chief Financial Officer.
- Approve proposals for action on litigation against or on behalf of the Foundation Trust where the likely financial impact is expected to exceed the limits specified in Table B, or contentious or novel or likely to lead to extreme adverse publicity, excluding claims covered by the NHS risk pooling schemes.
- Review use of NHS risk pooling schemes.

3.7 Audit Arrangements

To receive recommendations regarding the appointment (and where necessary dismissal) of the internal and external auditors. The appointment or removal of the external auditors must be ratified by the Council of Governors.

3.8 Annual Reports and Accounts

- Receipt and approval of the Foundation Trust's Annual Report, Annual Accounts and Quality Accounts prior to submission to NHS England and subsequent presentation to the Council of Governors at a

Members Meeting.

- Receipt and approval of the Annual Report and Accounts for funds held on trust.

3.9 Monitoring

- Receipt of such reports as the Board of Directors sees fit from committees in respect of their exercise of powers delegated.
- Continuous appraisal of the affairs of the Foundation Trust by means of the provision to the Board of Directors as the Board of Directors may require from directors, committees, and officers of the Foundation Trust as set out in management policy statements.
- Receive reports from the Chief Financial Officer on financial performance against budget and business plan and receive the minutes of the Finance Committee.

4 DELEGATION OF POWERS TO COMMITTEES

4.1 Delegation to Committees

The Board of Directors may determine that certain of its powers shall be exercised by Standing Committees. The composition and terms of reference of such committees shall be that approved by the Board of Directors. The Board of Directors shall determine the reporting requirements in respect of these committees. In accordance with SO 6, committees may not delegate executive powers to sub-committees unless expressly authorised by the Board of Directors. Terms of Reference for these Standing Committees shall be approved by the Board of Directors.

5 SCHEME OF DELEGATION TO OFFICERS

5.1 Delegation

Standing Orders and Standing Financial Instructions set out in some detail the financial responsibilities of the Chief Executive, the Chief Financial Officer and other directors.

Delegated matters in respect of decisions that may have a far-reaching effect must be reported to the Chief Executive. **The delegation tables shown below highlight current delegated authority and limits.**

Table A - Delegated Authority

Table B - Delegated Financial Limits

Delegation to lower levels is only permitted with written approval of the Chief Executive who will, before authorising such delegation, consult with other Senior Managers as appropriate.

DELEGATED AUTHORITY

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
1. Standing Orders / Standing Financial Instructions		
a) Final authority in interpretation of Standing Orders	Chair	Chair
b) Notifying Directors and employees of their responsibilities within the Standing Orders and Standing Financial Instructions, and ensuring that they understand the responsibilities	Chief Executive	All Line Managers
c) Responsibility for security of the Foundation Trust's property, avoiding loss, exercising economy and efficiency in using resources and conforming with Standing Orders, Standing Financial Instructions (SFIs) and financial procedures	Chief Executive	All Directors and Employees
d) Suspension of Standing Orders	Board of Directors	Board of Directors
e) Review suspension of Standing Orders	Audit and Assurance Committee	Audit and Assurance Committee
f) Variation or amendment to Standing Orders	Board of Directors	Board of Directors
g) Emergency powers relating to the authorities retained by the Board of Directors	Chair and Chief Executive with two non-executives	Chair and Chief Executive with two non-executives
h) Disclosure of non-compliance with Standing Orders to the Chief Executive (report to the Board of Directors)	All	All
i) Disclosure of non-compliance with SFIs to the Chief Financial Officer (report to the Audit and Assurance Committee)	All	All
j) Advice on interpretation or application of SFIs and this Scheme of Delegation	Chief Financial Officer	Chief Financial Officer / Internal Audit

Table A

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
1. Audit Arrangements		
a) Ensure adequate internal and external audit services, for which they are accountable, are provided (and prepare recommendations to the board for the replacement of either internal or external audit. NB. Whilst the board can unilaterally replace the internal auditor, the Council of Governors has to ratify the replacement or removal of the external auditor. See Section 3)	Audit and Assurance Committee	Chief Financial Officer
b) Review, appraise and report in accordance with Public Sector Internal Audit Standards and best practice	Audit and Assurance Committee	Head of Internal Audit
c) Provide an independent and objective view on internal control and probity	Audit and Assurance Committee	Internal Audit / External Audit
d) Ensure cost-effective audit service	Audit and Assurance Committee	Chief Financial Officer
e) Implement recommendations	Chief Executive	Assigned Officers
f) Track progress of recommendation implementation	Chief Financial Officer	Risk and Assurance Manager
2. Authorisation of Clinical Trials and Research Projects	Chief Executive or Chief Financial Officer and Medical Director	Research Governance Committee / Research and Innovation Director / Research and Innovation Manager
3. Authorisation of New Drugs	Chief Executive	Medicines Management Committee
4. Bank Accounts / Cash (Excluding Charitable Fund (Funds Held on Trust) Accounts)		
a) Operation:		
- Managing banking arrangements and operation of bank accounts (Board of Directors approves arrangements)	Chief Financial Officer	Head of Financial Services
- Opening bank accounts	Chief Financial Officer	Head of Financial Services
- Authorisation of transfers between Foundation Trust bank accounts	Chief Financial Officer	To be completed in accordance with bank mandate / internal procedures
- Approve and apply arrangements for the electronic transfer of funds	Chief Financial Officer	Head of Financial Services
- Authorisation of:	Chief Financial Officer	To be completed in accordance with bank mandate / internal procedures
o CHAPS schedules		
o BACS schedules		
o Automated cheque schedules		
o Manual cheques		

