

<b>Communications &amp; Marketing Strategy Assurance Report Q3 2022-23</b>			
<b>Meeting</b>	Board of Directors		
<b>Date</b>	14/12/2022	<b>Agenda Item</b>	13
<b>Lead Director</b>	Alison Hughes, Director of Corporate Affairs		
<b>Author(s)</b>	Fiona Fleming, Head of Communications & Marketing		
<b>Action required</b> (please select the appropriate box)			
<b>To Approve</b> <input type="checkbox"/>	<b>To Discuss</b> <input type="checkbox"/>	<b>To Assure</b> <input checked="" type="checkbox"/>	
<b>Purpose</b>			
The purpose of this paper is to provide the Board of Directors with assurance on the delivery of communications and marketing activity to support the delivery of the Trust 5-year strategy and enabling strategies.			
<b>Executive Summary</b>			
Q3 (October - December 2022) presented a diverse range of campaigns and a great opportunity for the team to support and respond to the changing needs of staff, patients and service users, explore new ways of engaging with the workforce and raise the profile of the Trust.			
The report details Q3 activity against the communications themes as follows: Brand management External communications Internal communications System support Crisis management and sustainability			
<b>Risks and opportunities:</b>			
No risks identified in this report. The risk in failing to have effective communication and engagement across the workforce and with the local population is mitigated by the numerous campaigns and priorities delivered. New ways of engaging and communicating have been realised through Covid-19 and have provided learning for the future			
<b>Quality/inclusion considerations:</b>			



<p>Quality &amp; Equality Impact Assessment completed and attached No.</p> <p>All communications and engagement activity aims to positively impact on Trust staff and those who access our services.</p>								
<p><b>Financial/resource implications:</b></p> <p>There are no financial/resources implications for consideration within the report.</p>								
<p><b>The Trust Vision</b> - To be a population health focused organisation specialising in supporting people to live independent and healthy lives. The Trust Objectives are:</p> <ul style="list-style-type: none"> <li>• Populations - We will support our populations to thrive by optimising wellbeing and independence</li> <li>• People - We will support our people to create a place they are proud and excited to work</li> <li>• Place - We will deliver sustainable health and care services within our communities enabling the creation of healthy places</li> </ul> <p>Please select the top three Trust Strategic Objectives and underpinning goals that this report relates to, from the drop-down boxes below.</p> <table border="1"> <tr> <td>People - Better employee experience to attract and retain talent</td> <td>People - Improve the wellbeing of our employees</td> <td>Populations - Safe care and support every time</td> </tr> </table>			People - Better employee experience to attract and retain talent	People - Improve the wellbeing of our employees	Populations - Safe care and support every time			
People - Better employee experience to attract and retain talent	People - Improve the wellbeing of our employees	Populations - Safe care and support every time						
<p><b>The Trust Social Value Intentions</b></p> <p>Does this report align with the Trust social value intentions? Yes.</p> <p>If Yes, please select all of the social value themes that apply:</p> <p><b>Community engagement and support</b> <input checked="" type="checkbox"/></p> <p><b>Purchasing and investing locally for social benefit</b> <input type="checkbox"/></p> <p><b>Representative workforce and access to quality work</b> <input type="checkbox"/></p> <p><b>Increasing wellbeing and health equity</b> <input type="checkbox"/></p> <p><b>Reducing environmental impact</b> <input type="checkbox"/></p>								
<p><b>Board of Directors is asked to consider the following action</b></p> <p>To receive the report and be assured of the quality of communications and marketing activity delivered across the Trust and externally in order to support the achievement of the Trust's strategic objectives.</p>								
<p><b>Report history</b> (Please include details of the last meeting that received this paper, including the title of the meeting, the date, and a summary of the outcome)</p> <table border="1"> <thead> <tr> <th>Submitted to</th> <th>Date</th> <th>Brief summary of outcome</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Submitted to	Date	Brief summary of outcome			
Submitted to	Date	Brief summary of outcome						



Board of Directors	Quarterly	Regular report to provide assurance to the Board of Directors on communications and marketing activity across the Trust and externally.
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**Compassion** | **Open** | **Trust**



