

**Basildon, Southend and Mid Essex Hospitals  
Scheme of Responsibility, Authority and Decision**

Ref	Sub ref	DELEGATED MATTER / BUDGET AUTHORITY	DELEGATED AUTHORITY					SFI/SO Section / Supplementary Documents	
			Level 1	Level 2	Level 3	Level 4	Level 5		Other
			Trust Board or Joint Working Board /Sub Committees of the Trust Board or Joint Working Board	Members of Executive Team	Site / Trust Leads or Group Leads or Delegated Committee/Group	Directorates or Divisional leads /Deputy Site / Trust Leads	Budget Holder/Authorised Signatory / Other Specific postholder		
<b>1</b>		<b>Business Planning, Budgets, Budgetary Control &amp; Monitoring</b>							
1.1		Planning						Financial Policies & Procedures	
	1.1.1	Authorise Trust's Annual Plan and long term plan	Board						
	1.1.2	Preparation of Directorate/Departmental Service Plan			Site / Trust Leads				
	1.1.3	Authorise Annual Budget Process		Authority					
	1.1.4	Responsibility for performance reporting and review		Chief Executive Officer					
1.2		Financial Budgets						NHSI guidance/ Annual Plan	
	1.2.1	Preparation of financial budget for consideration by the Board of Director's which meets a satisfactory risk rating from NHSI and sets Directorate budgets		Chief Finance Officer					
	1.2.2	Approve in-year budget adjustments that amend the Trust's control total (net surplus/deficit)	Board						
1.3		Management of Budgets							
	1.3.1	Responsibility for managing within budgets (Revenue and Capital)					Authority		
	1.3.2	Virement between revenue budgets up to £50,000. NB Between directorates needs agreement of all affected Directorates / Divisions					Authority		
	1.3.3	Virement between revenue budgets between £50,001 to £500,000. NB Between directorates needs agreement of all affected Directorate / Division			Site Director of Finance				
	1.3.4	Virement between revenue budgets above £500,001. NB Between directorates needs agreement of all affected Directorates / Divisions		Authority					
	1.3.5	Virements between schemes in the same capital programme stream under £50,000					Authority		
	1.3.6	Virements between schemes in the same capital programme stream between £50,001 to £500,000		Authority	Site Group with authority to monitor / approve revenue / capital investment				
	1.3.7	Virements between schemes in the same capital programme stream above £500,001	Board						
	1.3.8	Virements between the different capital programme streams			Site Group with authority to monitor / approve revenue / capital investment				
	1.3.9	Virements from/to Capital and to/from revenue (NPV) above £500,001	Board						
	1.3.10	Virements from/to Capital and to/from revenue (NPV) up to £500,000			Site Group with authority to monitor / approve revenue / capital investment				
<b>2</b>		<b>Bank Accounts, Treasury Management, External Borrowing &amp; Investments</b>							
2.1		Compilation & submission of Treasury Management Policy to Board of Directors		Chief Finance Officer					
2.2		Monitoring of Treasury Management Policy and provision of advice to the Board of Directors		Chief Finance Officer					
2.3		Open bank accounts	Board	Chief Finance Officer					
2.4		Report working capital facilities to the Board within Performance Report			Site Director of Finance			Per bank mandates /DOH Authorised panel	
2.5		Approve use of working capital facility			Site Director of Finance			Per bank mandates	
2.6		Authorise cheque payment in excess of £5,000, cheque schedule or cash report to be signed (< £5k pre-signed)			2 authorised cheque signatories		2 authorised cheque signatories	Per bank mandates	
2.7		Authorise BACS payment in excess of £25,000, cash report to be signed			2 authorised signatories		2 authorised signatories	Per bank mandates	
2.8		Responsible for Investment Policy		Chief Finance Officer					

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2.9		Investment of surplus funds						Nominated individuals	Per bank mandates
<b>3</b>		<b>Income, Fees and Charges and Security of Cash, Cheques and Other Negotiable Instruments</b>							