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
b) Investment of surplus funds in accordance with the Foundation Trust's investment policy	Chief Financial Officer	Head of Financial Services
c) Petty Cash	Chief Financial Officer	Refer To Table B Delegated Limits
5. Business Cases – including Tenders for Services Provided		
a) Preparation of business cases / tenders	Chief Executive	Executive Directors / Divisional General Managers / Corporate Directors
b) Approval of business cases / tenders which generate a positive financial contribution	Chief Executive	Refer To Table B Delegated Limits
c) Approval of business cases / tenders which generate a negative financial contribution	Board of Directors	Refer To Table B Delegated Limits
6. Capital Investment		
a) Programme:		
- Ensure that there is adequate appraisal and approval process for determining capital expenditure priorities and the effect that each has on business plans	Chief Executive	Chief Financial Officer
- Preparation of Capital Investment Programme	Chief Executive	Chief Financial Officer
- Financial monitoring and reporting on all capital scheme expenditure including variations to contract	Chief Financial Officer	Deputy Chief Financial Officer
- Responsible for the management of capital schemes and for ensuring that they are delivered on time and within cost	Chief Executive	Deputy Chief Financial Officer
- Ensure that capital investment is not undertaken without availability of resources to finance all revenue consequences	Chief Financial Officer	Deputy Chief Financial Officer / Head of Financial Services
- Issue procedures to support: <ul style="list-style-type: none"> o Capital investment o Staged payments 	Chief Executive	Refer to Table B Delegated Limits
- Issuing the capital scheme project manager with specific authority to commit capital, proceed / accept tenders in accordance with the SOs and SFIs	Chief Financial Officer	
7. Clinical Audit		
Design, implement and monitor the Foundation Trust's Clinical Audit Programme	Chief Executive	Lead Clinician for Clinical Audit / Service Directors / Clinical Managers / Department Heads / Clinical Audit Department

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
8. Commercial Sponsorship		
Agreement to proposal	Chief Executive	Refer to Table B Delegated Limits
9. Complaints (Patients and Relatives)		
a) Overall responsibility for ensuring that all complaints are dealt with effectively	Chief Nurse	Divisional Clinical Chairs Divisional Directors of Nursing / Associate Directorate of Nursing, Patient Experience and Complaints
b) Responsibility for ensuring complaints relating to a division / department are investigated thoroughly	Chief Nurse	Divisional Clinical Chairs / Divisional Directors of Nursing
c) Medico - Legal Complaints Coordination of their management	Medical Director	Trust Solicitor
10. Confidential Information		
a) Review of the Foundation Trust's compliance with the Caldicott report on protecting patients' confidentiality in the NHS	Chief Executive	Chief Nurse / Caldicott Guardian
b) Freedom of Information Act compliance code	Chief Executive	Senior Information Risk Owner
11. Data Protection Act		
Review of Foundation Trust's compliance	Chief Executive	Senior Information Risk Owner
12. Declaration of Interest		
a) Maintaining a register	Chief Executive	Director of Corporate Affairs
b) Declaring relevant and material interest	All Directors	All staff
13. Disposal and Condemnations		
a) Items obsolete, redundant, irreparable or cannot be repaired cost effectively	Chief Financial Officer	Refer to Table B Delegated Limits
b) Develop arrangements for the sale of assets		
14. Environmental Regulations		
Review of compliance with environmental regulations, for example those relating to clean air and waste disposal	Chief Executive	Associate Director of Estates and Facilities
15. External Financing		
a) Advise Board of Directors of the requirements to repay / draw down Public Dividend Capital	Chief Financial Officer	Head of Financial Services