**Wirral Community  
Health and Care**  
NHS Foundation Trust

# Communications & Marketing Board Report Q3

**Date: 15 February 2023**

**Name:** Alison Hughes, Director of Corporate Affairs

## Overview of Quarter 3 (October, November, December)

### Business as usual

- 20 Editions of The Update  
3 Special Editions: Staff Survey, Digital Support, IPC
- 140 Shout Outs published
- 5 CEO messages
- 60 screensavers
- 1399 emails received between October - December. Average of 23 requests per day through the communications mailbox

## Digital Summary

### Quarter 3

- StaffZone - Page views = 162,009
- Website - Page views = 150,650
- Twitter account @wirralct - Total followers = 3,944 (increase of 189 followers)
- Tweet impressions = 76.7k
  - 41.8k October
  - 10.1k November
  - 24.8k December

**Top media Tweet** earned 2,637 impressions

That's a wrap! #TeamWCHCAwards22 have been a blast. Thank you to @ChesterRaces, to all of our sponsors, to @RogerJ\_01 for being our compere, and to our teams across Wirral, Cheshire East, St Helens and Knowsley who give so much day in and day out. You are all winners.  
[pic.twitter.com/1ZyM2PguBK](https://pic.twitter.com/1ZyM2PguBK)



♥ 11

[View Tweet activity](#)

[View all Tweet activity](#)

# External PR

## Karen Howell's health column: "Telehealth Service"

7th November 2022



Telehealth Service aims to help you at home (Image: Wirral Community Health and Care NHS Foundation Trust)

By Karen Howell [Share](#) [f](#) [t](#) [in](#) 0 Comments

Karen Howell, chief executive at Wirral Community Health and Care NHS Foundation Trust, writes for the *Globe*.

## "Prioritise infection prevention this winter"

27th October 2022



Library picture of man with cold (Image: website)

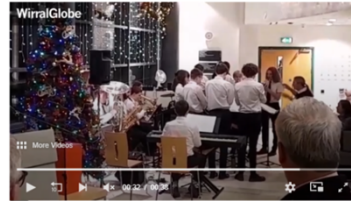
By Karen Howell [Share](#) [f](#) [t](#) [in](#) 0 Comments

Karen Howell, chief executive of Wirral Community Health and Care NHS Foundation Trust, writes for the *Globe*.

UPDATED

## Christmas lights and art on view at St Cath's Health Centre

6th December 2022



By Craig Manning  
Chief Reporter  
[Share](#) [f](#) [t](#) [in](#) 0 Comments

A CHRISTMAS lights switch-on and launch of a students' exhibition has taken place at a Wirral health centre.

## Wirral NHS Foundation Trust receive Social Value Quality Mark

22nd November 2022



Pictured are WCHC Board of Directors and Lead Governor (Image: Wirral Community Health and Care NHS Foundation Trust)

By Chloe Nightingale  
Community Reporter  
[Share](#) [f](#) [t](#) [in](#) 0 Comments

A NHS trust in Wirral is the first in the UK to receive the Social Value Quality Mark.

## Tackling the challenge of achieving continuous Quality Improvement

By Robert Hobbs | 14 October 2022

Wirral Community Health and Care Foundation Trust selected the system for a new governance framework, uniting all divisions within the organisation under the same standard of care and supporting improvement.

Paula Simpson, director of nursing and quality improvement at Wirral, is a convert. "There has been a rapid really positive impact on culture within the trust as a result of using InPhase Oversight and I have to say that was quite unexpected, it wasn't something that we had particularly expected to happen quite so quickly."

## Project highlights - Quarter 3

Team WCHC Awards	Recruitment videography	Freedom to Speak up month	Staff Survey
Governor Elections	Telehealth Service promotion	International Fraud Awareness month	Flu and Covid vaccinations
Vivup launch	Antimicrobial Awareness	Christmas Jumper Day	Staff Council Birthday
School age Immunisations	Art Exhibition at St Cath's	AHP Day / Week	Stakeholder engagement and online developments 0-25 Service Knowsley
Black History Month / Refugee Awareness	Journey of Care and Staff Story - Specialist Dental	Health Visiting recruitment - Knowsley	Staff Council Birthday



## Team WCHC Awards

- Delighted to return to a face to face awards event after Covid-19
- Secured £20k sponsorship from: Convatec, Lenovo, Eric Wright Construction, Lexacom, Logex, Hill Dickinson, Sudlows, ECG On-Demand, LT Print Group, MBF, RLDatix
- 260 staff, sponsors and system partners celebrated at Chester Racecourse
- Joined by compère, Roger Johnson, BBC North West Tonight presenter
- The Communications and Marketing Team were awarded *'Excellence in Partnership Working'*



