



<b>Scheme of Delegation</b>	
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# Scheme of Delegation



<b>Key</b>
CE – Chief Executive
FD – Finance Director
SFM – Senior Finance Manager

Issue	Authority Delegated To	Reference Documents Eg local procedures
<b>Budgets</b>		<b>(NB this column to be completed when detailed procedures have been created for the newly formed Leeds Confed</b>
<b>Responsibility for keeping expenditure within budget:</b> At individual budget level (pay, non pay and income)	Budget Holder/Budget Manager	
<b>Responsibility for keeping expenditure within budget:</b> Totality of the service area / department	Budget Holder	
<b>Responsibility for keeping expenditure within budget:</b> Financial reserves and provisions	FD	
Approval of new Budget Holders or of change to existing budget holders	FD or SFM	
<b>Maintenance/operation of bank accounts</b>		
Day to day operation of organisational bank accounts	SFM	
<b>Non Pay Expenditure</b>		
<b>Before orders are placed for goods and services the following conditions must be complied with:</b>		
Confirmation that budgetary provision is available	Budget Holder/Budget Manager	
Where formal competitive tendering is not required e.g. below <b>£160,000</b> , then quotations must be obtained and documentary	Budget Holder/Budget Manager	

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<p>evidence kept of the following</p> <ul style="list-style-type: none"> <li>• under £10,000 a minimum of 2 written quotations;</li> <li>• between £10,000 and £50,000 a minimum of 3 written quotations</li> <li>• between £50,001 and £160,000 a minimum of 5 written quotations</li> </ul> <p><u>For Requisitions that exceed a 12 Month Period</u> The total value of requisitions that cover more than a 12 month period or that are open ended need to be considered as a total value, not just the cost for the 12 month period.</p>	<ul style="list-style-type: none"> <li>• Commitment of any expenditure must be in line with delegated limits stated herein</li> </ul>	
<p>For orders in excess of <b>£160,000 including VAT</b> competitive tendering will apply, the form of which is dependent on the precise goods or services involved. Therefore for all tenders above £160,000 including VAT the advice of the Chief Finance Officer must be sought. Nb OJEU existing limits are £615,278 including VAT for healthcare services and £181,302 including VAT for non healthcare services</p>	<p>Budget Holder/Budget Manager</p> <p>All tenders awarded should be reported to the Audit Committee for information</p> <p>Commitment of any expenditure must be in line with delegated limits stated herein</p>	
<p>Waiving of requirement to obtain quotations and tenders</p>	<p>Chief Exec (CE) and FD and report to Audit Committee</p>	
<p>Approving expenditure greater than a tender price by</p>	<ul style="list-style-type: none"> <li>• Up to £45k and within budget - Relevant executive Officer</li> <li>• Up to a maximum of £90,000 – FD</li> <li>£90,000 and above – CO and FD</li> </ul>	
<p>Decision to tender for new/existing service (within agreed budget)</p>	<ul style="list-style-type: none"> <li>• Up to £150k – Authorised Budget Manager</li> <li>• &gt;£150k up to £300k – Budget Holder</li> <li>• &gt;£300k up to £1500k – CE or FD</li> </ul>	

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	>£1500k – Exec then Strategic Board	
Authorisation of new contracts for non pay and subsequent variations	<ul style="list-style-type: none"> <li>• Up to £300k – Budget Holder</li> <li>• Over £300k to £1500k– CE or FD</li> <li>Over £1500k –Exec then Strategic Board</li> </ul>	
Annual Renewal & acceptance of existing healthcare contracts	<ul style="list-style-type: none"> <li>• Up to £1500k – Budget Holder and FD</li> <li>Over £1500k– CE and FD</li> </ul>	
Agreement of new GP local enhanced services / GP incentive schemes	<ul style="list-style-type: none"> <li>• Up to £750k for total scheme (up to £25k for an individual practice) – CE and FD</li> <li>• &gt;£750k for total scheme</li> </ul>	
Running costs: Approval of supplier contracts	<ul style="list-style-type: none"> <li>• Up to £300k – FD</li> <li>• &gt;£300k up to £1500k – CE and FD</li> <li>• &gt;£1500k – Exec then Strategic Board</li> </ul>	
Lease Cars	<ul style="list-style-type: none"> <li>• Budget Holder in line with operational process</li> </ul>	
Salary sacrifice schemes	<ul style="list-style-type: none"> <li>• FD</li> </ul>	
Payments in line with approved healthcare contracts	<ul style="list-style-type: none"> <li>• Budget holder or budget manager (within delegated limits) or authorised senior finance lead on behalf of budget holder</li> </ul>	
Other contractual payments	<ul style="list-style-type: none"> <li>• Budget Holder or budget holder representative within delegated limits</li> </ul>	
Payments of invoices for non-contractual activity	Budget holder or budget holder representative or senior finance lead in line with delegated limits	
Approval of invoices/payments/raising of requisitions – running costs or where a payment is not within a signed approved healthcare	<ul style="list-style-type: none"> <li>• up to £300,000 – Authorised Budget Holder Representative (when formally delegated – by</li> </ul>	

