



## Trust Board Reservation of Powers and Scheme of Delegation 2024-2025

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## Trust Board Reservation of Powers and Scheme of Delegation 2024 - 2025

Initiated by	Date	Author (s)
Annual Review	February 2024	Alison Whitefoot – Deputy Director of Finance – Financial Services & Accounting, Ed Davison, Head of Financial Governance and Compliance

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## 1.0: Introduction

### 1.1

NHS Trusts are required by law to adopt Standing Orders, Standing Financial Instructions, Reservation of Powers to the Board and a Scheme of Delegation of Powers which regulate the way in which the proceedings and business of the Trust will be conducted.

### 1.2

This document sets out the powers reserved to the Board (Appendix A) and the Scheme of Delegation, recognising that the Board remains accountable for all of its functions, including those which have been delegated.

### 1.3

All powers of the Trust which have not been retained as reserved by the Board or delegated to a Committee authorised by the Board, shall be exercised on behalf of the Board by the Chief Executive. The Scheme of Delegation identifies functions which the Chief Executive will perform personally and those delegated to other directors or officers. All powers delegated by the Chief Executive can be re-assumed by the Board as required.

### 1.4

The Scheme of Delegation shows only the “top level” of delegation by the Board to Committees and Directors or Officers (Appendix B) and the Detailed Scheme of Delegation, (Appendix C) covers other specific matters referred to in the Standing Financial Instructions and Standing Orders. The Scheme of Delegation is to be used in conjunction with the system of budgetary control and other established procedures within the Trust.

## 1.5

Decisions taken on the basis of this document should also have regard to the relevant Trust policies and procedures. The Chief Executive will establish appropriate management arrangements to ensure that Officers pursue the Trust's policies in a corporate manner.

## 1.6

In the absence of a Director or Officer to whom powers have been delegated those powers shall be exercised by the person acting on behalf of that Officer in his/her absence and to whom authority has been delegated.

## Appendix A

### Reservation of Powers to the Board

#### General Enabling Provision

- I. The Board may determine any matter, for which it has delegated or statutory authority, it wishes in full session within its statutory powers.

#### Regulation and Control

- I. Approval, suspension, variation or amendment of Standing Orders, Standing Financial Instructions, Schedule of Matters Reserved to the Trust Board, and the Scheme of Delegation of Powers from the Board.
- II. Specification of financial and performance reporting arrangements.
- III. Requiring and receiving the declaration of Directors' interests which may conflict with those of the Trust and determining the extent to which that Director may remain involved with the matter under consideration.
- IV. To receive reports from Committees, including those which the Trust is required by the Secretary of State for Health and Social Care or other regulation to establish, and to take appropriate action thereon.
- V. Ratifications of any urgent decisions taken by the Trust Chair.
- VI. Approval of arrangements relating to the discharge of the Trust's responsibilities as a corporate trustee for funds held on Trust.
- VII. Continuous appraisal of the affairs of the Trust by means of the provision to the Board, as the Board may require from Directors, Committees, and Officers of the Trust as set out in policy statements.
- VIII. Approve and delegate authority from the Board to Committees, Officers and other bodies.
- IX. Adopt the organisation structures, processes and procedures to facilitate the discharge of business by the Trust and to agree modifications thereto.
- X. To approve any changes to the Trust's Corporate Governance Framework.

- XI. To approve the appointment of professional advisors where such approval is required in accordance with Standing Orders.

### **Appointments**

- I. Appointment and agreement of the terms of reference of Board Committees.
- II. Appoint, appraise, discipline and dismiss individuals directly accountable to the Board.
- III. Appoint Vice Chair of the Board.
- IV. Approve proposals of the Nomination, Remuneration and Terms of Service Committee regarding directors and senior employees and proposals of the Chief Executive for staff not covered by the Nomination, Remuneration and Terms of Service Committee.

### **Strategy and Plans**

- I. Define the strategic aims and objectives of the Trust.
- II. Approve the Trust's policies and procedures for the management of risk.
- III. Approve annually the Trust's proposed organisational development proposals.
- IV. Approve the actions and implementation of the Fit for the Future programme as recommended by the Fit for the Future Steering Group, notwithstanding the individual Committee delegations.
- V. Responsible for the development of a consistent culture where people feel safe and supported

### **Financial and Performance Reporting**

- I. Approval of the Trust's Annual Report, including the Annual Accounts and Annual Governance Statement, prior to submission to Department of Health.
- II. Approve the Trust's forward plan and budget in respect of each financial year setting out the application of available financial resources.
- III. Approval of the Trust's Quality Account, prior to submission to Department of Health.
- IV. Receipt and approval of the Annual Report(s) for funds held on trust.



- V. Agreement of action on litigation against or on behalf of the Trust.
- VI. Approval of loans taken out with repayment periods in excess of one year.
- VII. Approval of the acquisition, disposal or change of use of land and/or buildings as specified in the table of financial limits as delegated within the Scheme of Delegation.
- VIII. To approve such business plans, budgeted and capital programmes submitted by the Chief Executive on at least an annual basis, including the approval of Cost Improvement Programmes.

### **Policy Determination**

- I. Approve management policies including personnel policies incorporating the arrangements for the appointment, removal and remuneration of staff.
- II. To approve significant Trust policies as required.

### **Audit**

- I. Approve the appointment (and where necessary dismissal) of External Auditors appointed by The Trust.
- II. Receive the annual management letter from the external auditor and agreement of proposed action, taking account of the advice, where appropriate, of the Audit Committee.

## Appendix B

### Powers Delegated in Standing Orders

Delegated Authority		Delegated to	SO
1.	Final authority in the interpretation of Standing Orders	Trust Chair	2.2
2	If difficulties arise regarding the interpretation or application of any of the Standing Orders	Deputy Director of Corporate Affairs	2.3
3.	Any variation to financial limits in Standing Orders, Schedule of Decisions Reserved for the Trust Board and the Scheme of Delegated Authorities	Board	6.2
4.	Non-Compliance with Standing Orders	Audit Committee	7.1
5.	Standing Orders shall be reviewed annually	Audit Committee	8.1
6.	Appointment of the Chief Executive	Trust Chair and the Non-Executive Directors, overseen by NHSE/I.	11.2
7.	Appointment of Executive Directors	Trust Chair, the Non-Executive Directors and the Chief Executive	11.3
8.	Appointment of Vice- Chair	Board	13.1
9.	When the Chair is unable to perform their duties	Vice-Chair	13.3
10.	Appoint Associate Non-Executive Directors	Board	14.1