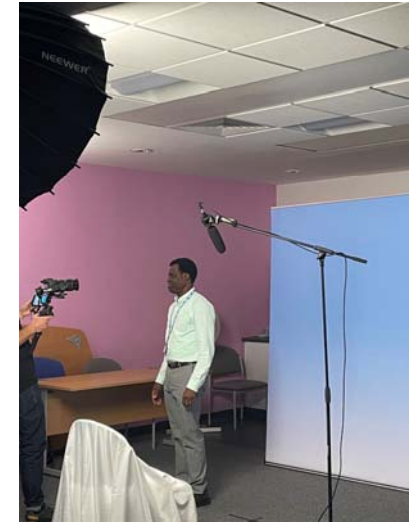
# Team WCHC Awards Recognition Wall

- Renewal of the recognition wall at St Catherine’s Health Centre
- Opportunity to profile the awards sponsors
- Share the stories of the winners with patients and visitors



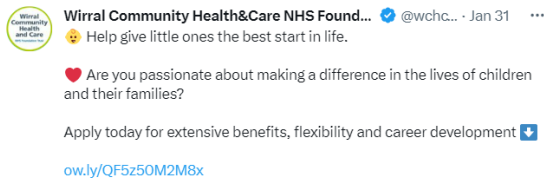
## Team WCHC recruitment campaign

- 3 days of filming: make-up artist and film crew in studio setting
- 21 staff across different roles in the Trust
- 3 Radio City adverts ran for 3 weeks in December, reaching 315,574 listeners



## Health visiting recruitment campaign (Knowsley)

- Social media campaign – focusing on extensive benefits, flexibility and career development
- Tailored on air advert in December, reaching 315,574 listeners



We're recruiting Health Visitors in Knowsley with a **£2000** welcome!



We're recruiting Health Visitors in Knowsley with a **£2000** welcome!

We're recruiting Health Visitors in Knowsley with a **£2000** welcome!

# Telehealth Service promotion

- Dedicated section on StaffZone, including 'Meet the team'
- Health Column in Wirral Globe
- Screensaver to raise awareness with staff - cross referrals
- Article in The Update
- Primary Care communications to encourage referrals

**WirralGlobe** Subscribe Puzzles

News Sport Rovers What's On Events E-Edition True Crime UK Announcements

### Karen Howell's health column: "Telehealth Service"

7th November 2022

Telehealth Service aims to help you at home (Image: Wirral Community Health and Care NHS Foundation Trust)

#### Save Mone Time & Effic

Live service upc platform inform make your jourr easy as possible

Transport for Wal

## Meet the team

Maria Pugh, Senior Community Matron/Long Covid Lead



Helen Stewart, Caseload Manager



Paula John, Caseload Manager

Paula John, Caseload Manager



## International Fraud Awareness month

- International Fraud Awareness Week - recognised on social media, promoting fraud messages to staff and the public
- Messages ran throughout the month, including: video from Lead Counter Fraud Specialist and Anti-Fraud Champion
- Lead Counter Fraud Specialist visits were promoted in The Update - bases across the Trust visited (St Helens, Knowsley, Cheshire East and Wirral)
- 103 members of staff completed the Fraud Awareness Quiz

Fraud Awareness Month 2022  
Win a £50 gift card!



# Flu vaccine and Covid-19 booster

- Promoting the ‘flu vaccine comes to you!’ delivery model, plus clinics
- Familiarising staff with immunisers
- Reinforcing ‘flu hasn’t gone away’ message

Book your...  
**BOOSTER**

All staff are being offered the Covid-19 booster vaccine.

Search 'autumn Covid-19 booster' on StaffZone to book yours!

**GET BOOSTED**

**Flu comes early in England...**

Get your flu vaccine!

- ✓ See The Update for latest clinics book or drop in!
- ✓ Had your flu vaccine elsewhere? Email: [wcnt.flu@nhs.net](mailto:wcnt.flu@nhs.net) to let us know.
- ✓ Talk to our flu immunisers in confidence about concerns you may have.

VACCINATIONS SAVE LIVES!