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contract	exception by Budget Holder) <ul style="list-style-type: none"> <li>• up to £750,000 – Budget Holder</li> <li>• up to £1500,000 – FD or CO</li> <li>• over £1500,000 – FD and CO</li> </ul>	
<b>Capital Schemes / Estates</b>		
Purchase of internal fixtures and fittings – approval of requisitions	By exception to be agreed by FD	
<b>Setting of Fees and Charges</b>		
<b>Engagement of bank/agency staff</b>		
Booking of Bank or Agency Staff	Budget Holder in line with organisational establishment/engagement control framework	
<b>Agreements / Licences</b>		
Preparation and signature of all tenancy agreements / licences for all staff subject to Confed Policy on accommodation for staff/operating leases/indemnity agreements/joint venture documents and service level agreements	FD or CE	
Extensions to existing leases	FD	
Letting of premises to outside organisations	FD	
Approval of rent based on professional assessment	FD	
<b>Condemning &amp; Disposal</b>		
Items obsolete, obsolescent, redundant, irreparable or cannot be		

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repaired cost effectively; (including IT equipment) <ul style="list-style-type: none"> <li>• with current / estimated purchase price of less than £50 per item</li> <li>• disposal of equipment (subject to estimated income of less than £1,000 per sale)</li> <li>• disposal of equipment (subject to estimated income exceeding £1,000 per sale)</li> </ul>	Budget Holder DF or SFM  FD	
<b>Losses, Write-offs &amp; Compensation</b>		
Ex Gratia Payments	FD to be reported to Audit Committee	
Write off of debts	Write off of NHS and Non NHS Debtors – CO or FD.  To be reported to Audit Committee	
<b>Petty Cash Disbursements</b>		
a) Expenditure up to £75 per item	Budget Holder/Authorised budget holder representative in line with delegated limits  Petty Cash disbursements over £75 per item are only allowed in exceptional circumstances with the prior agreement of the FD, or Senior Finance Manager	
<b>Maintenance &amp; Update of Confed Financial Procedures</b>		
Review and Changes to Scheme of Delegation	Finance, Performance & Quality Committee with Ratificationl by Strategic Board	

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Issue	Authority Delegated To	Reference Documents Eg local procedures
Review and Changes to Standing Financial Instructions	Finance, Performance & Quality Committee with approval by Executive	

## Human Resources Issues

Issue	Authority Delegated To	Reference Documents Eg local procedures
<b>Personnel and Pay</b>		
<b>Authority to fill funded post</b> on the establishment with permanent staff	Budget holder subject to finance approval	
<b>Job Description Review</b> All requests for Job Description Review shall be dealt with in accordance with Organisational Procedure.	Directors of Workforce	
<b>Establishments</b> Additional staff to the agreed establishment with specifically allocated finance in accordance with Confed Procedures.	CE/FD/Exec	
<b>Pay</b> i) Authority to complete standing data form effecting pay, new starters, variations and leavers. ii) Authority to authorise overtime iii) Authority to authorise travel & subsistence expenses	Budget Holder  Budget Holder  Senior Manager reporting to budget holder	

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Salary Amendment forms	Budget Holder	
Salary agreement/change– not covered by AfC/National T&Cs	Remuneration Committee	
Wage advances and unpaid leave	Budget Holder in consultation with finance	
Salary pay overs etc. (e.g. salary advances, tax, NI, pensions, salary sacrifice scheme invoice)	FD / SFM	
<p><b>Leave</b></p> <p>i) Approval of annual leave</p> <p>ii) Annual Leave – In exceptional circumstances approval of carry forward up to maximum of 1 working week.</p> <p>iii) Annual Leave – In extreme cases approval of carry over in excess of 1 working week.</p> <p>iv) Special leave arrangements (up to a maximum of 10 days per year per employee (pro rata for part time staff))</p> <ul style="list-style-type: none"> <li>• Bereavement leave – up to 3 days (and additional days at the discretion of the Line Manager)</li> <li>• Compassionate leave – up to 3 days</li> <li>• Emergency Domestic Leave – up to 1 day</li> <li>• Emergency Carers/Dependant/Parental Leave – up to 1 day</li> </ul>	<p>Line Manager</p> <p>Line Manager</p> <p>Executive Officer</p> <p>Line Manager</p> <p>Line Manager</p> <p>Line Manager</p> <p>Line Manager</p>	