<b>Delegated Authority</b>		<b>Delegated to</b>	<b>SO</b>
<b>11.</b>	Responsibility for the operation of the Board and chair all Board meetings	Trust Chair	17.1
<b>12.</b>	Responsibility for the overall performance of the executive functions of the Trust in line with the requirements of the Accountable Officer Memorandum for Trust Chief Executives.	Chief Executive	17.3
<b>13.</b>	Responsible for the provision of financial advice to the Trust, the supervision of financial control and accounting systems and the discharge of obligations under relevant Financial Directions.	Director of Finance	17.4
<b>14.</b>	To call a meeting of the Board at any time.	Trust Chair	18.3
<b>15.</b>	A notice of the meeting, specifying the business proposed to be transacted, shall be posted before each meeting of the Trust Board. This notice shall be signed.	Trust Chair, or by an Officer of the Trust authorised by the Chair to sign on their behalf	21.2
<b>16.</b>	Responsible for deciding whether a vote is required and what form this will take	Trust Chair	28.1
<b>17.</b>	A second or casting vote	Trust Chair	28.2
<b>18.</b>	A properly received petition shall be included as an item for the agenda of the next Trust Board meeting	Trust Chair	29.1
<b>19.</b>	Standing Orders may in emergency be exercised	Chief Executive and the Chair acting jointly	34.3
<b>20.</b>	Preparation of a Scheme of Delegation	Chief Executive	34.6

<b>Delegated Authority</b>		<b>Delegated to</b>	<b>SO</b>
<b>21.</b>	Appoint Committees of the Trust	Board	35.1
<b>22.</b>	Declaration of Interests	All Staff and Board	46.1
<b>23.</b>	Register of Interests to be established and maintained	Deputy Director of Corporate Affairs	46.1 1
<b>24.</b>	Take reasonable steps to make arrangements for the Register of Interests to be made available to the public and open to inspection if required	Trust Chair and Chief Executive	46.1 3
<b>25.</b>	Determine that a matter dealt with by the Board or Committee, or brought before it, is confidential.	Chair	51.1
<b>26.</b>	The Common Seal of the Trust shall be kept in a secure place	Chief Executive or a nominated Officer	54.1
<b>27.</b>	Register of Sealing to be established and maintained	Chief Executive or a nominated Officer	55.1
<b>28.</b>	By resolution of the Board, to sign on behalf of the Trust any agreement or other document not required to be executed as a deed	Chief Executive or nominated directors	56.2

## Appendix C

### Powers Delegated by the Board to the Chief Executive and Officers

Delegated matters in respect of decisions which may have a far reaching effect must be reported to the Chief Executive. **The delegation shown below is the lowest level to which authority is delegated by the Board of Directors. Delegation to lower levels is only permitted with written approval of the Chief Executive who will, before authorising such delegations, consult with other Senior Officers as appropriate. All items concerning Finance must be carried out in accordance with Standing Financial Instructions and Standing Orders of the Board of Directors.**

Number	Delegated matter	Authority delegated to	SFI PARA REF
	Forward Plans, Budgets, Budgetary Control and Monitoring		3
1	Preparation & Approval of Forward Plans and Budget		3.1
1.1	Compilation and submission to Board a forward plan in respect of each financial year.	Chief Executive in conjunction with Director of Finance	3.1.1/ 3.1.3
1.2	Implementation and performance monitoring of the Forward Plan	Executive Leadership Team	
1.3	Preparation and submission of budgets for approval by the Board prior to start of financial year	Director of Finance	3.1.2
1.4	Monitor financial performance against budget and plan, and advise Board	Director of Finance	3.1.3
1.5	Provision of information to enable budgets to be compiled	Budget Holders	3.1.4

Number	Delegated matter	Authority delegated to	SFI PARA REF
1.6	Budget holders to sign up to their allocated budgets at commencement of each financial year.	Director of Finance	3.1.5
1.7	Provision of adequate business planning and budget management training on an on-going basis to budget holders to help them manage successfully.	Director of Finance	3.1.6
2	Budgetary Delegation		
2.1	Responsibility for delegation of the management of revenue budget to permit the performance of a defined range of activities:	Chief Executive	3.2.1 & 10.1.1
	I. Designation of budget holder	Chief Executive	3.2.2 & 10.1.1
	II. Responsibility for management of revenue budget at individual budget level	Budget Holder	3.2.2 & 10.1.1
	III. Responsibility for the totality of activities covered by each Corporate or Operational Directorate	Chief Executive or in their absence relevant Executive Director	
	IV. Responsibility for all other revenue budgetary areas, e.g., reserves, non-recurring budgets	Director of Finance	3.2.4
2.2	Responsibility for delegation of the management of capital budget in line with the approved Capital Programme	Chief Executive	3.4 & 12
	I. Designation of Budget Holder	Chief Executive	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Responsibility for management of the capital budget	Director of Finance	
	III. Responsibility for management of capital budget at individual level	Capital Budget Holder	
2.3	Authorised use of Virement	Chief Executive	3.2.3
	I. Value up to £500,000	Budget Holder in conjunction with relevant Directorate Accountant with approval of Director of Finance or Deputy Director of Financial Management & Reporting	
	II. Value over £500,001	Board	
3	Accounts and Reports		
3.1	Preparation and submission of financial reports in accordance with the accounting policies, guidance and timetable prescribed and approved by the Department of Health	Director of Finance	4.1
3.2	Preparation and publication of annual report and audited accounts and presentation to Board and to the Annual Public Meeting of the Trust.	Chief Executive	4.2
4	Bank and Treasury Management Policy		
4.1	Compilation and submission of Treasury Management Policy to Board	Director of Finance	5.1.1
4.2	Monitoring of Treasury Management Policy and provision of advice to Board	Director of Finance	5.1.1

Number	Delegated matter	Authority delegated to	SFI PARA REF
4.3	Monitoring compliance with Department of Health's guidance on level of cleared funds	Director of Finance	5.1.1
4.4	Responsibility for bank and Government Bank Accounts including preparation of detailed instructions for operation.	Director of Finance	5.2 & 5.3
4.5	Review commercial banking arrangements of the Trust to reflect best practice and ensure through market testing (at least every 5-years) value for money.	Director of Finance	5.4
4.6	Approval of banking arrangements	Board	5.1.2
4.7	Opening of bank accounts	Director of Finance	5.3.2
4.8	Designation of authorised panel officers, by resolution of the Board for signing of cheques for cash, other cheques and authorisation of Government Banking Services and BACS payment schedules	Director of Finance	5.3.3
	Cheques or other orders drawn upon the main exchequer bank account with		
	I. Value below £5,000	One signature from the First Officer Panel	5.3.4
	II. Value of £5,000 or more	Two signatures, one from the First Officer Panel and the other from the Second Officer Panel	5.3.5



Number	Delegated matter	Authority delegated to	SFI PARA REF
4.9	Cheques or other orders drawn upon the main charitable fund bank account with:		
	I. Value below £5,000	One signature from the First Officer Panel	5.3.6
	II. Value over £5,001	Two signatures, one from the First Officer Panel and the other from the Second Officer Panel	5.3.6
5	Income, Fees and Charges and Security of Cash, Cheques and Other Negotiable Instruments		
5.1	Income		
5.1.1	Design, maintain and ensure compliance with income and expenditure systems for prompt banking of all monies	Director of Finance	6.1.1 & 6.1.2
5.1.2	Approval and regular review of the level of all fees and charges, other than those determined by the Secretary of State or statute	Director of Finance	6.2
5.1.3	Responsibility for debt recovery and associated procedures	Director of Finance	6.3
5.1.4	Security of cash, cheques, and other negotiable instruments	Director of Finance	6.4
5.2	Money Laundering		
5.2.1	Monitoring of money laundering regulations	Director of Finance	6.5

