

Trust Board Report

Meeting Date:	30 March 2015
Title:	Updated Standing Financial Instructions, (SFI's) - Authorised Limits Schedule.
Executive Summary:	<p>The SFI Authorised Limits Schedule has been updated following review for the following:-</p> <ul style="list-style-type: none"> • to recognise Officers authorised to approve for payment the expenses of Non- Executive Directors/Chair and the Chief Executive Officer; • to ensure that authorisation cover arrangements are recognised for exceptional circumstances; • to enable the new Medical Workforce Manager to authorise Medics Interview expenses and Removal expenses; and • to tighten authorisation in respect of pay arrangements outside Agenda for Change/Trust Policy. <p>The detail of this report was presented to the Audit Committee at its meeting on 26 February 2015 and was approved.</p>
Action Requested:	<p>The Board are asked to:-</p> <ul style="list-style-type: none"> • Approve the updated SFI Authorised Limits Schedule;
Report of:	Kevin Stringer, Chief Financial Officer
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Resource Implications:	Nil
Public or Private: (with reasons if private)	Public
References: (eg from/to other committees)	To refer to the Trust Board
Appendices/ References/ Background Reading	SOs and SFIs
NHS Constitution: (How it impacts on any decision-making)	<p>In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:</p> <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

Introduction

Further to a review of the SFI Authorised Limits Schedule, a number of areas of improvement have been identified.

Detail of the updates to the SFI's Authorised Limits Schedule For Approval

The following areas have been identified for inclusion within the SFI's Authorised Limits Schedule:-

- Authorisation of expenses for Non-Executive Directors/Chair and the Chief Executive;
- cover arrangements at Executive Director level for exceptional circumstances;
- the new Workforce Manager and Medical Workforce Manager being able to authorise Medics Interview expenses and Removal expenses; and
- to tighten authorisation in respect of pay arrangements outside Agenda for Change/Trust Policy.

The additions to the Authorised Limits Schedule are highlighted in the updated Schedule attached at appendix A.

Conclusions and Recommendations

The Board are asked to:-

- Approve the updated SFI Authorised Limits Schedule, attached at Appendix A

AUTHORISED LIMITS

LEVELS

TENDERING, ORDERING, CONTRACTING – Expenditure

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.

CONTRACTING - Income

Approval to sign contracts other than for the provision of Healthcare by RWT
 - 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

CONTRACTING – Agreements for the Provision of Healthcare Services by RWT

Approval to sign contracts where RWT is the provider of Healthcare services to NHS and other Commissioners
 - Executive Director up to 10% of Trust turnover
 - Trust Board above 10% of Trust turnover

REQUISITIONS

Revenue:-

Budget Manager eg Ward Manager up to £ 5,000

Senior Budget Manager:-
 - Senior Matron/ Matrons/Head of Midwifery/ Heads of Nursing (Nursing Budgets Only) }
 - Group Manager/ Directorate Manager (Non Nursing Budgets) } up to £15,000
 - 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	}
- Divisional Medical Director	} up to £ 50,000
- Head of IT Services	}
- Divisional Manager Estates and Facilities	}

Clinical Research Network:-

- Lead Research, Management & Governance Manager	up to £5,000
- Research Delivery Divisional Managers	up to £5,000
- Industry Operations Manager	up to £15,000
- Chief Operating Officer	up to £50,000

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 TDA	£5,000,000 capital value (The delegated limit for a Trust is the lower of 3% of turnover and £5,000,000 and is reviewed annually. This may be reduced should the Trust go into deficit)
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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 Managers/ Directorate Manager	up to £ 5,000
Deputy Chief Operating Officer	up to £10,000
Chief Executive and Chief Financial Officer	up to £50,000
(ii) <u>General Funds</u>	
Chief Executive and Chief Financial Officer	up to £50,000
(iii) <u>All Funds</u>	
Trust Board, acting as Trustees	above £50,000

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)

Clinical Research Network:-

- Lead Research, Management & Governance Manager
- Industry Operations Manager
- Research Delivery Divisional Managers
- Chief Operating Officer

Subject to:-

- Consultant appointments to be countersigned by Medical Director**
- Any appointment/changes outside Agenda for Change/Agreed Trust Policy to be countersigned by HR Director and Chief Finance Officer (Or in exceptional circumstances, where the Executive Director is absent, to delegated Deputies, named at Executive Director's discretion).**

All Turnaround documents, timesheets and expenses forms:-

- As above prime payroll documentation authorized officers plus
- Budget Managers.
- **For Community Services and other services where the services are provided 'Off Site' - The Budget Manager is able to devolve responsibility for the sign off to a Delegated Senior Manager.**
- **For Removals Expenses only – Director/Deputy Director of Human Resources/Head of Workforce, and additionally, for Medics Removals and Interview Expenses, specifically-Medical Workforce Manager.**

Expenses of Non-Executive Directors/Chair and Chief Executive:-

- Expenses of Non-Executive Directors/Chair - Chief Executive
- Expenses for Chief Executive - Chair and Chief Financial Officer

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

EXCEPTIONAL AUTHORISATION ARRANGEMENTS - IN THE ABSENCE OF THE CHIEF EXECUTIVE AND CHIEF FINANCIAL OFFICER (For areas where Delegated Deputies are specifically not identified above)

- Deputy Chief Executive
- Non Executive Director, only in the absence of the Deputy Chief Executive.

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