3.1		Design, maintain and ensure compliance with income and expenditure systems for prompt banking of all monies			Site Director of Finance				
3.2		Responsible for debt collection			Site Director of Finance				
3.2		Ordering and securely controlling stationery for officially acknowledging or recording monies received or receivable			Site Director of Finance				
3.3		Monitoring of money laundering regulations			Site Director of Finance				
3.4		Reporting of any cash payments in excess of 15,000 euros in respect of any single transaction to the Director of Finance						All employees	
3.5		<u>Setting of Fees and Charges</u>							
	3.5.1	Private Patient charges		Chief Finance Officer					
	3.5.2	Other Patient related Services			Site Director of Finance				
	3.5.3	Clinical service for which a tariff is not published			Site Director of Finance				
	3.5.4	Rents and leases			Site Director of Finance				
	3.5.5	Other non clinical services			Site Director of Finance				
3.6		<u>Contracting income</u>							
	3.6.1	Authorise commissioning contracts		Chief Finance Officer					
	3.6.2	Regular review of capacity and capacity of the Trust to provide the mandatory goods and services	Board						
	3.6.3	Approval of contracts: Up to £250,000			Site Managing Director + Site Director of Finance				
		Over £250k up to £500k		Authority					
		Over £500k up to £1m		Chief Executive Officer + Chief Finance Officer					
		Over £1m	Board						
3.7		<u>Authorise cessation &amp; disinvestment of:</u>							
	3.7.1	Contracts terminated before the end of contract term for which the Trust incurs costs due to the De-commissioning		Responsible Exec + Chief Finance Officer					
	3.7.2	Clinical Services	Board to request approval from NHSI						
	3.7.3	Disposal of assets that lead to cessation/compromise of a protected service must have the prior approval of NHSI via the Trust Board	Board to request approval from NHSI						
<b>4</b>		<b>Pay &amp; Establishment control</b>							
4.1		<u>Funded Establishment</u>							
	4.1.1	Authority to fill funded post on the establishment with permanent staff within budget		Responsible Exec		Authority	Authority		following appropriate approval of Trust workforce policies and procedures
	4.1.2	Authority to appoint additional staff to post without specifically allocated budget			Appropriate member of Site Trust Leadership >£50K or group nominated to approve <£50k				following appropriate approval of Trust workforce policies and procedures
	4.1.3	Authority to vary skill mix within funded establishment			Appropriate member of Site Trust Leadership >£50K or group nominated to approve <£50k				following appropriate approval of Trust workforce policies and procedures
4.2		<u>Pay</u>							
	4.2.1	Authority to complete standing data forms affecting pay: new starters, variations, leavers					Authority with Personnel Advisor		
	4.2.2	Authority to complete standing data forms affecting pay: Variations and leavers. Back pay of more than 6 months and/or greater than £5,000 to be notified to DoF by the initiator					Authorised Signatory		
	4.2.3	Authority to complete and authorise positive return forms					Authorised Signatory		
	4.2.4	Authority to authorise overtime					Authorised Signatory		

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	4.2.5	Authority to authorise travel & subsistence expenses			Site - Director of Finance or Site HR lead if > 3 months		Authorised Signatory		
	4.2.6	Authority to authorise exceptional expenses up to £5,000		Responsible Exec + Chief HR Officer + Chief Executive Officer					
	4.2.7	Authority to agree local pay variations		Chief HR Officer					
	4.2.8	Authority to agree starting salary outside of normal policy		Chief HR Officer					
4.3		<u>Leave</u>						In line with Trust Leave Policies	
	4.3.1	Authorise annual leave		Authority		Authority	Line Manager		
	4.3.2	Authorise carry-forward of annual leave (up to maximum of 5 days or part time equivalent)		Authority		Authority	Line Manager		
	4.3.3	Authorise compassionate leave		Authority		Authority	Authority if under 6 days		
	4.3.4	Special leave arrangements :							