Number	Delegated matter	Authority delegated to	SFI PARA REF
5.2.2	Reporting of any cash payments in excess of €15,000 (approximately £10,000) in respect of any single transaction to the Director of Finance	All Employees	6.5
6	Tendering and Contracting Regulations		
6.1	Legislation and Guidance Covering Public Procurement		
	Monitoring compliance with Public Contract Regulations 2015 and relevant Procurement Policy Notices relating to public procurement.	Director of Finance	7.2
6.2	E-Auctions		
6.2.1	Monitoring of compliance with e-auction activity	Director of Finance	7.3
6.3	Capital Investment		
6.3.1	Monitor compliance with the requirements of guidance published on capital investment and estate and property transactions	Director of Finance	7.4
6.4	Quotations, Tendering, Leasing and Contract Procedures (Applicable to all goods and services including healthcare services)		
6.4.1	Quotation and Tendering Limits for aggregated spend (all limits quoted include VAT):		
	I. Obtain one written or two verbal quotations for goods/services up to £4,999 at Procurement	Budget Holder in conjunction with Procurement Department	7.7.2

Number	Delegated matter	Authority delegated to	SFI PARA REF
	Department's discretion		
	II. Competitive sourcing either through the Trust's electronic tendering systems or by obtaining a	Budget Holder in conjunction with Procurement Department	7.7.2
	minimum of two written quotations for goods/services between £5,000 and £19,999 at		
	Procurement Department's discretion		
	III. Competitive sourcing either through the Trust's electronic marketplace system or by obtaining a minimum of three written quotations for goods/services from £20,000 to £50,000	Budget Holder in conjunction with Procurement Department	7.7.2
	IV. If no alternative compliant route to purchase, execute formal tender procedures and obtain minimum of three written competitive tenders (if feasible) for goods/services over £50,000.	1. Appropriate Head of Department or General Manager, and	7.5
		2. Executive Director, and	
	NB: Public Contracts Regulations 2015	3. Director of Finance	
	Goods and Services £139,688, Works £5,372,609, Light Touch £663,540.	in conjunction with Procurement Department	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	Small Lots ; Goods and Services £70,778 Works £884,720 (All values INCLUSIVE of VAT)	Minimum financial thresholds set by UK Government for public procurement.	
	Aggregated spend, looks at similar goods and services bought from the same supplier within the last 12 months		
6.4.2	For ALL Tenders, Contract Extensions, Call offs from Frameworks, Contracts Variation, Collaborative Trust Procurements that exceed £10m need to follow Cabinet Office Spend Control Process	Director of Finance	
6.5	List of Approved Firms		
6.5.1	Compilation and maintenance of approved list of firms following the tender process	Head of Procurement or Procurement Manager	7.5.5 & 7.6.8
6.5.2	Responsibility for ensuring all suppliers aware of the Trust's Terms and Conditions of Contract	Head of Procurement or Procurement Manager	7.6.8
6.5.3	Responsibility for ensuring financial standing and technical competence of approved contractors	Director of Finance	7.6.8 & 10.1.3
6.5.4	Responsibility for ensuring technical/medical competence of approved contractors for clinical governance purposes	Chief Paramedic (Allied Health Professional)	7.6.8 & 10.1.3
		& Director of Quality	

Number	Delegated matter	Authority delegated to	SFI PARA REF
6.5.5	Variation to use of approved firms/individuals or if a list does not exist for whatever reason, responsibility for ensuring appropriate checks are carried out for technical and financial capability of those first invited to tender	Head of Procurement or Procurement Manager	7.6.9
6.6	Invitation to Tender		
6.6.1	Issue of all tenders for goods, materials, services, building, engineering works and disposals with appropriate Terms and Conditions regulating the conduct of the tender and appropriate Terms and Conditions on which Contract to be awarded	Head of Procurement or Procurement Manager	7.6.1
6.7	Receipt and Safe Custody of Tenders		
6.7.1	Receipt and safe custody of all tenders	Head of Procurement or Procurement Manager	7.6.2
6.8	Tender Opening/ Acceptance/Evaluation/Recording or Call Off Contract		
6.8.1	Opening Tenders: £50,000 and over or if conducted using the eProcurement system, view tender submissions via tender portal and grant access to the tender portal as appropriate	Head of Procurement or Procurement Manager	7.6.3

Number	Delegated matter	Authority delegated to	SFI PARA REF
6.8.2	Acceptance of Tenders. Acceptance of late tenders (to be reported to Director of Finance)	Head of Procurement or Procurement Manager	7.6.6
	Evaluation of Tender	Designated Lead for tender process as defined by Head of Department or General Manager or Executive Director together with Finance Manager and other internal specialist advisor(s) (e.g., Procurement Manager, estates, service users, as appropriate)	
6.8.3	Approval of formal written Tender Award Report required for		7.8
	I. Formal Tenders up to £100,000 (Average annual contract term cost, including VAT) Maximum	Head of Department or Head of Operations countersigned by Executive Director.	
	initial contract term of up to 3 years only		
	II. Formal Tenders from £100,001 to £999,999 (Average annual contract term cost, including VAT)	Relevant Executive Director with countersignature by Director of Finance and Chief Executive	
	Maximum initial contract term of up to 3 years only		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	III. All formal tenders with an initial contract term of greater than 3 years and a total contract value less than £3M (including VAT)	Executive Leadership Team	
	IV. Formal Tenders of £1M and over (Average annual contract term cost, including VAT) (To be recorded in the Minutes of the Board) Maximum initial contract term of up to 3 years only	Board	7.6.7 & 7.8
	VI. All formal tenders with a contract of greater than 3 years and a total contract value greater than £3M.	Board	
	VI. Tenders accepted that are not lowest expenditure or highest income to be reported to the Audit Committee	Director of Finance	
6.8.4	Approval of expenditure over agreed tender/quotation budget:	Director of Finance	7
6.9	Register of Tenders		
6.9.1	Maintenance of Tender Register	Head of Procurement or Procurement Manager	
6.1	Quotation/Tender Waiver or Single Tender Action		7.5.3 & 7.9
6.10.1	Tender waiver requests for Orders under £25,000	Head of Procurement, following Waiver Process	