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
b) Application for draw down of Public Dividend Capital and other forms of foundation trust funding	Chief Financial Officer	Head of Financial Services
c) Application for draw down of overdrafts and other forms of external borrowing	Chief Financial Officer	In accordance with the Treasury Management Policy
d) Preparation of procedural instructions	Chief Financial Officer	Head of Financial Services
e) Private Finance: <ul style="list-style-type: none"> Demonstrate that the use of private finance represents best value for money and transfers risk to the private sector. Proposal to use PFI must be specifically agreed by the Board of Directors 	Chief Executive	Chief Financial Officer – subject to agreement by NHSE
f) Leases (including property, equipment and operating leases) <ul style="list-style-type: none"> Granting and termination of leases with Annual rent < £100k Granting and termination of leases of > £100k should be reported to the Board of Directors 	Chief Executive Board of Directors	Chief Financial Officer Chief Executive / Chief Financial Officer
g) Finance leases (any value)	Board of Directors	Chief Financial Officer – subject to agreement by NHSE
16. Financial Planning / Budgetary Responsibility		
a) Setting: <ul style="list-style-type: none"> Submit agreed business plan to the Board of Directors Submit capital and revenue budgets to the Board of Directors Submit financial estimates and forecasts to the Board of Directors 	Chief Executive Chief Executive Chief Executive	Chief Financial Officer Chief Financial Officer Chief Financial Officer
b) Monitoring: <ul style="list-style-type: none"> Delegate budgets to budget holders Monitor performance against budget Ensuring adequate training is delivered to budget holders to facilitate their management of the allocated budget Submit in accordance with NHSE's requirements financial monitoring returns 	Chief Executive Chief Financial Officer Chief Financial Officer Chief Executive	Chief Financial Officer / Prime Budget Holders Executive Directors / Prime Budget Holders Deputy Chief Financial Officer / Head of Financial Management Chief Financial Officer

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> - Meet reporting requirements of banking terms and conditions - Identify and implement cost improvements and income generation activities in line with the Business Plan - Monitor performance against the cost improvement programme <p>Preparation of:</p> <ul style="list-style-type: none"> - Annual Accounts - Annual Report 	<p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Financial Officer</p> <p>Chief Executive</p>	<p>Chief Financial Officer</p> <p>All budget holders</p> <p>Chief Financial Officer</p> <p>Deputy Chief Financial Officer</p> <p>Director of Corporate Affairs</p>
<p>c) Authorisation of Virement:</p> <p>It is not possible for any officer to vire from non-recurring headings to recurring budgets, from capital to revenue / revenue to capital, or between NHSE Plan expenditure categories</p> <p>Virement between different budget holders requires the agreement of both parties</p>	Chief Financial Officer	Refer To Table B Delegated Limits
17. Financial Procedures and Systems		
a) Maintenance and update of Foundation Trust Financial Procedures	Chief Financial Officer	Deputy Chief Financial Officer
<p>b) Responsibilities:</p> <ul style="list-style-type: none"> - Implement Foundation Trust's financial policies and co-ordinate corrective action - Ensure that adequate records are maintained to explain Foundation Trust's transactions and financial position - Provide financial advice to members of the Board of Directors and staff - Ensure that appropriate statutory records are maintained - Design and maintain compliance with all financial systems 	Chief Financial Officer	<p>Deputy Chief Financial Officer</p> <p>Deputy Chief Financial Officer</p> <p>Deputy Chief Financial Officer</p> <p>Head of Financial Services</p> <p>Deputy Chief Financial Officer</p>
18. Fire Precautions		
Ensure that the Fire Precautions and prevention policies and procedures are adequate and that fire safety and integrity of the estate is intact	Chief Executive	Head of Fire Safety
19. Fixed Assets		
a) Maintenance of Trust asset register including asset identification and monitoring	Chief Financial Officer	Head of Financial Services

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
b) Maintenance of IT asset register for items associated with other NHIS clients, including asset identification and monitoring	Chief Financial Officer	Chief Digital Information Officer
c) Ensuring arrangements for financial control and financial audit of building and engineering contracts and property transactions are in line with the NHS Premises Assurance Model and latest guidance	Chief Executive	Associate Director of Estates and Facilities
d) Calculate and pay capital charges in accordance with the requirements of the DHSC	Chief Financial Officer	Head of Financial Services
e) Responsibility for security of Foundation Trust's assets including notifying discrepancies to the Chief Financial Officer and reporting losses in accordance with Foundation Trust's procedures	Chief Executive	All staff
20. Funds Held on Trust (Charitable and Non Charitable Funds)		
a) Management: <ul style="list-style-type: none"> Funds held on trust are managed appropriately 	Chief Financial Officer (supported by the Charitable Trustees)	Deputy Chief Financial Officer / Head of Financial Services
b) Maintenance of authorised signatory list of nominated fund holders	Chief Financial Officer	Head of Financial Services
c) Expenditure limits	Chief Financial Officer	Refer To Table B Delegated Limits
d) Developing systems for receiving donations	Chief Financial Officer	Head of Financial Services
e) Dealing with legacies	Chief Financial Officer	Head of Financial Services
f) Fundraising Appeals <ul style="list-style-type: none"> Preparation and monitoring of budget Reporting progress and performance against budget 	Charitable Funds Committee Chief Financial Officer Chief Financial Officer	Community Involvement Manager Community Involvement Manager with advice from Head of Financial Services Community Involvement Manager with advice from Head of Financial Services
g) Operation of Bank Accounts: <ul style="list-style-type: none"> Managing banking arrangements and operation of bank accounts Opening bank accounts 	Chief Financial Officer Chief Financial Officer	Head of Financial Services Head of Financial Services
h) Investments: <ul style="list-style-type: none"> Nominating deposit taker 	Charitable Funds Committee	Chief Financial Officer

