

## Board of Directors

**Subject:** Scheme of Delegation Update  
**Date:** 30<sup>th</sup> July 2015  
**Author:** Neil Wilkinson, Head of Compliance and Systems  
**Lead Director:** Paul Robinson, Chief Financial Officer

### Executive Summary:

Following the tightening of financial limits in the Scheme of Delegation (SoD) in May 2015, a small number of operational issues have prompted consideration of some elements of the authorisation hierarchy.

Whilst maintaining effective scrutiny of expenditure, we need to ensure that unnecessary process delays are minimised and that authorisation is carried out at appropriate levels. Consequently the following amendments are proposed:

- 1) Chief Pharmacist elevated to Aggregate Budget Holder - to reflect the substantial department structure and associated expenditure
- 2) Divisional Nurse Matrons elevated to Aggregate Budget Holders - to reflect the responsibility for nursing budgets for their respective division, and the fact that Nurse Matrons (Budget Holders) report to them
- 3) Charitable Funds Committee – increase Committee approval limits:

Board of Directors	Over £100,000
Charitable Funds Committee	Up to £100,000
Chief Executive / Chief Financial Officer	Up to £25,000
Fund Monitor and Manager	Up to £15,000

At the 16<sup>th</sup> July meeting, the current delegated limits were reviewed for appropriateness due to concerns being raised around unnecessary delays in procurement of the requested items due to the existing limits. The above revised limits were approved by the Charitable Funds Committee for ratification by the Board of Directors.

These changes in authority would be reflected into the SoD Table B, Section 7.1 - Revenue Expenditure, and Section 1.1 – Charitable Funds Expenditure.

At their meeting on 23<sup>rd</sup> July, the Audit and Assurance Committee approved the amendments for submission to the Board of Directors.

### Next Steps:

1. Following ratification an updated SoD will be issued.
2. Review of revised SoD authorisation limits requested by the Chief Financial Officer to ensure:
  - appropriateness of delegated officers, and
  - fitness for purpose regarding due diligence and scrutiny whilst maintaining operational effectiveness

<p><b>Recommendations</b></p> <p>Board members are requested to</p> <ul style="list-style-type: none"> <li>ratify the proposed changes</li> <li>note the review of the Scheme of Delegation</li> </ul>
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Relevant Strategic Objectives (please mark in bold)	
<b>To consistently deliver a high quality patient experience safely and effectively</b>	To develop extended clinical networks that benefit the patients we serve
To eliminate the variability of access to and outcomes from our acute services	<b>To provide efficient and cost-effective services and deliver better value healthcare</b>
To reduce demand on hospital services and deliver care closer to home	

<b>How has organisational learning been disseminated</b>	Not applicable
<b>Links to the BAF and Corporate Risk Register</b>	Not applicable
<b>Details of additional risks associated with this paper</b> (may include CQC Essential Standards, NHSLA, NHS Constitution)	Not applicable
<b>Links to NHS Constitution</b>	Not applicable
<b>Financial Implications/Impact</b>	Not applicable
<b>Legal Implications/Impact</b>	Not applicable
<b>Partnership working &amp; Public Engagement Implications/Impact</b>	Not applicable
<b>Committees/groups where this item has been presented before</b>	Audit and Assurance Committee
<b>Monitoring and Review</b>	Not applicable
<b>Is a QIA required/been completed? If yes provide brief details</b>	Not applicable