Number	Delegated matter	Authority delegated to	SFI PARA REF
6.10.2	Orders over £25,000 up to Public Contract Regulation limits: the request will be forwarded to the CEO and DOF for determining on the recommendation of the Head of Procurement.	Chief Executive Officer and Director of Finance	
6.10.3	Public Contract Regulation Threshold Limits (see Scheme of Delegation 6.4.1 (IV)) – No Waiver/Single Tender Action Permitted	No Delegated Authority	
6.10.2	Approval of formal written report for the waiver of tenders or requests for single tender action over £50,000 (report to Audit Committee)	Director of Finance and Chief Executive	
6.11	Private Finance for Capital Procurement		
6.11.1	Approval of PFI capital procurement	Board	7.1
6.12	Compliance Requirements for All Expenditure Contracts		
6.12.1	All contracts, being legally binding, shall comply with best costing practice and devised to manage contractual risk, whilst optimising the Trust's opportunity to generate income.		7.11 & 8.4
	I Approval of all contracts via a compliant route to market entered into on behalf of the Trust up to £100,000 per annum	Head of Procurement, with no delegated authority	



Number	Delegated matter	Authority delegated to	SFI PARA REF
	II Approval of all contracts entered into on behalf of the Trust above £100,000 per annum	Director of Finance	
6.13	Procurement of In-House Services		
6.13.1	Determination of in-house services to be subject to competitive tendering	Board	7.14.2
6.13.2	Delegation of lead officer(s) to oversee and manage the process and contract on behalf of the Trust	Chief Executive	
7	Contracting for Provision of Services (Income)		
7.1	Regular review of capacity and capability of the Trust to provide its mandatory goods and services	Board	8.1
7.2	All contracts, being potentially legally binding, shall comply with best costing practice and devised to manage contractual risk, whilst optimising the Trust's opportunity to generate income. Approval of all contracts entered into on behalf of the Trust.		7.11 & 8.6
	(a) Approval of Existing Business/Contract Rollover/New Business/Diversification:		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	(i) Average Annual Contract Value up to £500,000. Initial contract term up to a maximum of	Director of Finance following recommendation from Executive Leadership Team approval	
	3 years.		
	(ii) Average Annual Contract Value Between £500,001 to £999,999. Initial contract term up	Chief Executive and Director of Finance following Executive Leadership Team approval	
	to a maximum of 3 years.		
	(iii) Average Annual Contract Value over £1m. Initial contract term up to a maximum of 3	Board following recommendation from Executive Leadership Team	
	years.		
	(To be recorded in the Minutes of the Board)	Contract signature by Chief Executive or nominated deputy in their absence	
	(iv) Contract term over 3 years with a contract value of less than £3M	Executive Leadership Team	
	(v) Contract term over 3 years with a contract value of greater than £3M	Board	
	(b) Contract Signing following approvals given at 7.2 (a) above:	As per the delegated officers and values defined at 7.2 (a) (i), (ii), (iii) and (iv) above	

Number	Delegated matter	Authority delegated to	SFI PARA REF
7.3	Reporting on actual and forecast service activity income.	Director of Finance	8.9
8	Terms of Service and Payment of Directors and Employees		9
8.1	Funded Establishment		
8.1.1	Agree workforce plans within annual budget	Board	9.2.1
8.1.2	Authority to change establishment within Board of Director's agreed financial budget	Director of People Services and Director of Finance	
8.1.3	Authority to authorise temporary variations to pay rates within standard Agenda For Change Terms and Conditions	Chief Executive and Director of Finance with Executive Leadership Team approval	
8.1.4	Authority to fill funded post on the establishment within area of operational/corporate responsibility.	Head of Resourcing & Shared Services and Deputy Director of Financial Management & Reporting (being vacancy panel) for approval, reported to Executive Leadership Team	
8.1.5	I. Authority to permanently appoint staff to posts above the formal budgeted establishment (i.e.,	Chief Executive and Director of Finance, following recommendation from Executive Leadership Team	9.2.2
	increasing overall revenue cost to the Trust of £500,000 per annum)		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Authority to permanently appoint staff to posts above the formal budgeted establishment (i.e.,	Chief Executive and Director of Finance, after approval with Board	
	increasing overall revenue cost to the Trust above £500,001 per annum)		
8.1.6	The granting of additional increments to newly appointed staff within budget and regulations	Head of Resourcing & Shared Services and Deputy Director of Finance – Financial Services and Accounting (being scheme of delegation panel) for approval, reported to Executive Leadership Team	9.3.1
8.1.7	Authority to grant additional increments to existing or newly appointed staff above the formal budgeted position (i.e., increasing overall revenue cost to Trust)	Head of Resourcing & Shared Services and Deputy Director of Finance – Financial Services and Accounting (being scheme of delegation panel) for recommendation to Executive Leadership Team for approval	
8.1.8	All requests for upgrading/re-grading shall be dealt with in accordance with Trust procedures	Director of People Services	

Number	Delegated matter	Authority delegated to	SFI PARA REF
8.1.9	Additional staff to the agreed establishment with specifically allocated finance	Appropriate Head of Department or Head of Operations or Director with Director of Finance	9.3.1
8.2	Engagement of Staff not on the Establishment		
8.2.1	Authority to engage Non-medical consultancy staff – having regard to guidance an approval requirement from NHS Improvement	Executive Director in conjunction with Director of Finance and Director of People & Culture	
8.2.2	Booking of Bank, Locum or Agency Staff (Medical Locums, Nursing & Clerical) Excluding EOC within budget allocation – see 8.2.3 below	Head of Department or General Manager or nominated deputy/Executive Director in conjunction with Medical Director, Directors of Finance & Chief of Clinical Operations (as appropriate)	
8.2.3	Booking of Bank, Locum or Agency Staff for EOC and Primary Care within budget allocation	Senior EOC Manager in conjunction with Medical Director/Chief of Clinical Operations for clinical personnel	
8.3	Processing Payroll		
8.3.1	Authority to design and implement standing data forms affecting pay, new starters, variations, and leavers	Director of People Services or nominated deputy	9.3.2

Number	Delegated matter	Authority delegated to	SFI PARA REF
8.3.2	Authority to complete relevant starter, leaver, and variation forms	Line Manager in conjunction with Budget Holder where cost impact and countersigned by HR Business Manager	
8.3.3	Authority to complete and authorise negative/positive reporting forms	Budget Holders/Managers/ Head of Department or Head of Operations/Directors/ Chair (as appropriate)	
8.3.4	Authority to authorise overtime within Agenda for Change Terms and Conditions	Head of Department or Head of Operations (or nominated deputy) /Executive Directors (as appropriate)	
8.4	Contract of Employment		9.5
8.4.1	Authority to issue contract of employment in a form approved by the Board	Director of People Services or nominated Deputy	
8.4.2	Authority to vary terms and conditions of employment within budget and regulations	Director of People Services or nominated Deputy	
8.4.3	Authority to vary terms and conditions of employment not within budget and regulations (i.e. increasing overall revenue cost to Trust)	Chief Executive and Director of Finance, after recommendation from the Executive Leadership Team	