		- Authorise carers leave		Authority up to 5 days	Authority up to 5 days	Authority up to 5 days	Line Manager up to 3 days		
		- Authorise leave without pay		Authority in conjunction with HR	Authority in conjunction with HR	Authority in conjunction with HR	Authority in conjunction with HR		
	4.3.5	Authorise Medical Staff Leave of Absence (paid & unpaid)		Authority	Site Managing Director + Site Medical Director				
	4.3.6	Authorise time off in lieu		Authority	Authority	Authority	Line Manager		
	4.3.7	Authorise maternity leave - paid and unpaid		Authority	Authority	Authority	Line Manager		
	4.3.8	Authorise paternity leave		Authority	Authority	Authority	Line Manager		
	4.3.9	Sick Leave - Authorise return to work part-time on full pay to assist recovery			Site - HR Lead	Authority	Authority		
4.4		<u>Relocation &amp; Removal Expenses</u>							
	4.4.1	Authorisation of payment of agreed removal expenses incurred by staff (band 6 and above excl Junior Drs) taking up new permanent appointments (providing consideration was promised at interview):		Authority	Site HR Lead + Site Director of Finance			In line with Trust HR policies and procedures	
4.5		<u>Authorised Car &amp; Mobile Phone Users</u>							
	4.5.1	Authorise requests for new posts to be Authorised as car users			Site HR Lead + Site Director of Finance + Site Managing Director				
	4.5.2	Authorise requests for new posts to be lease car user			Site HR Lead + Site Director of Finance + Site Managing Director				
	4.5.3	Authorise requests for new mobile telephone		Authority	Authority	Authority	Authority		
4.6		<u>Employment Contracts</u>						In line with Trust HR policies and procedures	
	4.6.1	Authorise renewal of Fixed Term Contract - see section 4.1							
	4.6.2	Authorise extensions of contract beyond normal retirement age in exceptional circumstances			Site lead HR				
	4.6.3	Authorise redundancy		Responsible Exec + Chief HR Officer				In line with Trust HR policies and procedures	
	4.6.4	Authorise decision to pursue retirement on the grounds of ill-health		Authority	Authority	GM + Director of HR			
	4.6.5	Authorise Dismissal		Authority	Authority	Authority	Line Manager	Trust Disciplinary Procedure	
	4.6.6	Authorise payment under employment disputes:							
		- up to £10,000			Site Lead HR + Director of Finance				
		- from £10,000 to £50,000		Responsible Exec + Chief HR Officer + Chief Executive Officer	Site Managing Director + Site HR Lead + Site Director of Finance				

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		- over £50,000	Board						In line with NHSI / DOH guidance on losses and compensations
4.7		Authorise engagement of non-medical consultants within budget(Section 3 applies if exceeds budget)							In line with HR policies and procedures
	4.7.1	Non-medical consultancy staff (e.g. Management Consultant) if commitment in year less than £50,000		Responsible Exec or Site Managing Director					
	4.7.2	Non-medical consultancy staff (e.g. Management Consultant) if commitment in year above £50,000		NHSI Approval plus Responsible Exec + Site Managing Director					
4.8		Engagement of staff not on establishment <i>(Note: all temporary staff must be booked in accordance with Trust procedures relating to booking of temporary staff)</i>							
	4.8.1	Booking of medical locums		Responsible Exec or Site Managing Director	Authority	Authority	Authority		
	4.8.2	Booking of Nursing staff		Responsible Exec or Site Managing Director	Authority	Authority	Authority		
	4.8.3	Booking of Clerical staff		Responsible Exec or Site Managing Director	Authority	Authority	Authority		
	4.8.4	Honorary contracts medical staff		Chief Executive Officer and Medical Director					
	4.8.5	Honorary contracts non-medical staff		Chief HR Officer					
4.9		Authorisation of Sponsorship deals		Chief Executive Officer or CMO + Ethics Committee					
<b>5</b>		<b>Non Pay - Revenue, Capital and Charitable Funds</b>							
5.1		Requisitioning, Ordering and Receiving							
	5.1.1	All requisitions up to £100,000					Authorised Signatory		