**Flu cases are twice as high as previous years...**

- 15-44 year olds are currently most affected.
- The flu vaccine is available for every member of staff.
- Get your vaccine - see The Update for details.

**GET BOOSTED**

**Team meeting?**  
Vaccinate your whole team from flu.

**Our immunisers come to you.**

Email [wcnt.flu@nhs.net](mailto:wcnt.flu@nhs.net) to arrange your team's protection!

*"We would recommend every team doing this."*

Wirral Community Specialist Palliative Care Team

**GET BOOSTED**

## Vivup launch

- Staff benefits platform
- Helps spread costs and save money
- 775 staff registered since launch in November
- Promotion included: screensavers, articles in The Update, Get Together agenda item, staff Facebook group, StaffZone content, facilitation on online staff sessions

Start your new year  
with cost savings!



Introducing...



Join the Vivup Teams  
sessions to:

- understand how to use Vivup
- make the most of your money
- maximise your discounts

Monday 9 and 16 January.

See StaffZone News and The Update for details.

Your new employee  
benefits platform!

- Discounts to make your money go further
- Supports with cost of living
- Salary sacrifice schemes

Register today via your email from [noreply@Vivup.co.uk](mailto:noreply@Vivup.co.uk)



## School age Immunisations

- Supporting the school age immunisation team to maximise uptake of the nasal flu vaccine
- Social media messages to remind parents and carers about the importance of their child being protected against flu
- Design and print of posters - QR code for parents and carers to scan and consent to the vaccine
- Out door banners to display on school gates and railings



**Nasal flu vaccine  
for reception to  
year 6 children**

Speak to the team on **0151 514 2510**



**To consent, please  
scan the QR code.**

wchc.nhs.uk | @nhsbuzz | @wchc\_nhs

### Today in school...

# nasal flu vaccine

To consent, please scan the QR code and complete the online form or speak to a member of the immunisation team in school today.



SCAN ME

# Freedom to Speak up month

- Month long campaign to give focus to the importance of Speaking Up and engage staff in fun ways to learn more about FTSU
- Screensavers, Update articles and the Team WCHC Facebook page were key in promoting messages and normalising speaking up and the different routes staff can take to feel heard
- A FTSU Fact of the Day was shared every day
- Staff events were held across sites and teams helped to promote proactive messages from photo opportunities – showcasing their knowledge and awareness of FTSU



#TeamWCHC...  
Freedom to Speak  
Up Champions

Speak to us...  
together we can make  
a difference!

See the full list of FTSU Champions  
and contact details on Staffzone.



## FTSU fact of the day...



**SPEAK UP**  
Month 2022

#FTSUforEveryone

## Black History Month and Refugee Awareness

- Black History Month gave an opportunity to promote our commitment to Inclusion and diversity
- Working closely with our BAME Staff network we were able to share and celebrate BHM and promote our BAME staff who make a difference every day
- Education and awareness of Unconscious bias and Micro aggression was shared by the group
- Vlog featuring the the BAME Staff Network Chair and Executive Sponsor
- Following on from BHM - Refugee Awareness campaign providing insightful facts and data, and an opportunity to learn more about the challenged refugees face



## Staff Council Birthday

- Staff Council celebrated 11 years of staff engagement using this forum, a chance to reflect on the value the forum brings.
- Existing and previous members, and Execs were invited to share their experiences and the benefits and value they feel staff council brings. Quotes were shared in a series of posts and Update articles.
- The birthday was also a great opportunity to showcase Staff Council and encourage new membership across all 4 localities.



*I really value this protected time that provides a direct route to our Exec team to discuss what matters most to staff. The meetings are open, honest and respectful and we all have the same purpose. We work together to explore solutions and encourage ideas and suggestions.*



*The Trust's Staff Council is an example of true partnership working. We share information, we discuss concerns on behalf of staff and we listen to ideas before we work on them together and for the most part with a very positive outcome focused approach – this is what real partnership working looks and feels like!*



## Team WCHC Staff Facebook Group

- Growth of 360 staff members across all 4 localities connecting and interacting using this platform
- An increase in St Helens and Knowsley staff joining the group has given wider reach to the group
- Encouraging teams in other localities to engage and showcase their work and celebrations.
- The page continues to be active and help promote a range of messages.
- The last quarter included the recruitment campaign, Christmas events and staff networks and support.
- It has been great to see a range of staff old and new use this social space to engage, share and connect in a less formal way.