Number	Delegated matter	Authority delegated to	SFI PARA REF
8.3.2	Authority to complete relevant starter, leaver, and variation forms	Line Manager in conjunction with Budget Holder where cost impact and countersigned by HR Business Manager	
8.3.3	Authority to complete and authorise negative/positive reporting forms	Budget Holders/Managers/ Head of Department or Head of Operations/Directors/ Chair (as appropriate)	
8.3.4	Authority to authorise overtime within Agenda for Change Terms and Conditions	Head of Department or Head of Operations (or nominated deputy) /Executive Directors (as appropriate)	
8.4	Contract of Employment		9.5
8.4.1	Authority to issue contract of employment in a form approved by the Board	Director of People Services or nominated Deputy	
8.4.2	Authority to vary terms and conditions of employment within budget and regulations	Director of People Services or nominated Deputy	
8.4.3	Authority to vary terms and conditions of employment not within budget and regulations (i.e. increasing overall revenue cost to Trust)	Chief Executive and Director of Finance, after recommendation from the Executive Leadership Team	

Number	Delegated matter	Authority delegated to	SFI PARA REF
8.4.4	Renewal of fixed term Contract	Head of Resourcing & Shared Services and Deputy Director of Financial Management & Reporting (being vacancy panel) for approval, reported to Executive Leadership Team for approval	
8.4.4	I. Redundancy – Authorisation for employees up to Band 7 or a small group of redundancies	Panel Comprising of: Chief Executive, Director of Finance and Director of People Services	
	(under 20 employees)		
	II. Redundancy – Authorisation for employees 8a and above or a large group of redundancies	Panel Comprising of: Chief Executive, Director of Finance and Director of People Services with approval from Remuneration Committee	
	(over 20 employees)		
8.4.5	MARS – Approval to run a scheme	NHS England & HM Treasury	
	MARS – Authorisation following approved scheme	By Panel as comprised by the approved Scheme document	



Number	Delegated matter	Authority delegated to	SFI PARA REF
8.4.6	Ill-Health Retirement – Decision to pursue retirement on grounds of ill health is an employee decision. Activation of Trust Procedures.	Head of Department or Deputy Director/Executive Director (as appropriate) & Occupational Health	
8.4.7	Dismissal – Authorisation	Director of People Services and authorised Directors/Managers (band 8c and above) or Remuneration Committee (as appropriate)	
8.5	Leave Authority		10.2.6
8.5.1	Study Leave – All study leave external to the UK and Ireland, including CME/professional leave	Chief Executive or nominated Deputy following recommendation from Head of Department or Head of Operations /Director (as appropriate) and where appropriate in conjunction with the Medical Director or Chief of Clinical Operations (as appropriate)	

Number	Delegated matter	Authority delegated to	SFI PARA REF
8.5.2	Study Leave – All study leave involving hospitality.	Head of Department or Head of Operations / Director (as appropriate) in conjunction with the Medical Director or Chief of Clinical Operations(as appropriate) Chief Executive/Deputy Director of Corporate Affairs (for advance approval of hospitality)	
	(Directorate required to obtain the necessary approval to study leave and maintain register and forward to the Deputy Director of Corporate Affairs/Chief Executive for authorisation of any hospitality before acceptance).		
8.6	Relocation Expenses		
8.6.1	Authorisation of payment of relocation expenses incurred by officers taking up new appointments (in accordance with local policy);		
	I. Up to £8,000	Director of People Services or Remuneration Committee (as appropriate)	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Over £8,001	Director of People Services and Chief Executive or Remuneration Committee (as appropriate)	
8.7	Authorised Car and Mobile Phone Users		
8.7.1	Requests for new posts to be authorised as car users or re-designation of existing posts	Director of Finance	
8.7.2	Requests for authorised mobile phone status	Budget Manager	
9	Facilities for Staff Not Employed by the Trust to Gain Practical Experience		
9.1	Professional recognition, honorary contracts, and insurance of medical staff	Director of People Services or nominated deputy	
9.2	Work experience students	Director of People Services or nominated deputy	
9.3	Management of Volunteers		
9.3.1	Volunteer Car Drivers	Chief of Clinical Operations	
9.3.2	Community First Responders	Chief of Clinical Operations	10
10	Non-Pay Expenditure		
10.1	Approval of level of non-pay expenditure on an annual basis	Board	10.1
10.2	Determination of the level of delegation to budget managers	Chief Executive	3.2.2 & 10.1.1

Number	Delegated matter	Authority delegated to	SFI PARA REF
10.3	Agree and maintain a list of managers authorised to place requisitions for the ordering and receipt of goods and services and authorisation of invoices (See overlap with Scheme of Delegation 16)	Director of Finance	10.1.2 & 10.2.2
10.3.1	Requisitioning and Ordering of Goods and Services and Authorisation of Invoices:		10.1.3
	I. All requisitions/invoices up to £10,000	Budget Managers as designated by Budget Holders	
	II. All requisitions/invoices up to £25,000	Head of Department or Head of Operations or Deputy Director	
	III. All requisitions/invoices between £25,001 and £100,000	Head of Department or Head of Operations or Deputy Director countersigned by Executive Director as designated	
	IV. This SFI will be waived to one signature in the event of a Declared Major Incident. The		
	nominated staff member undertaking the role of Gold Commander shall be considered to have		
	authorised delegated single signatory powers to the level of £100,000. This is specifically		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	limited to costs incurred in relation to the management of the declared Major Incident, as where		
	possible, Gold Commanders should, where circumstances allow, follow normal SFI process		
	rather than default to this emergency delegation.		
	V. All requisitions/invoices between £100,001 and £500,000	Head of Department and Executive Director (as appropriate and designated) with countersignature by Director of Finance or Chief Executive (or Designated deputy in their absence)	
	VI. All requisitions/invoices over £500,001	Chief Executive and Director of Finance	
10.3.2	Supplies requisitioning or Ordering of Goods:		
	I. Inclusion of Supplies within OLR catalogue	Head of Procurement following PSPG approval in conjunction with Supplies Manager	
	II. All OLR catalogue requisitions up to £10,000	Supplies Supervisor	
	III. All OLR catalogue requisitions up to £25,000	Supplies Manager	
	IV. All OLR catalogue requisitions over £25,000	Head of Procurement	

Number	Delegated matter	Authority delegated to	SFI PARA REF
10.3.3	Medicines Management (In Accordance with Medicines Management Policy)		
	I. Controlled Drugs Accountable Officer and Accountable Officer for Medicines Management	Medical Director	
	II. Determination of the medicines management strategy and the standards to be used for the	Medical Director with specialist advice from the Trust's Pharmaceutical Advisor and input from Medicines Management Group	
	administration of all medicines used by the Trust, including responsibility for the safe and		
	secure handing of medicines		
	III. Medicine stocks must be obtained from a supplier approved by the Medical Director, and	Medical Director and authorised Paramedic in accordance with Medicines Management Policy	
	against formal orders signed by an authorised Paramedic. Only those medicines appearing in		
	the Trust's formulary are authorised to be purchased		
	IV. Advisor to the Director of People Services on medicines management training requirements for all Trust clinicians.	Medical Director	