	5.1.2	All requisitions from £100,001 up to £250,000		Site Managing Director or Joint Executive Group member					
	5.1.3	All requisitions from £250,001 up to £500,000		Chief Executive Officer or Chief Finance Officer + Executive Director					
	5.1.4	All requisitions from £500,001 up to £1,000,000		Chief Executive Officer + Chief Finance Officer					
	5.1.5	All requisitions from £1,000,001 up to £1,500,000	Trust Board						
	5.1.6	All requisitions over £1,500,000	Joint Working Board						
	5.1.7	Consortium purchasing - non medicinal products within funded establishment (when purchased by a third party organisation on behalf of the Trust)			Site Director of Finance				
	5.1.8	Consortium purchasing - medicinal products (when purchased by a third party organisation on behalf of the Trust)						Chief Pharmacist	
	5.1.9	Engagement of any staff type not on payroll					Authority		In line with Workforce Control procedures
	5.1.10	Placing of Orders (excluding drugs)					Authority	Procurement Departments	
	5.1.11	Placing of Orders for drugs					Authority	Pharmacy Departments	
	5.1.12	Receipting of Goods and Services delivered to main stores					Authority	Goods receipting Team	
	5.1.13	Receipting of Goods and Services where direct to end user					Authority		
	5.1.14	Designation of authorised officers to issue verbal orders in very exceptional circumstances (confirmation order required)			Site Director of Finance				
	5.1.15	Maintenance of a register of employees authorised to certify invoices and request orders for goods and services			Site Director of Finance				
	5.1.16	Authorise invoices for expenditure which Director of Finance or Head of Financial Accounting has agreed is exempt from requisition process					Authorised Signatory		
5.2		Quotations, Tendering, Leasing and Contract Procedures							

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		<i>(This is applicable to all goods and services including healthcare services)</i>							
	5.2.1	<b>Quotations &amp; tendering limits</b> <i>(all limits include VAT where it is non recoverable)</i> ; Order value up to £7,499					Authority	No written quote although it is good practice to seek quotes	
		Order value between £7,500 to £25,000				Authority	Authority	At least two written quotes	
		Order value between £25,000 to £74,999				Authority	Authority	At least four written quotes	
		Order value between £75,000 to OJEU limit			Site Director of Finance	Authority	Authority	Formal tender required	
		Order value above OJEU limit			Site Director of Finance	Authority	Authority		
	5.2.2	<b>Waivers of Quotations &amp; tendering</b>							
		Waiver of quotations <i>(up to £75k)</i>		Chief Executive Officer or Chief Finance Officer	Group Director of Procurement				
		Waiver of tender <i>(over £75k)</i>		Chief Executive Officer + Chief Finance Officer	Group Director of Procurement				
	5.2.3	<b>Approved Suppliers</b>							
		Responsible for utilisation of procurement frameworks where appropriate			Procurement Business Partners or Business Managers or Contract Managers				
	5.2.4	<b>Invitation to tender</b>						Procurement Departments	
		Issue of all tenders for goods, services, materials, building, engineering works and disposals with appropriate terms and conditions regulating the conduct of the tender and appropriate terms and conditions on which the contract is to be awarded							
	5.2.5	<b>Receipt and Safe Custody of Tenders</b>							
		Receipt of tenders via post				Trust Board Secretary			
		Receipt of tenders electronically			Procurement Business Partners or Business Managers or Contract Managers				
	5.2.6	<b>Tender opening / evaluation / acceptance / recording</b>							
		Opening of postal tenders		2 Joint Executive Group members					
		Opening of electronic tenders			Procurement Business Partners or Business Managers or Contract Managers				
		Acceptance of formal tenders up to £250,000			Group Director of Procurement or Group Deputy Director of Sourcing or Site - Director of Finance	Directorates or Divisional leads /Deputy Site / Trust Leads		Procurement Business Partners or Business Managers or Contract Managers	
