

The Royal Wolverhampton NHS Trust

Trust Board Report

Meeting Date:	Monday 28 January 2013
Title:	Standing Financial Instructions – Update of Authorised Limits
Executive Summary:	The Trust Standing Financial Instructions, (SFI's), included at Appendix A, the Schedule of Authorised Limits. As part of the continued review of these Limits, the Schedule has been updated to ensure its continued appropriateness.
Action Requested:	To approve the updated Authorised Limits Schedule, Appendix to the Trust SFI's.
Report of:	Chief Financial Officer
Author: Contact Details:	Kevin Stringer, Chief Financial Officer 01902 695954 Email: kevin.stringer@nhs.net
Resource Implications:	None
Public or Private:	Public
References: (eg from/to other committees)	N/A
Appendices/References Background Reading	SFI's
NHS Constitution: (How it impacts on any decision-making)	In determining this matter, the Board should have regard to the Core principles contained in the Constitution of: <ul style="list-style-type: none"> ✚ Equality of treatment and access to services ✚ High standards of excellence and professionalism ✚ Service user preferences ✚ Cross community working ✚ Best Value ✚ Accountability through local influence and scrutiny

Details

As part of good practice SFIs and the Authorised Limits are reviewed annually to ensure they are still relevant and appropriate. These changes were approved at the December meeting of the Audit Committee.

The Trust Standing Financial Instructions, (SFI's), include at Appendix A, the Schedule of Authorised Limits. These Limits are continually reviewed to ensure appropriateness. Further to this, the Schedule has been updated to include:-

- an increase in revenue requisition limits to £15,000 (from £5,000) for two HR Manager positions, to reflect properly their specific operational responsibilities, in relation to the HR Director; and
- specific authorised limits for Charity requisitions for Divisional Group and Directorate Managers, up to £5,000, and Deputy Chief Operating Officers up to £10,000, to reflect the normal hierarchical decision making process within the Trust, (to Exclude General Funds authorisation).

The Board are asked to approve the updated Authorised Limits Schedule. (Amendments to the existing Authorised Limits Schedule are identified in the attached Appendix A in red text).

Appendix A

SFI AUTHORISED LIMITS

LEVELS

TENDERING, ORDERING, CONTRACTING LEVELS

Competitive quotations to apply	£10,000 to £50,000
Competitive tendering to apply	above £50,000
Authority to waive competitive process:-	
- Head of Procurement/Estates	up to £25,000
- Chief Executive/Deputy Chief Executive/Chief Financial Officer	above £25,000
Authority to accept other than lowest quote:-	
- Head of Procurement/Estates	up to £50,000
- Chief Executive/Deputy Chief Executive/Chief Financial Officer	up to £250,000
- Trust Board	above £250,000
Approval to contract awards (including extensions):-	
- Head of Procurement/Estates	up to £50,000
- Chief Executive/Deputy Chief Executive/ Chief Financial Officer	up to £250,000
- Trust Board	above £250,000
NB – All contract awards above £50,000 to be reported to Trust Board for information.	
Evaluation panel to include a Non-Executive Director	£1m and above

Note – The above limits apply equally to asset disposals.

REQUISITIONS

Revenue:-

Budget Manager eg Ward Manager	up to £5,000
Senior Budget Manager:	
- Senior Matron/ Matrons/Head of Midwifery/ Head of Nursing (Nursing budgets only)	} up to £15,000
- Group Manager/ Directorate Managers (Non Nursing budgets only)	
- Deputy HR Director	
- Head of Education & Development	} }
Budget Holder	
- Senior pharmacist/ Principal Pharmacist (Drugs only)	up to £25,000
- Deputy and Assistant Director of Pharmacy (Drugs only)	up to £50,000
- Director of Pharmacy Services (Drugs only)	up to £100,000
- Deputy Chief Operating Officer	} up to £50,000
- Divisional Medical Director	
- Head of IT Services	
- Divisional Manager Estates and Facilities	
Executive Responsible Budget Officer	
- Executive Director	up to £100,000
- Chief Executive and Chief Financial Officer	over £100,000

Capital:-

- Team Manager (Capital)/Team Manager (Projects & Estates)	up to £15,000
- Chief Financial Officer	up to £750,000
- Head of Estates Development	up to £750,000
- Chief Executive and Chief Financial Officer	over £750,000

Note – Above capital limits are subject to agreement of Business Cases (where applicable) and inclusion within a Board approved Capital Programme.

Capital schemes requiring business cases to be approved by Trust Board	£500,000 capital value and/or £500,000 revenue cost, (whether non-recurrent or recurrent), and above
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Capital schemes requiring business cases to be approved by SHA	£3,000,000 capital value. This limit may be reduced to £1,000,000 by the SHA should the Trust go into deficit or may be suspended if the business case is considered 'complicated and contentious'
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Note – Officers will need to judge where schemes below this level will require Board approval because of other issues of significance.

Charity Funds:-

(i) <u>Divisional/Directorate Funds</u> Group/ Directorate Manager Deputy Chief Operating Officer Chief Executive and Chief Financial Officer	up to £5,000 up to £10,000 up to £20,000
(ii) <u>General Funds</u> Chief Executive and Chief Financial Officer	up to £20,000
(iii) <u>All Funds</u> Trust Board, acting as Trustees	above £20,000

PAY**All Starter, Change and Termination forms:-****Clinical Directorates and Divisions :-**

- Senior Matron/Matron/Head of Midwifery/Head of Nursing (Nursing Budgets Only)
- Group Manager/Directorate Manager (Non Nursing Budgets Only)
- Divisional Manager Estates & Facilities
- Deputy Chief Operating Officer
- Divisional Medical Director

Corporate Functions:-

- Executive Director (Or delegated Deputies at Executive Director's discretion)

Subject to:-

- Consultant appointments to be countersigned by Medical Director
- Any appointment/changes outside agreed Trust policy to be countersigned by HR Director or Deputy HR Director

All Turnaround documents, timesheets and expenses forms:-

- As above prime payroll documentation authorized officers plus
- Budget Managers
- *For Community Services Only - The Budget Manager is able to devolve responsibility for the sign off to a Delegated Senior Manager*

LOSSES, COMPENSATIONS & SPECIAL PAYMENTS

Approval limit of Chief Financial Officer/ Deputy Chief Financial Officer	up to £5,000
Audit Committee	above £5,000

Note – All losses, compensation and special payments to be reported to the Trust Board

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