Number	Delegated matter	Authority delegated to	SFI PARA REF
10.4	Designation of authorised officers to issue of verbal orders in very exceptional circumstances (confirmation order required)	Director of Finance	10.2.6
10.5	Development and maintenance of procedures on the seeking of professional advice regarding the supply of goods and services		10.1.2
10.5.1	Responsibility for ensuring financial standing and technical competence of approved contractors	Director of Finance	7.6.8 & 10.1.3
10.5.2	Responsibility for ensuring technical/medical competence of approved contractors for clinical governance purposes	Chief Paramedic (Allied Health Professional) & Director of Quality	7.6.8 & 10.1.3
10.5.3	Variation to use of approved firms/individuals or if a list does not exist for whatever reason, responsibility for ensuring appropriate checks are carried out for technical and financial capability of those first invited to tender	Director of Finance	7.6.9 & 10.1.3
10.6	System of Payment and Payment Verification		
10.6.1	Responsibility for prompt payment of accounts, contract invoices and claims and that payments are only made once the goods and services are received and been appropriately certified	Director of Finance	10.2.2 & 10.2.3

Number	Delegated matter	Authority delegated to	SFI PARA REF
10.6.2	Maintenance of register of employees (including specimens of their signatures) authorised to certify invoices	Director of Finance	10.2.3
10.6.3	Pre-payments only permitted where exceptional circumstances apply. Authorisation of written report to permit pre-payment.	Director of Finance	10.2.4
10.7	Petty Cash Disbursements		
10.7.1	Authority to define restrictions in value and by type of purchase for petty cash disbursements and maintenance of record system.	Director of Finance	
10.7.2	Petty Cash Disbursement limits: Expenditure up to £30 per transaction	Budget Holder and Petty Cash Holder	
10.8	Credit Cards		
10.8.1	Development and monitoring of Credit Card Procedure	Director of Finance	
10.8.2	Authorisation to issue credit cards	Director of Finance	
10.8.3	Definition of credit limit	Director of Finance	
10.9	Property Leases, Tenancy Agreements and Licences		
10.9.1	Following review at Capital Investment Group, approval of all new leases, tenancy agreements and licences, including any variation thereto: (N.B. Values relate to total length of lease/tenancy agreement/licence)		



Number	Delegated matter	Authority delegated to	SFI PARA REF
	I. Below £25,000	Head of Estates	
	II. Between £25,000 and £99,999	Head of Estates following recommendation from Executive Leadership Team	
	III. Between £100,000 – £500,000	Executive Leadership Team	
	IV. Between £500,001 - £999,999	Director of Finance following Executive Leadership Team recommendation	
	V. Over £1M	Board following recommendation from Executive Leadership Team	
10.9.2	Approval of all renewals of leases, tenancy agreements and licences, including any variation thereto: (N.B. Values relate to total length of lease/tenancy agreement/licence)		
	I. Below £25,000	Head of Estates	
	II. Between £25,000 and £99,999	Head of Estates following recommendation from Executive Leadership Team member	
	III. Between £100,000 and £500,000	Executive Leadership Team	
	IV. Between £500,001 - £999,999	Director of Finance following Executive Leadership Team recommendation	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	V. Over £1M	Board following recommendation from Executive Leadership Team	
10.9.2	Letting of premises to outside organisations	Head of Estates and Director of Finance	
10.9.3	Approval of rent based on professional assessment	Head of Estates and Director of Finance	
10.1	Other Leases		
10.10.1	Following review at Capital Investment Group, approval of all new leases, including any variation thereto: (N.B. Values relate to total length of lease)		
	Between £0 and £99,999	Director of Finance	
	Between £100,000 and £500,000	Executive Leadership Team	
	Between £500,001 - £999,999	Director of Finance following Executive Leadership Team recommendation	
	Over £1M	Board following recommendation from Executive Leadership Team	
11	EXTERNAL BORROWING AND INVESTMENTS		11
11.1	External Borrowing		11.1
11.1.1	Preparation of detailed procedural instructions concerning applications for loans and overdrafts	Director of Finance	
11.1.2	Approval of Borrowings from Department of Health	Director of Finance/ following recommendation from Board	

Number	Delegated matter	Authority delegated to	SFI PARA REF
11.2	Drawdown of Public Dividend Capital and authorisation thereof	Director of Finance countersigned by Deputy Director of Finance - Financial Services & Accounting or Deputy Director Of Finance - Management Reporting	
12	Capital Investment, Private Financial, Fixed Asset Registers and Security of Assets		12
12.1	Capital Investment & Private Finance		12.1 & 12.2
12.1.1	Approval of capital programme (including reserves list) as part of budget process.	Board following recommendation from the Performance & Finance Committee	
12.1.2	Approval of business cases and PFI Schemes including approval of variations:		
	I. Below £1m (Report to Executive Leadership Board)	Executive Leadership Team following recommendation by Director of Finance & Capital Investment Group	
	II. Over £1m (Report to Executive Leadership Board)	Board following recommendation by the Executive Leadership Team	

Number	Delegated matter	Authority delegated to	SFI PARA REF
12.1.3	Selection of architects, quantity surveyors, consultant engineers and other professional advisors within the Public Contract Regulations 2015 and CONCODE (in accordance with Tendering Procedures)	Director of Finance/Chief Executive following professional advice	
12.1.4	Budgetary delegation for management of capital budget in line with approved capital programme	Scheme of Delegation	3.21
12.1.5	Financial monitoring and reporting on all capital scheme expenditure	Director of Finance	
12.1.6	Monitor compliance with the requirements of guidance published on capital investment and estate and property transactions	Director of Finance	7.4
12.2	Asset Registers		12.3
12.2.1	Maintenance of Asset Register and responsibility for re-valuation of assets in accordance with the Capital Accounting Manual issued by the Department of Health	Director of Finance	12.3.1 & 12.3.7
12.2.2	Approval of asset disposals (all disposals must be reported to Director of Finance to enable the Asset Register to be updated)		12.3.4 & 13.2
	I. "Protected Assets" as defined within the Trust's Statutory Instrument and in accordance with the	Board	
	Capital Accounting Manual		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Land and buildings	Board	12.4
	III. Other – where the asset has a residual value less than £9,999	Deputy Director of Finance – Financial Services and Accounting	12.4.1
	IV. Other – where the asset has a residual value over £10,000	Director of Finance	12.4.2
12.3	Security of Assets		13
12.3.1	Overall control of fixed assets	Chief Executive	
12.3.2	Asset control procedures	Director of Finance	
13	Stores and Receipt of Goods		
13.1	Management and control of stores:		13.2.1
	I. General	Procurement and Supplies Manager	
	II. Drugs	Procurement and Supplies Manager	
	III. Fuel	Deputy Director of Operational Support and Band 8b Manager or above	
13.2	Procedure and systems to regulate stores, including records for receipt of goods, issues, returns and losses	Head of Procurement and Band 8b Manager or above	
13.3	Stocktaking Arrangements	Director of Finance	
14	Disposals and Condemnations, Losses and Special Payments		
14.1	Disposals and Condemnations of items included on the asset register	Scheme of Delegation	14.1, 12.3.4 & 13.2