		Acceptance of formal tenders from £250,001 up to £500,000		Chief Executive Officer or Chief Finance Officer	Group Director of Procurement or Group Deputy Director of Sourcing or Group	Directorates or Divisional leads /Deputy Site / Trust Leads		Procurement Business Partners or Business Managers or Contract Managers	
		Acceptance of formal tenders from £500,001 up to £1m		Chief Executive Officer + Chief Finance Officer	Group Director of Procurement or Group Deputy Director of Sourcing	Directorates or Divisional leads /Deputy Site / Trust Leads		Procurement Business Partners or Business Managers or Contract Managers	

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		Acceptance of formal tenders over £1m	Board	Executive Team/Chief Executive Officer/Site Managing Director	Group Director of Procurement	Directorates or Divisional leads /Deputy Site / Trust Leads		Procurement Business Partners or Business Managers or Contract Managers	
	5.2.7	<u>Award and Approval of revenue contract following procurement process</u> Award and approval of revenue contracts up to £100,000			Group Director of Procurement or Site - Director of Finance				
		Award and approval of revenue contract from £100,000 to EU limit		Site Managing Director or Executive Team member					
		Award and approval of revenue contracts above EU limit		Chief Executive Officer + Chief Finance Officer					
	5.2.8	<u>Approval of expenditure over agreed tender / quotation</u> Greater than 10% to a maximum of £25,000 Greater by £25,000 to £50,000 Greater by £50,000 to £100,000			Site / Trust Leads Site Director of Finance Site Managing Director + Site Director of Finance				
		Greater than £100,000		Chief Finance Officer	Site Director of Finance				
	5.2.9	<u>Submission of tenders for new business</u> Up to £500,000 Over £500,000 up to £1m			Investment Group				
		Over £1m	Finance & Performance Committee						
	5.3	<u>Approval of Business Case and PFI schemes including approval of variations</u>	Board						
	5.3.1	Up to £500,000			Investment Group + Site Director of Finance				
	5.3.2	Up to £1m		Joint Investment Group + Joint Executive Group					
	5.3.3	Over £1m	Board	Joint Investment Group + Joint Executive Group					
	5.4	<u>Charitable Funds</u>						In line with Charitable Funds Policy	
	5.4.1	Corporate Trustee for the management of funds held on Trust	Board						
	5.4.2	Nomination of Executive and Non-Executive Directors to discharge the Trust's corporate trustee responsibilities	Board through appointment to the Charitable Funds Committee						
	5.4.3	Management of funds held on Trust: Executive Fundraising lead Accounts management Investment of Funds			Site lead Charitable Funds Site Director of Finance Site Director of Finance				
	5.4.4	Reporting on income and expenditure on funds held in Trust to Charitable Funds Committee			Site Director of Finance				
	5.4.5	<u>Approval of Fundraising / Appeal Launch:</u> Projected fundraising up to £5,000 Projected fundraising between £5,001 - £300,000			Site lead Charitable Funds				
		Over £300,000	Charitable Funds Committee following review & approval of Investment Committee						
			Board following approval of Investment Committee and Charitable Funds Committee						
	5.4.6	<u>Approval to spend Funds held in Trust</u> Up to £500 per request					Fund Manager per Authorised Signatory List		

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		£501 to £2,500 per request				Fund Manager per Authorised Signatory List & Directorate / Divisional Lead			
		£2,500 to £5,000 per request			Fund Manager & Site / Trust Leads				
		£5,000 to £100,000 per request	Fund Manager & Charitable Funds Committee						
		Over £100,000	Board						
5.5		Petty Cash Disbursements							
	5.5.1	Expenditure approval (per request) over £100			Site Director of Finance				
	5.5.2	Expenditure approval (per request) less than £100					Authorised Signatory		
	5.5.3	Reimbursement of patients monies / property held on deposit					Authorised Signatory		
5.6		Authorise Property Agreements/Licences (see section 9 for non-property leases):							