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> Placing transactions in accordance with the Charitable Funds Investment Policy 	Chief Financial Officer	Head of Financial Services
21. Health and Safety		
Review of all statutory compliance with legislation and Health and Safety requirements including Control of Substances Hazardous to Health Regulations	Chief Executive	Director of People / Head of Health and Safety
22. Hospitality/Gifts		
a) Keeping of hospitality register b) Applies to both individual and collective hospitality receipt items.	Chief Executive	Director of Corporate Affairs All staff declaration required in Foundation Trust's Hospitality Register Refer To Table B Delegated Limits
23. Infectious Diseases and Notifiable Outbreaks	Chief Executive	Chief Nurse
24. Information Management and Technology		
a) Developing systems in accordance with the Foundation Trust's IM&T Strategy b) Implementing new systems ensuring that they are developed in a controlled manner and thoroughly tested c) Seeking third party assurances regarding systems operated externally d) Ensuring that contracts for computer services for financial applications define responsibility regarding security, privacy, accuracy, completeness and timeliness of data during processing and storage	Executive Directors / Director of Health Informatics Service	Chief Digital Information Officer / Heads of Service in conjunction with IT advisors
25. Legal Proceedings		
a) Engagement of Foundation Trust's Solicitors b) Approve and sign all documents which will be necessary in legal proceedings c) Sign on behalf of the Foundation Trust any agreement or document not requested to be executed as a deed (i.e. any legal contract)	Chief Executive Chief Executive Chief Executive	Director of People / Medical Director Any Executive Director Any Executive Director
26. Losses and Special Payments		
a) Prepare procedures for recording and accounting for losses and special payments including preparation of a Fraud Response Plan and informing Counter Fraud Management Services of frauds b) <u>Losses</u>	Chief Executive	Chief Financial Officer Refer To Table B Delegated Limits

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> Losses of cash and cash equivalents due to theft, fraud, overpayment & others Fruitless payments (including abandoned Capital Schemes) Bad debts and claims abandoned (e.g. private patients, overseas visitors, road traffic act claims) Damage to buildings, fittings, furniture and equipment in use due to culpable causes (e.g. fraud, theft, arson, neglect) General losses (e.g. linen and bedding, equipment, stores items) Un-vouched payments Overpayment of salaries, fees and allowances <p><u>Special Payments</u></p> <ul style="list-style-type: none"> i. Clinical negligence after legal advice <ul style="list-style-type: none"> Medical negligence ii. Non-clinical negligence <ul style="list-style-type: none"> Personal injury iii. Other (Ex-gratia payments) <ul style="list-style-type: none"> Compensation payments by Court Order To patients/staff for loss of personal effects Extra contractual payments to contractors <p>c) A register of all of the payments should be maintained by the Finance Department and made available for inspection</p> <p>d) A report of all of the above payments should be presented to the Audit and Assurance Committee at least annually</p>	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Refer To Table B Delegated Limits</p> <p>Head of Financial Services</p> <p>Head of Financial Services</p>
27. Meetings		
a) Calling meetings of the Foundation Trust Board	Chair	Director of Corporate Affairs
b) Chair all Foundation Board of Directors meetings and associated responsibilities	Chair	Chair
28. Medical		
<ul style="list-style-type: none"> Clinical Governance arrangements 	Chief Nurse	Director of Nursing Quality and Governance / Lead Clinician for Clinical Audit / Divisional Clinical Chairs / Service Directors / Divisional Directors of Nursing
<ul style="list-style-type: none"> Medical Leadership 	Medical Director	Divisional Clinical Chairs / Heads of Service

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> Programmes of medical education Clinical staffing plans Matters involving individual professional competence of medical staff Medical Research 	<p>Medical Director</p> <p>Chief Executive</p> <p>Medical Director</p> <p>Medical Director</p>	<p>Head of Medical Education</p> <p>Heads of Department / Service</p> <p>Divisional Clinical Chairs</p> <p>Research Governance Committee Chair / Research and Innovation Director / Research and Innovation Manager</p>
29. Non-Pay Expenditure		
a) Maintenance of a list of managers authorised to place requisitions/orders and accept goods in accordance with Table B	Chief Executive	Deputy Chief Financial Officer / Head of Financial Services
b) Obtain the best value for money when requisitioning goods / services	Chief Executive	Strategic Head of Procurement / Divisional General Managers / Heads of Department / Service
c) Non-Pay Expenditure for which no specific budget has been set up and which is not subject to funding under delegated powers of virement. (Subject to the limits specified above in (a))	Chief Executive	Chief Financial Officer
d) Develop systems for the payment of accounts	Chief Financial Officer	Head of Financial Services
e) Prompt payment of accounts	Chief Financial Officer	Head of Financial Services
f) Financial limits for ordering / requisitioning goods and services	Chief Financial Officer	Refer To Table B Delegated Limits
30. Nursing		
a) Compliance with statutory and regulatory arrangements relating to professional nursing and midwifery practice	Chief Nurse	Deputy Director of Nursing / Divisional Directors of Nursing
b) Matters involving individual professional competence of nursing staff	Chief Nurse	Deputy Director of Nursing / Divisional Directors of Nursing
c) Compliance with professional training and development of nursing staff	Chief Nurse	Deputy Director of Nursing / Divisional Directors of Nursing
d) Quality assurance of nursing processes	Chief Nurse	Deputy Director of Nursing / Divisional Directors of Nursing
31. Patient Services Agreements		
a) Negotiation of Foundation Trust Contract and Non Commercial Contracts	Chief Executive	Chief Financial Officer / Strategic Head of Procurement / Head of Financial Business Intelligence
b) Quantifying and monitoring out of area treatments	Chief Financial Officer	Head of Financial Business Intelligence