Number	Delegated matter	Authority delegated to	SFI PARA REF
	Disposals and condemnations of items not included on the asset register up to a value of £25,000	Head of Department with notification going to Deputy Director of Finance – Financial Services and Accounting	
	Disposals and condemnations of items not included on the asset register up to a value from £25,001 to £100,000.	Head of Department countersigned by Executive Director as designated with notification going to Deputy Director of Finance – Financial Services and Accounting	
14.2	Losses and Special Payments Procedure		14.2
14.2.1	Special Payments – compensation payments made under legal obligation (following written legal advice) within limits (no Trust delegation from NHS England for special severance payments, or special payments over £95,000)		
	I. Under £100,000 + costs Cases involving Employment relations settlements over £50,000	Director of Finance or Chief Executive plus 1 other Board Executive Director	
	required to be reported to Remuneration Committee.		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Over £100,001 + costs	Director of Finance or Chief Executive plus 1 other Board Executive Director and 1 Audit Committee Member	
14.2.2	Special Payments within limits set by the Department of Health / NHS England (2023/24: £95,000) governing:		
	· Extra contractual payments to contractors		
	· Ex-gratia payments		
	· Extra statutory and extra regulatory payments		
	I. Maximum limit of £50,000	Director of Finance and Chief Executive	
	II. Over £50,001	Chief Executive with approval of the Executive Leadership Board	
14.2.3	Losses within limits set by the Department of Health governing:		
	· Cash		
	· Fruitless Payments (including abandoned capital schemes)		
	· Bad debts and claims abandoned.		
	· Damage to buildings, fittings, furniture, equipment, loss of equipment, property, and stores		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	I. Under £25,000	Director of Finance or Deputy Director of Finance – Financial Services and Accounting	
	II. £25,001 to £50,000	Director of Finance and Chief Executive or nominated deputy in their absence	
	III. £50,001 to £249,999	Director of Finance following recommendation by Executive Leadership Team	
	IV. Over £250,000	Chief Executive or Director of Finance and 1 other Executive Board Director and 1 Audit Committee Member	
14.2.4	Novel, contentious, or repercussive losses or special payments	Director of Finance to refer to Department of Health for approval	
14.2.5	All write-offs and special payments and losses to be reviewed by the Audit Committee	Director of Finance	
15	Financial Systems (IT)		15
15.1	Responsibility for accuracy and security of computerised financial data of the Trust	Director of Finance	
15.2	Risk assessment and approval of all requirements for general applications impacting on corporate financial systems	Director of Finance	



Number	Delegated matter	Authority delegated to	SFI PARA REF
16	PATIENTS' PROPERTY		16
16.1	Provision of written instructions for the collection, safe custody, investment, recording and disposal of money and other personal property handed in by patients, or found in the possession of patients dying in hospital or dead on arrival	Director of Finance	16.3
16.2	Operational management of patients' property in accordance with patients' property procedures	Head of Department or General Managers	
17	Funds Held on Trust		17
17.1	Corporate Trustee for the management of funds held in Trust	Board monitored through the Charitable Funds Committee	
17.2	Nomination of Executive and Non-Executive Directors to discharge the Trust's corporate trustee responsibilities	Board through appointment to the Charitable Funds Committee	
17.3	Management of trust funds:		
	I. Executive Fundraising Lead	Director of Finance	
	II. Accounts Management	Director of Finance	
17.4	Reporting on income and expenditure on funds held in Trust to Charitable Funds Committee (Audit Committee to sign off annual account)	Director of Finance	
17.5	Approval to Fundraising/Appeal Launch:		
	I. Projected Fundraising up to £5,000	Head of Department and Director of Finance	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Projected Fundraising between £5,001 - £300,000	Charitable Funds Committee following Head of Department or Director of Finance support	
	III. Over £300,000	Board following Charitable Funds Committee recommendation	
17.6	Funds held in Trust - Expenditure		
	I. Under £1,500 per request	Head of Charity, or Head of Financial Governance and Compliance	
	II. £1,501 to £5,000 per request	Deputy Director of Finance – Financial Services and Accounting	
	III. £5,001 to £25,000 per request	Director of Finance	
	IV. Requests over £25,001	Chief Executive, Director of Finance and Charitable Funds Committee Chair/Member	
18	ANTI-BRIBERY		
18.1	Nomination of Compliance Officer	Board	
18.2	Development and maintenance of policy	Compliance Officer (Director of Finance) in conjunction with Deputy Director of Corporate Affairs	
19	ACCEPTANCE OF GIFTS BY STAFF/STANDARDS OF BUSINESS CONDUCT		18

Number	Delegated matter	Authority delegated to	SFI PARA REF
19.1	Development and maintenance of policy on standards of business conduct and acceptance of gifts and other benefits in kind by staff.	Deputy Director of Corporate Affairs	
19.2	Maintenance of Gifts and Hospitality Register	Deputy Director of Corporate Affairs	
19.3	Approval of Acceptance of Gifts/Hospitality which exceeds the limit of £25.	Chief Executive/Director of Finance in support of Head of Department/Executive Director (as appropriate)	
19.4	Annual Audit of Hospitality Register	Director of Finance/Audit Committee	
19.5	Maintenance of Declaration of Interest Registers:		
	I. Board	Deputy Director of Corporate Affairs	
	II. Trust Employees	Deputy Director of Corporate Affairs	
20	Authorisation of Commercial Sponsorship, Advertising or Partnership Arrangements		
20.1	General Sponsorship, Advertising or Partnership Arrangements (including Charitable Fund Sponsorship)	Chief Executive with the Director of Communications and Engagement & Director of Finance	
20.2	Research & Development Sponsorship, Advertising or Partnership Arrangements	Director of Communications and Engagement, after approval by the Medical Director/Chief Executive	

Number	Delegated matter	Authority delegated to	SFI PARA REF
21	Retention of Documents/Data Protection		19
21.1	Compliance with Records Management – NHS Code of Practice	Chief Executive in conjunction with the Senior Information Risk Officer (SIRO)	
21.2	Compliance with Access to Health Records	Medical Director (as Caldicott Guardian) in conjunction with the Senior Information Risk Officer	
21.3	Compliance with the Data Protection and Freedom of Information Acts	Deputy Director of Corporate Affairs in conjunction with the Senior Information Risk Officer	
21.4	Caldicott Guardian	Medical Director	
22	RISK MANAGEMENT AND INSURANCE		20
22.1	Risk Management		
22.1.1	Administers programme of risk management, approved, and monitored by the Board	Chief Executive in conjunction with the Deputy Director of Corporate Affairs	20.1
22.1.2	Integration and evaluation of the programme of risk management to provide a basis to make a statement on the effectiveness of internal control (Annual Governance Statement) within the Annual Report and Accounts as required by current Department of Health guidance	Chief Executive in conjunction with the Deputy Director of Corporate Affairs	20.1