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v) Leave without pay  vi) Time off in lieu  vii) Maternity Leave, Adoption Leave, Maternity Support/Paternity Leave, Shared Parental Leave, Parental Leave - paid and unpaid	Line Manager  Line Manager  Automatic in consultation with HR	
<u><b>Sick Leave</b></u> i) Extension of sick leave on half pay up to three months  ii) Return to work part-time on full pay to assist recovery  iii) Extension of sick leave on full pay	Line Manager in conjunction with HR  On advice from Occupational Health in conjunction with HR  Line Manager in conjunction with HR	
<u><b>Study Leave</b></u> i) Study leave outside the UK  ii) All other study leave (UK)	Executive Director  Executive Director	
<u><b>Removal Expenses, Excess Rent and House Purchases</b></u> Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview)  i) up to £7,000	Budget Holder and FD	

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ii) over £7,000	Budget Holder and Chief Officer	
<b><u>Grievance Procedure</u></b> All grievance cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of HR.	Line Manager in conjunction with HR	
<b><u>Authorised Car and Mobile Phone Users</u></b> Requests for new posts to be authorised as car users  Requests for new posts to be authorised as mobile telephone users	FD  Budget Holder	
<b><u>Renewal of Fixed Term Contract</u></b>	Budget Holder	
<b><u>Staff Retirement Policy</u></b> Authorisation of extensions of contract beyond normal retirement age	Line Manager in conjunction with HR	
<b><u>Redundancy</u></b>	Line Manager, HR and Remuneration Committee	
<b><u>Ill Health Retirement</u></b>  Decision to pursue retirement on the grounds of ill-health	Line Manager in conjunction with HR	
<b><u>Dismissal</u></b>	Executive Officer or Chief Exec as per HR policies	
<b><u>Facilities for staff not employed by the Confed to gain practical experience</u></b> Professional Recognition, Honorary Contracts & Insurance of Medical Staff	Executive officer in conjunction with HR	

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Issue	Authority Delegated To	Reference Documents Eg local procedures
Work experience students	Budget holder in conjunction with HR	

## Other

Issue	Authority Delegated To	Reference Documents Eg local procedures
<b>Authorisation of Sponsorship Deals</b>	Chair and CE	
<b>Authorisation of Research Projects</b>	Medical Director or Director of Nursing	
<b>Insurance Policies</b>	CE or FD	
<b>Patients &amp; Relatives Complaints</b>		
<ul style="list-style-type: none"> <li>a) Overall responsibility for ensuring that all complaints are dealt with effectively</li> <li>b) Responsibility for ensuring complaints relating to a Executive Office are investigated thoroughly</li> </ul>	<p>Executive Officers in conjunction with HR</p> <p>CE in conjunction with Chair</p>	
<b>Infectious Diseases and Notifiable Outbreaks</b>	Executive Director in conjunction with Public Health England	
<b>Patient Services</b>		
<ul style="list-style-type: none"> <li>• Temporary Change</li> <li>• Permanent Change</li> </ul>	<p>Executive Officer</p> <p>Chief Executive Officer</p>	

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<p><b>Reporting Incidents to the Police</b>  a) Where a criminal offence is suspected   b) Where a fraud is involved</p>	<p>Executive Officer   Chief Finance Officer or Local Counter Fraud Specialist (LCFS)</p>	
<p><b>Reporting to Regulatory Bodies (e.g. HSE, CQC, GMC, NMC)</b>  Reporting of incidents reportable under legislation, e.g. RIDDOR or Health and Social Care Act (2012)   Breaches of GMC, NMC or HCPC regulations following an incident involving a clinician providing confederation contracted services</p>	<p>Executive Officer   Medical Director, Director of Nursing, Chief Executive Officer</p>	
<p><b>Review of Fire Precautions</b></p>	<p>Chief Executive Officer</p>	
<p><b>Receiving Hospitality</b>  Applies to both individual and collective hospitality receipt items.</p>	<p>Executive officer. Declaration required in Confed Hospitality Register</p>	
<p><b>Implementation of Internal and External Audit Recommendations</b></p>	<p>Lead Manager as defined in Audit report</p>	
<p><b>Powers Delegated to Committees in Common</b></p>		
<p><b>Matters and decisions allowed under Schedule 3 of the LPCC Memorandum of Understanding</b></p>	<p>Leeds Primary Care Collaborative Committees in Common</p>	
<p><b>Matters and decisions allowed under Schedule XX of the LPICC Memorandum of Understanding</b></p>	<p>Leeds Provider Integrated Care Collaborative Committees in Common</p>	