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
c) Reporting actual and forecast income	Chief Financial Officer	Head of Financial Business Intelligence
d) Costing Foundation Trust Contract and Non Commercial Contracts	Chief Financial Officer	Head of Financial Business Intelligence
e) Reference Costing / Payment by Results	Chief Financial Officer	Deputy Chief Financial Officer
f) Ad hoc costing relating to changes in activity, developments, business cases and bids for funding	Chief Financial Officer	Head of Financial Business Intelligence / Head of Financial Management
32. Patients' Property (in conjunction with financial advice from the Head of Financial Services)		
a) Ensuring patients and guardians are informed about patients' monies and property procedures on admission	Chief Executive	Chief Nurse / Divisional General Managers / Heads of Department / Service / Divisional Directors of Nursing
b) Prepare detailed written instructions for the administration of patients' property	Chief Nurse / Chief Financial Officer	Deputy Director of Nursing / Head of Financial Services
c) Informing staff of their duties in respect of patients' property	Chief Nurse	Divisional General Managers / Heads of Department / Service / Divisional Directors of Nursing
d) Issuing property of deceased patients (See SFI 15.9, 15.10)		Refer To Table B Delegated Limits
e) Repayment of cash held for safe keeping	Chief Financial Officer	Divisional General Managers / Head of Financial Services
33. Personnel & Pay (excluding Non-executive Directors whose remuneration, terms and conditions are dealt with by the Board of Governors Nominations Committee)		
a) Develop Human Resource policies and strategies for approval by the board including employee relations	Director of People	Deputy Director of People
b) Authority to fill funded post on the establishment with permanent staff	Director of People	Budget Holders
c) The granting of additional increments to staff within budget	Director of People	Director of People
d) Develop training policies	Director of People	Deputy Director of People
e) All requests for re-grading shall be dealt with in accordance with Foundation Trust Procedure	Director of People	Budget Holders
f) Establishments	Chief Executive	Chief Financial Officer

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> Recurrent changes to establishment outside existing recurrent funding without identified recurrent sources of funding Recurrent changes to establishment outside existing recurrent funding but with identified recurrent sources of funding Recurrent changes to establishment within existing recurrent funding Terminations 	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Director of People</p>	<p>Prime Budget Holders</p> <p>Budget Holders</p> <p>Line Managers</p>
<p>g) Pay</p> <ul style="list-style-type: none"> Presentation of proposals to the Board of Directors for the setting of remuneration and conditions of service for those staff not covered by the Remuneration and Nominations Committee or national terms and conditions Authority to commit pay expenditure Approval of completed variable pay claims forms Approval of travel and subsistence expenses 	<p>Chief Executive</p> <p>Director of People / Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Director of People</p> <p>Budget Holders</p> <p>Budget Holders</p> <p>Authorised Signatories</p>
<p>h) Leave</p> <p>Annual Leave</p> <ul style="list-style-type: none"> Approval of annual leave Approval of carry forward up to a maximum 5 days (to occur in exceptional circumstances only) Approval to pay outstanding annual leave (except for leavers) <p>Special Leave</p> <ul style="list-style-type: none"> Compassionate leave Special leave arrangements for domestic/personal/family reasons <ul style="list-style-type: none"> Paternity leave Carers leave Adoption leave <p>(to be applied in accordance with Foundation Trust Policy)</p> <ul style="list-style-type: none"> Special Leave – this includes Jury Service, Armed Services, School Governor (to be applied in accordance with Foundation Trust Policy) 	<p>Chief Executive</p> <p>Chief Executive</p> <p>Director of People</p>	<p>Line/Departmental Manager</p> <p>Chief Executive / Executive Directors / Chief Operating Officer</p> <p>Chief Executive / Executive Directors / Chief Operating Officer</p> <p>Divisional General Managers / Heads of Department / Service</p> <p>Divisional General Managers / Heads of Department / Service</p> <p>Divisional General Managers / Heads of Department / Service</p>