<b>Number</b>	<b>Delegated matter</b>	<b>Authority delegated to</b>	<b>SFI PARA REF</b>
22.1.3	Review of Fire Precautions	Chief of Clinical Operations	
22.1.4	Review of all statutory compliance legislation pertaining to Health & Safety	Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.5	Review of compliance with environmental regulations, e.g., clean air and waste disposal	Infrastructure and Estates Programme Lead or Deputy Director of Operations Support and Head of Estates and Band 8b Manager or above	
22.1.6	Infection, Prevention & Control Responsibility	Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.7	Incident and Serious Incident Reporting	Chief Paramedic (Allied Health Professional) & Director of Quality (in conjunction with the appropriate external bodies and Trust's Communications Team)	
22.1.8	Infectious Diseases and Notifiable Outbreaks	Medical Director	
22.1.9	Safeguarding	Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.10	Senior Information Risk Officer/Senior Responsible Owner	Director of Finance	
22.1.11	Executive Responsibility for Maternity Services	Chief of Clinical Operations	

Number	Delegated matter	Authority delegated to	SFI PARA REF
22.1.12	Security Management Director	Chief Executive in conjunction with Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.13	Sustainability Development	Chief of Clinical Operations	
22.1.14	Health and Safety Lead	Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.15	Emergency Planning (EPRR) Lead	Chief of Clinical Operations	
22.1.16	Child Protection and Vulnerable Persons Lead	Chief Paramedic (Allied Health Professional) & Director of Quality	
22.1.17	Resuscitation Officer	Medical Director	
22.1.18	NHS Constitution Executive Lead	Chief Executive	
23	Insurance		
23.2.1	Approval of insurance policies and engagement of additional insurance over and above the NHS Resolution Scheme.	Director of Finance	
24	Consultation		
24.1	Formal Consultation		
24.1.1	Compliance with Section 242 of the NHS Act 2006 and Regulation 4A of the Local Authority (Overview & Scrutiny Committee's health scrutiny functions) Regulations 2002	Chief Executive in conjunction with the Director of Communications and Engagement, and the Head of Department	
24.2	Media Liaison		
24.2.1	All enquiries:		

Number	Delegated matter	Authority delegated to	SFI PARA REF
	I. Within hours (Monday – Friday 9 am – 5 pm)	Director of Communications and Engagement and Communications Team in conjunction with Directors/ Managers (as appropriate)	
	II. Outside hours	On-call Communications Team in conjunction with Designated Duty Manager or Executive Director (as appropriate)	
25	Engagement of Trust Solicitors		
25.1	Award of Contract in accordance with tender procedures	Board	
25.2	Referral of Trust Issues for Legal Opinion:		
	All requests for external legal advice will be routed through the Deputy Director of Corporate Affairs or an Executive Director. The leads for each are detailed below		
	I. Corporate Law	Deputy Director of Corporate Affairs or Chief Executive	
	II. Property, major transactions, commercial and associated contractual law	Director of Finance or Deputy Director for Operations Support or Head of Estates	

Number	Delegated matter	Authority delegated to	SFI PARA REF
	III. Clinical and Risk Management Law	Chief of Clinical Operations and Deputy Director of Corporate Affairs	
	IV. Contract or Commercial Law	Director of Finance	
	V. Employment Law	Director of People Services or Nominated Deputy	
	VI. R&D, Intellectual Property Law	Medical Director/or nominated deputy in conjunction with Research Manager	
26	Patient Services		
26.1	Patients' and Relatives' complaints management, including clinical negligence complaints	Chief Paramedic (Allied Health Professional) & Director of Quality	
26.2	Variation of operating and clinical sessions within existing resources	Chief Paramedic (Allied Health Professional) & Director of Quality in conjunction with appropriate Head of Department (or nominated deputy) & Medical Director	
26.3	Variation to changes in operational fleet allocation:		
	I. Temporary Variation	Chief of Clinical Operations in conjunction with appropriate Head of Department or their nominated deputy	



Number	Delegated matter	Authority delegated to	SFI PARA REF
	II. Permanent Change	Chief of Clinical Operations in conjunction with Deputy Director of Operations Support	
27	Extended Role Activities		
27.1	Approval of staff to undertake extended professional clinical roles.	Chief Executive in conjunction with Medical Director or Chief Paramedic (Allied Health Professional) & Director of Quality (as appropriate)	
28	Policies And Procedures		
28.1	Approval of all non-clinical organisational/operational policies and procedures for and on behalf of the Board	Executive Leadership Team ratification following approval from Compliance and Risk Group after recommendation and consultation with relevant stakeholders	
	The Chief Executive will have discretion to declare matters for specific consideration directly to the Board for approval.		
29	Attestation of Sealings and Register		
29.1	Attestation of Sealings in accordance with Standing Orders of the Board	Chair and Chief Executive or nominated deputies	
29.2	Maintenance of Register of Sealings	Deputy Director of Corporate Affairs	
30	RESEARCH & DEVELOPMENT		

Number	Delegated matter	Authority delegated to	SFI PARA REF
30.1	Authorisation of Research and Development (subject to contract approvals) Delegation)	Chief Executive following recommendation from Clinical Best Practice Group	
30.2	Authorisation of Clinical Trials (subject to contract approvals)	Chief Executive and Medical Director following recommendation from Clinical Best Practice Group	
31	Clinical Products		
31.1	Assessment and recommendation of clinical products	Product and Supplies Procurement Group and/or Clinical Best Practice Group and Deputy Medical Director prior to recommendation to Executive Leadership Team	
32	Medicines Inspectorate		
32.1	Review and implementation of Medicines and Healthcare products Regulatory Agency (MHRA) Regulations	Medical Director	
33	Regulation of Medical Practitioners		
33.1	Responsible Officer	Medical Director	
34	External Auditor Services		
34.1	Advise the organisation's board on the selection and appointment of the external auditor	Director of Finance and Auditor Panel	

Number	Delegated matter	Authority delegated to	SFI PARA REF
34.2	Advise the organisation's board on the maintenance of an independent relationship with the appointed external auditor	Auditor Panel	
34.3	Under the Audit Code, the External Auditor may provide the Trust with services which are outside the scope of the audit. Application of the Trust's "Provision of Additional Services by the External Auditor" should be applied to ensure no conflict of interest and ethical standards are applied.	Auditor Panel approval required before engagement. If timing precludes this, the Auditor Panel Chair and Director of Finance may take action and report to next Auditor Panel meeting.	
35	Emergency Preparedness, Resilience and Response compliance		
35.1	Responsible Officer for discharging the duties and responsibilities of the Trust as a category 1 responder	Chief of Clinical Operations	
35.2	Responsible Manager for attendance at Local Health Resilience Partnerships	Head of Operations for each area	