	5.6.1	Preparation and signature of all tenancy agreements/licences for staff subject to Trust staff accommodation policy		Chief Estates and Facilities Director					
	5.6.2	Extensions to existing leases		Chief Estates and Facilities Director					
	5.6.3	Letting of premises to outside organisations		Chief Estates and Facilities Director					
	5.6.4	Approval of rent based on professional assessment		Chief Estates and Facilities Director	Site Director of Finance				
<b>6</b>		<b>Disposals and condemnations, losses and special payments</b>							
6.1		Condemning & Disposal: <i>(Items obsolete, obsolescent, redundant, irreparable or which cannot be repaired cost effectively)</i>							
	6.1.1	current/estimated purchase price up to £50 (except 4)			Site Director of Finance	Authority	Authority		
	6.1.2	current purchase new price between £50 and £500 (except 4)			Site Director of Finance	Authority	Authority		
	6.1.3	current purchase new price greater than £500			Site Director of Finance	Authority	Authority		
	6.1.4	disposal of land and buildings	Board						
	6.1.5	disposal of x-ray films			Site Director of Finance	Lead for Imaging			
	6.1.6	disposal of mechanical and engineering plant			Site Lead for Estates				
	6.1.7	disposal of electrical devices			Site Director of Finance	Lead for department			
	6.1.8	disposal of medicinal products			Site Director of Finance	Lead for Pharmacy			
	6.1.9	disposal of I.T. Equipment			Site Director of Finance	Lead for IT Equipment			
	6.1.10	disposal of records / confidential waste			Site Director of Finance	Lead for Information Governance			
	6.1.11	disposal of mobile telephones and communication devices			Site Director of Finance	Lead for Telecoms			
6.2		Authorise compensation and write off losses due to:							
	6.2.1	Losses and Cash due to theft, fraud, overpayment & others up to £5,000		Chief Executive Officer + Chief Finance Officer					
	6.2.2	Fruitless Payments (including abandoned Capital Schemes) up to £200,000		Chief Executive Officer + Chief Finance Officer					
	6.2.3	Write-Off Debtors, Bad Debts and Claims Abandoned:							
	6.2.4	a) Up to £2,500			Site Director of Finance				
	6.2.5	b) £2,501 - £10,000		Site Managing Director	Site Director of Finance				
	6.2.6	Damage to buildings, fittings, furniture and equipment and loss of equipment and property in stores and in use due to: Culpable causes (e.g. fraud, theft, arson) or other up to £50,000		Site Managing Director					
	6.2.7	Compensation payments made under legal obligation		Site Managing Director + Chief Finance Officer					
	6.2.8	Extra Contractual payments to contractors up to £50,000		Site Managing Director + Chief Finance Officer					
	6.2.9	Ex-Gratia Payments - Patients and staff for loss of personal effects :							
	6.2.10	a) Less than £100					Authority		

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6.2.11	b)	Between £100 and £499			Site / Trust Leads				
6.2.12	c)	Above £500		Site Managing Director + Chief Finance Officer					
6.2.13		Ex-Gratia Payments - Personal Injury		Head of Legal + (Chief Executive Officer or DoF)					
6.2.14		Excess payments for NHSLA claims			Site Director of Finance				
6.2.15		Structured settlements		Site Managing Director + Site Director of Finance					
6.2.16		All write off, special payments and losses to be reviewed by the Audit Committee			Site Director of Finance				
6.2.17		Novel, contentious or repercussive losses or special payments			Site Director of Finance (to report to NHSI)				
6.2.18		Severance / termination settlement payments in relation to employees		Chief HR Officer (in line with DOH and NHSI guidance)			Per guidance issued by DOH and NHSI		
<b>7</b>		<b>Risk Management &amp; Insurance</b>							
7.1		Reporting of Incidents - Clinical & Non-Clinical: Staff becoming aware of an adverse incident must report it to their Ward/Departmental Manager, On call manager (out of hours) who will report to the Executive on call (if SU!)					On call Manager (out of hours)	Trust Incident and Serious Incident Reporting Policies.	