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> • Leave without pay • Medical Staff Leave of Absence – paid and unpaid • Time off in lieu • Maternity Leave - paid and unpaid <p>Sick Leave</p> <ul style="list-style-type: none"> • Extension of sick leave on pay • Return to work part-time on full pay to assist recovery <p>Study Leave</p> <ul style="list-style-type: none"> • Non-medical leave • Medical staff study leave <ul style="list-style-type: none"> - Consultant / Career Grade - Doctors in training 	<p>Director of People</p> <p>Director of People</p> <p>Medical Director</p>	<p>Divisional General Managers / Heads of Department / Service</p> <p>Medical Director</p> <p>Line/Departmental Manager</p> <p>Automatic approval with guidance</p> <p>Executive Director / Chief Operating Officer</p> <p>Divisional General Managers / Relevant Director / Deputy Chief Financial Officer</p> <p>Relevant Executive Director / Delegated Budget Managers</p> <p>Service Directors</p> <p>Post Graduate Tutor</p>
<p>i) Removal Expenses, Excess Rent and House Purchases in accordance with Trust policy</p> <p>Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview)</p>	Director of People	Director of People / Divisional General Managers
<p>j) Grievance Procedure</p> <p>All grievances cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of the Director of Human Resources and Organisational Development must be sought when the grievance reaches the level of Chief Operating Officer / Heads of Department</p>	Director of People	Executive Directors / Chief Operating Officer / Heads of Department / Service
<p>k) Authorised - Car Users</p> <ul style="list-style-type: none"> ▪ Leased car ▪ Regular/standard car user arrangements 	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Payroll & Pensions Manager</p> <p>Line / Department Manager</p>

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
l) Mobile Phone Users	Chief Financial Officer	Line / Department Manager
m) Renewal of Fixed Term Contract	See 33 (f)	See 33 (f)
n) Operation of Staff Retirement Policy	Chief Executive	Director of People / Divisional General Managers
o) Redundancy	Board of Directors	Remuneration and Nominations Committee
p) Ill Health Retirement Decision to pursue retirement on the grounds of ill-health following advice from the Occupational Health Department	Director of People	Divisional General Managers
q) Disciplinary Procedure <ul style="list-style-type: none"> Chief Executive Others 	Chair Chief Executive	To be applied in accordance with the Foundation Trust's Disciplinary Procedure
r) Waiting List Payments <ul style="list-style-type: none"> Approval of Rates of Pay 	Chief Executive	Chief Financial Officer / Director of People
s) Ensure that all employees are issued with a Contract of employment in a form approved by the Board of Directors and which complies with employment legislation.	Director of People	Deputy Director of People
t) Engagement of staff not on the establishment <ul style="list-style-type: none"> Management Consultants Management of use and booking of bank staff <ul style="list-style-type: none"> Nursing Other Management of use and booking of agency staff <ul style="list-style-type: none"> Nursing Other 	Chief Executive / Chief Financial Officer Chief Nurse Divisional General Managers Chief Nurse Divisional General Managers	Budget Holders Budget Holders Budget Holders Budget Holders Budget Holders
34. Quotation, Tendering & Contract Procedures – Purchases		
a) Purchases:		

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
<ul style="list-style-type: none"> Best value for money is demonstrated for all <i>purchases</i> Nominate officers to oversee and manage contracts on behalf of the Foundation Trust 	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Strategic Head of Procurement / Assistant Director of Estates and Facilities</p> <p>Divisional General Managers / Heads of Department / Service</p>
<p>b) Framework further Competitions / Competitive Tenders:</p> <ul style="list-style-type: none"> Authorisation Limits Receipt and custody of offers / tenders received Decide if late offers / tenders should be considered 	<p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p>	<p>Refer To Table B Delegated Limits</p> <p>Strategic Head of Procurement</p>
c) <i>Quotations</i>	Chief Executive	Refer To Table B Delegated Limits
<p>d) Waiving the requirement to request competition (single tender waiver)</p> <ul style="list-style-type: none"> Framework competition or Tenders - subject to SOs Framework competition or Quotes - subject to SOs <p><i>Reported to Audit and Assurance Committee</i></p>	<p>Chief Executive</p> <p>Chief Financial Officer</p>	<p>Executive Board Member</p> <p>Prime Budget Holders</p>
e) Maintain contract register	Chief Financial Officer	Strategic Head of Procurement
35. Records		
<p>a) Review Foundation Trust's compliance with the Records Management Code of Practice for Health and Social Care</p> <p>b) Ensuring the form and adequacy of the financial records of all departments</p>	<p>Chief Executive Senior Information Risk Owner</p> <p>Chief Financial Officer</p>	<p>Executive Directors / Divisional General Managers / Heads of Department / Service / Head of Data Security and Privacy / Senior Information Risk Owner</p> <p>Deputy Chief Financial Officer</p>
36. Reporting of Incidents to the Police		
<p>a) Where a criminal offence is suspected</p> <ul style="list-style-type: none"> Criminal offence of a violent nature Arson or theft Other 	Chief Executive	Executive/Senior Manager On-call / Divisional General Managers / Heads of Service / Caldicott Guardian
b) Where a fraud is involved (reporting to the NHS Directorate of Counter Fraud Services)	Chief Financial Officer	Head of Internal Audit / Local Counter Fraud Specialist

