

**DELEGATED FINANCIAL LIMITS - Updated January 2020 for approval**

<b>Financial Limits</b> (subject to funding available in budget)		
	<b>Value</b>	<b>Delegation</b>
<b>1. Gifts and Hospitality</b>		
Any gifts or hospitality or offers of gifts or hospitality which exceed the £25 threshold must be declared.  Low cost branded aids offered by a supplier or contractor should only be accepted if their value does not exceed the industry standard of £6 (as per NHS England guidance)	£25	Chief Finance Officer
<b>2. Legal / Litigation Claims</b>		
Most claims will be covered by NHSLA, any other litigation claims should be reported to Board via the Quality & Safety Committee	Over £500,000	Board of Directors
	Up to £500,000	Chief Executive
	Up to £100,000	Chief Finance Officer
	Up to £10,000	Claims Manager
<b>3. Losses, Compensation &amp; Special Payments - All to be reported to the Audit Committee</b>		
This includes losses relating to fruitless payments (including abandoned capital schemes), loss of cash due to theft, fraud, overpayments, damage to buildings, fittings, exgratia payments, write offs, bad debts and compensation payments	Over £50,000	Board of Directors
	Up to £50,000	Chief Executive / Chief Finance Officer
	Up to £1,000 (Write offs, bad debts and ex gratia payments only)	Deputy Director of Finance
<b>4. Petty Cash Disbursements</b>		
Small incidental items of expenditure	Up to £100	Budget Holder / Financial Accountant
<b>5. Authorisation of Sponsorship Deals</b>		
A central register of sponsorships will be maintained by the Director of Corporate Affairs for reporting to Audit Committee	Above £50,000	Board of Directors
	Up to £50,000	Chief Executive / Chief Finance Officer
	Up to £1,500	Budget Holder
<b>6. Agency Staff</b>		
Any agency staff, including medical locums, subject to NHSI guidelines.  No agency staff can be approved outside of a framework agreement and/or at a rate greater than £100 per hour without the authorisation of the Chief Executive	Over £50,000	Board of Directors
	Up to £50,000	Chief Executive
	Up to £25,000	Executive Directors
	Up to £10,000	Deputy Directors, Senior Manager On Call
	Up to £5,000	Divisional Managers (no other managers can approve the use of agency)
<b>7. Management Consultants</b>		

Adherence to SFIs is required for tendering of services	Over £50,000	Board of Directors
	Up to £50,000	Chief Executive
	Up to £10,000	Director of Finance Chief Finance Officer
<b>8. Capital Expenditure (including IT Equipment)</b>		
The capital programme will be submitted to the Board for overall approval prior to the new financial year. In year developments/variations should be approved as limits allow. All Capital schemes require completion of a business case, templates and guidance for which are available from the Head of Finance (All values exclusive of VAT)	Over £500,000	Board of Directors
	£250,000 to £500,000	Finance & Performance Committee
	Up to £250,000	Programme Management Board (PMB) chaired by the Chief Finance Officer
<b>9. Agreement of Contracts/ Service Level Agreements (including in-year variations to Contracts/Service Level Agreements)</b>		
All pay and non-pay expenditure including software and IT equipment, maintenance contracts, service contracts, management consultants and call off orders. The limit is the total value over the life of the contract. All subject to funding available in budget.  (Exclusive of VAT)	Over £1,000,000	Board of Directors
	Up to £1,000,000	Chief Executive
	Up to £500,000	Chief Finance Officer
	Up to £100,000	Executive Directors
	Up to £75,000	Deputy Director of Finance
	Up to £50,000	Other Deputy Directors, Head of Procurement and Head of Estates
	Up to £25,000	Divisional Managers, Chief Financial Accountant and Head of Management Accounts
	Up to £15,000	Deputy Divisional Managers, Business Manager and Financial Accountant
	Up to £10,000	Heads of Service
	Up to £5,000	All other budget holder managers
Up to £1,000	Payments and Treasury Manager	
<b>10. Budget Virement</b>		
In accordance with the SFIs budgets may be vired, however all other budgetary controls will be required to be met	Over £100,000	Chief Executive
	Up to £100,000	Chief Finance Officer
	Up to £50,000	Other Directors
	Up to £25,000	Deputy Director of Finance and Budget Holder
<b>11. Quotations &amp; Tenders</b>		
Quotations - Obtain a minimum of 3 written quotations for goods/services	Over £10,000 and up to £50,000	In accordance with Section 9
Tenders - Obtain a minimum of 3 written tenders for goods/services	Over £50,000 (unless a tender waiver is approved by Chief	In accordance with Section 9

	Finance Officer	
EU Procurement Thresholds (These are subject to change and should be confirmed by the Head of Procurement)	All figures are net of VAT	In accordance with Section 9
Supplies and Services (except R&D and certain telecom services)	£189,330	
Social and other specific services, listed in Schedule 3 of Public Contract Regulations 2015 Reg 5 (1) (D) and (74)	£663,540	
Works	£4,733,252	