7.2		Authorise Insurance Policies		Authority		Trust Lead for Insurance			
7.3		Review fire precautions		Chief Executive Officer or Chief Estates and Facilities Director					
7.4		<u>Reporting of Criminal Incidents</u>						Trust Incident Reporting Policy	
		Where the criminal offence suspected staff should report the incident to the police and report to the following:-							
7.4.1		A criminal offence of a violent nature			Site lead for Estates + Site Director of Finance		Corporate Safety Manager/LSMS/Head of Governance		
7.4.2		Theft or arson			Site lead for Estates + Site Director of Finance		Corporate Safety Manager/LSMS/Head of Governance		
7.4.3		Fraud or Bribery			Site Director of Finance + Local Counter Fraud Specialist			Counter Fraud & Bribery Policy	
7.4.4		Other			Site lead for Estates + Site Director of Finance		Corporate Safety Manager/LSMS/Head of Governance		
7.5		Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations		Chief Executive Officer or Chief Estates and Facilities Director					
7.6		Responsible for notification of Infectious Diseases & Notifiable Outbreaks			Site Medical Director	Duty Director of Infection Prevention & Control		Infection Control Policies	
7.7		<u>Declaration of Interests Register</u>		Chief Executive Officer		Trust Secretary			
7.7.1		The keeping of a Declaration of Interests Register (Board and CoG).		Chief Executive Officer		Trust Secretary			
7.7.2		The keeping of a Declaration of Interests Register (staff).				Trust Secretary			
7.8		Review of compliance with environmental regulations, for example those relating to clean air and waste disposal		Chief Estates and Facilities Director					
7.9		Responsible for Risk Management Strategy		Authority		Lead for Governance			
<b>8</b>		<b>Acceptance of Gifts by Staff / Standard of Business Conduct</b>							
8.1		Approval of acceptance of Gifts / Hospitality >£25			Site / Trust Leads			Declaration in Hospitality Register required	



Ref	Sub ref	DELEGATED MATTER / BUDGET AUTHORITY	DELEGATED AUTHORITY					SFI/SO Section / Supplementary Documents	
			Level 1	Level 2	Level 3	Level 4	Level 5		Other
			Trust Board or Joint Working Board /Sub Committees of the Trust Board or Joint Working Board	Members of Executive Team	Site / Trust Leads or Group Leads or Delegated Committee/Group	Directorates or Divisional leads /Deputy Site / Trust Leads	Budget Holder/Authorised Signatory / Other Specific postholder		
8.2		Provision of Hospitality within budget and Trust policy:							Conflict of Interest policy
	8.2.1	Up to £25				Authority			
	8.2.2	Above £25			Site / Trust Leads				
8.3		The keeping of the Hospitality Register				Trust Secretary			
<b>9</b>		<b>Patient Services</b>							
9.1		Responsibility for Patients & Relatives Complaints:							
	9.1.1	Overall responsibility for ensuring that all complaints are dealt with effectively		Site Managing Director					Complaints Policies
	9.1.2	Responsibility for ensuring complaints relating to a Division or Directorate are investigated thoroughly.			Site Director of Nursing	Authority	Authority		
	9.1.3	Co-ordination of all complaints management.			Site Director of Nursing		Complaints Department		
<b>10</b>		<b>Attestation of Sealing and register</b>							
10.1		Attestation of sealing in accordance with Standing Orders		Chief Executive Officer		Trust Secretary			
10.2		The keeping of a register of Sealing		Chief Executive Officer		Trust Secretary			
<b>11</b>		<b>Medicines Inspectorate</b>							
11.1		Review of Medicines Inspectorate Regulations				Chief Pharmacist or GM for Clinical Sciences			
<b>12</b>		<b>Research &amp; Development</b>							Trust R&D Policy
12.1		Authorisation of Research Projects/Clinical Trials via Associate Director Research and Development		Chief Medical Officer					
<b>13</b>		<b>Clinical Audit</b>							
13.1		Clinical Audit Including Governance	Audit Committee		Site Lead for Clinical Audit				
<b>14</b>		<b>Information Governance / Data Protection</b>							
14.1		Review of Trust's compliance with the Data Protection Act		Chief Information Officer	Site Data Protection Officer				
<b>15</b>		<b>Policies and Procedures</b>							
15.1		Ratification of Trust / Group Policies & Procedures / Clinical Guidelines	Board	Authority					Document Ratification Policy