Delegated Matter	Authority Delegated To	Operational Responsibility / Authority
37. Risk Management		
<ul style="list-style-type: none"> Ensuring the Foundation Trust has a Risk Management Strategy and a programme of risk management Developing systems for the management of risk Developing incident and accident reporting systems Compliance with the reporting of incidents and accidents Compliance with statutory safeguarding children and young people requirements 	<p>Chief Executive</p> <p>Director of Corporate Affairs</p> <p>Chief Nurse / Executive Medical Director / Director of Corporate Affairs</p> <p>Chief Nurse / Medical Director / Director of Corporate Affairs</p> <p>Chief Nurse</p>	<p>Director of Corporate Affairs</p> <p>Risk and Assurance Manager</p> <p>Divisional Clinical Chairs / Director of Nursing Quality and Governance / Head of Health & Safety / Patient Safety Manager</p> <p>All staff</p> <p>Named Nurse / Named Doctor for Safeguarding Children</p>
38. Seal		
<p>a) The keeping of a register of seal and safekeeping of the seal</p> <p>b) Approval of documents for sealing</p> <p>c) Use of seal in accordance with Standing Orders</p> <p>d) Report to the Board of Directors at least quarterly</p> <p>e) Property transactions and any other legal requirement for the use of the seal</p>	<p>Chief Executive</p> <p>Chief Executive / Chief Financial Officer</p> <p>Chair / Chief Executive</p> <p>Chief Executive</p> <p>Chair / Chief Executive</p>	<p>Director of Corporate Affairs</p> <p>Director of Corporate Affairs Strategic Head of Procurement/</p> <p>Chair Director of Corporate Affairs</p> <p>Director of Corporate Affairs</p> <p>Director of Corporate Affairs</p>
39. Setting of Fees and Charges (Income)		
<p>a) Private Patient, Overseas Visitors, Income Generation and other patient related services</p> <p>b) Non patient care income</p> <p>c) Informing the Chief Financial Officer of monies due to the Foundation Trust</p> <p>d) Recovery of debt</p>	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Head of Financial Business Intelligence</p> <p>Head of Financial Business Intelligence</p> <p>All Staff</p> <p>Head of Financial Services</p>
40. Stores and Receipt of Goods		
<p>a) Responsibility for systems of control over stores and receipt of goods, issues and returns</p> <p>b) Stocktaking arrangements</p> <p>c) Recovery of debt</p>	<p>Chief Financial Officer</p> <p>Chief Financial Officer</p> <p>Chief Financial Officer</p>	<p>Associate Director of Estates & Facilities / Strategic Head of Procurement / Chief Pharmacist / Head of IT</p> <p>Head of Financial Services</p> <p>Head of Financial Services</p>

Table B – Delegated Financial Limits

All thresholds include the cost of non-recoverable VAT.

	Financial Limits (Subject to funding available in budget)		Includes
1	CHARITABLE FUNDS		
1.1	Expenditure Board of Directors (as Trustee) Charitable Funds Committee Chief Executive / Chief Financial Officer Fund Monitor and Manager Heads of Service	Over £100,000 Up to £100,000 Up to £25,000 Up to £15,000 Up to £4,000	Specific purpose funds only
2	LOSSES AND SPECIAL PAYMENTS		
2.1	Losses Board of Directors Audit and Assurance Committee Chief Executive / Chief Financial Officer - reported to the Audit and Assurance Committee	Over £100,000 Up to £100,000 Up to £25,000	
2.2	Special Payments – Non-Clinical Negligence (Clinical Negligence litigation payments managed by the NHSLA)		
	Chief Executive / Chief Financial Officer Director of Corporate Affairs - reported to the Audit and Assurance Committee	Over £10,000 Up to £10,000	Non-clinical Negligence payments by the NHSLA, through the RPST, subject to scheme excesses
2.3	Special Payments – Others (Ex-gratia payments)		
	Board of Directors Audit and Assurance Committee Chief Executive / Chief Financial Officer - reported to the Audit and Assurance Committee	Over £100,000 Up to £100,000 Up to £25,000	All subject to HM Treasury approval
2.4	Special Payments - made under legal obligation – not related to negligence claims		
	Chief Executive Director of Corporate Affairs / Director of People	Over £30,000 Up to £30,000	
3	HOSPITALITY/GIFTS		
	Director of Corporate Affairs	Over £50	Personal gifts or hospitality
4	PETTY CASH DISBURSEMENTS (authority to pay)		
4.1	Sundry Exchequer Items		Conditions:
	Chief Financial Officer or Nominated Deputy Petty Cash Imprest Holder	Over £150 Up to £150	On receipt of signed claim form from an authorised Budget Holder
4.2	Petty Cash Float Reimbursement		
	Petty Cash Imprest Holder Petty Cash Imprest Holder Petty Cash Imprest Holder Petty Cash Imprest Holder	Up to £3,100 Up to £2,000 Up to £800 Up to £700	King's Mill total imprest balance Newark total imprest balance Mansfield total imprest balance Ashfield total imprest balance
5	PATIENTS' PROPERTY (INCLUDING CASH)		Conditions:
5.1	Inpatients and Discharged Patients		
	Head of Financial Services	Over £250	On receipt of the appropriate Reclaim Form
	Petty Cash Imprest Holder	Up to £250	On receipt of a signed claim form from an authorised Budget Holder and the patient
5.2	Deceased Patients		
	<u>Testate</u> Chief Operating Officer / Head of Financial Services Chief Operating Officer / Head of Financial Services	Over £5,000 Up to £5,000	Copy of Probate required To the executor to the will on receipt of indemnity

	Financial Limits (Subject to funding available in budget)		Includes
	<u>Intestate</u> Chief Operating Officer / Head of Financial Services	Any amount	Letter of Administration required
6	QUOTATIONS AND TENDERS (SOs Section 9)		
6.1	Quotations		
	Strategic Head of Procurement	Over £25,000	Framework direct award or competition
	Strategic Head of Procurement	£5,000 to £25,000	
6.2	Tenders		
	Official Journal of the European Union (OJEU) Strategic Head of Procurement	Gov.uk Threshold Levels	Works / Supplies & Services levels stated within the Gov.uk Procurement Policy Note : New Threshold Levels
	Strategic Head of Procurement	Over £25,000 (in compliance with EC Directives as appropriate)	Competitive Tenders: Obtaining a minimum of 3 written competitive tenders for goods, services, materials, manufactured articles, rendering of services (including Management Consultancy) construction and disposals
7	REQUISITIONING GOODS AND SERVICES, AND APPROVING PAYMENTS WITHOUT AN APPROVED REQUISITION		
7.1	Revenue Expenditure (Relates to the term of the contract and includes VAT and contract extensions – not calendar year)		
	Board of Directors	Over £1,250,000	
	Finance Committee	Up to £1,250,000	
	Executive Team	Up to £250,000	Consultancy and Professional services expenses over £50,000 subject to NHSE approval where necessary
	Trust Management Team	Up to £100,000	Executive Board Members
	Executive Board Members	Up to £100,000	Executive Board Members
	Prime Budget Holders	Up to £50,000	Divisional General Managers / Deputy Divisional General Managers / Clinical Chairs / Chief Pharmacist / Divisional Directors of Nursing / Deputy Directors reporting directly to Executive Board Members
	Delegated Budget Holders	Up to £25,000	Two per cost centre Ward Matrons / Heads of Department / Service / Specialty General Managers / Deputy Directors not reporting directly to Executive Board Members
	Ward/Department Budget Holders	Up to £5,000	Ward Leaders / Heads of Service / Department
	Other Authorised Signatories	Up to £1,000	Non Pay expenditure only
7.2	Capital Expenditure		
	Delegated Budget Holders	Up to the value of the individual capital scheme	One per cost centre All schemes to be approved by the Board of Directors
7.3	Private Financing Initiative Charges		
	Director of Strategic Planning and Commercial Development	Up to value of monthly charge in agreed contract	
7.4	Mandatory Payments – regulatory charges		
	Chief Executive or Chief Financial Officer	Up to value of assessed charge	Rates CNST
7.5	Partnership Arrangements		
	Lead Executive Director	Within the Board of Directors approved agreement	Sustainability & Transformation Partnerships Mid Nottinghamshire Alliance NUH Partnership
8	CAPITAL EXPENDITURE AND BUSINESS CASES – including external tenders for services provided, investments and disinvestments		
8.1	Total Project Value / Cost Implications		

	Financial Limits (Subject to funding available in budget)		Includes
	Board of Directors Finance Committee Executive Team Capital Oversight Group	Over £1,250,000 Up to £1,250,000 Up to £250,000 Up to £100,000	Advised by Finance Committee - over £25m subject to NHSE approval where necessary Subject to Executive Team approval and part of approved Capital plan Over £25m subject to NHSE approval where necessary
9	ASSET DISPOSALS		
9.1	Asset Register items (Net Book Value) – including accelerated depreciation		
	Board of Directors Chief Financial Officer - reported to the Audit and Assurance Committee Head of Financial Services	Any value Over £25,000 Up to £25,000	Land and Buildings All other assets All other assets
9.2	Non-Asset Register items (Replacement Cost)		
	Chief Financial Officer - reported to the Audit and Assurance Committee Head of Financial Services Divisional General Managers	Over £25,000 Up to £25,000 Up to £1,000	
10	COMMERCIAL SPONSORSHIP		
	Chief Financial Officer Executive Directors	Over £5,000 Up to £5,000	
11	VIREMENTS		
	Executive Directors / Chief Operating Officer / Chief Financial Officer Budget Holders	Over £5,000 Up to £5,000	Total Division/Department budget remains in balance Total Division/Department budget remains in balance