## Governor Elections

- The public and staff governor campaign ran November to December, designed to encourage public members and staff to consider a governor role at our Trust
- A new digital flyer was developed and shared across partner organisations and their social media platforms outlining the benefits and value of becoming a governor.
- A staff governor campaign was also promoted internally , resulting in two strong staff candidates
- A series of screensavers, social media graphics and Update articles supported the elections and voting process.



Could **you** be one of our Trust Governors?



We have seats in Wallasey, Birkenhead, West Wirral and South Wirral and Rest of England.

No formal qualifications are required to become a Trust Governor, just an enthusiasm and willingness to ask questions, be open to ideas and a desire to make a difference by getting involved in your local community health and care NHS Trust.

We will provide you with an induction as well as ongoing training and development to support you in your role as Governor.

**Prospective candidates should:**

Be aged 16 and above and be a member of WCHC Trust. If you are not a current member you can join at [www.wchc.nhs.uk](http://www.wchc.nhs.uk) and search 'membership'

Be willing to represent the views of your constituents and shape the way our services are delivered.

Be an enthusiastic ambassador for the Trust.

Contribute towards the future plans of the Trust.

To find out more, scan the QR code or visit: [www.wchc.nhs.uk](http://www.wchc.nhs.uk)



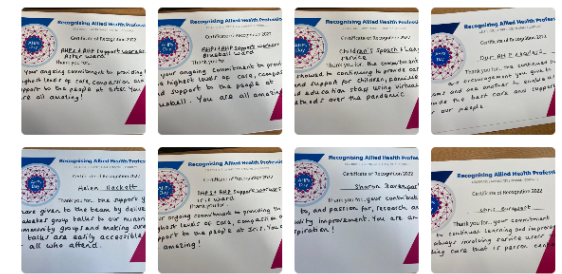
SCAN ME

[www.wchc.nhs.uk](http://www.wchc.nhs.uk) | [@nhsbuzz](https://www.facebook.com/nhsbuzz) | [@wchc\\_nhs](https://twitter.com/wchc_nhs)



# Allied Health Professional (AHP) Day / Week

- Many AHP colleagues received certificates to celebrate their achievements. These were awarded at the celebration event
- Celebrated **career journeys** from 7 AHPs with various roles, including: physiotherapy, deputy chief operating officer, dietitian, quality improvement, service lead and occupational therapist
- **Beyond Boundaries** - 3 AHPs share their quality improvement journey in the service
- Featured in **Karen's blog** 'What a week that was and what a week ahead'



# Stakeholder engagement and online developments

## - 0-25 Service Knowsley

- Quarterly newsletter - distributed to stakeholders and partners across Knowsley
- Development and launch of online referral form for health and care professionals
- Development of online antenatal care package to support parents and carers

**New parents**  
From antenatal support and learning about baby cues to infant feeding, weaning and sleep support we've got you covered.

<p><b>Your Health Visiting Service is here for you</b> Supporting you and your family on your parenting journey.</p>	<p><b>Infant feeding</b> Understand how to feed your baby and find support on your infant feeding choices.</p>
<p><b>Weaning</b> Information and support on introducing your baby to solid foods.</p>	<p><b>Weaning recipes</b> Lots of weaning recipes to try with your little ones from Start4Life.</p>
<p><b>Home safety</b> Support and advice about keeping your children safe in the home.</p>	<p><b>Sleeping</b> Here you'll find lots of information and support about what is normal sleep for babies, including sleeping patterns and routines.</p>
<p><b>Understanding your baby</b> Learn more about baby cues, behavioural states and interactions.</p>	<p><b>Baby clinics timetable (Wirral)</b> Free drop-in clinics across Wirral (Monday to Friday).</p>
<p><b>4-6 week contact</b> Information and support for parents and carers.</p>	<p><b>Well Baby Clinics – timetable (Knowsley)</b> Well Baby Clinics across Knowsley – drop-in Monday to Friday). No</p>



A warm welcome to the first edition of the 0-25 Service Knowsley quarterly newsletter

Each quarter we will be sharing key service updates and developments, local campaigns, and initiatives, as well as 'Spotlight On' features of our outstanding children and young people's services.

In this edition you will find:

1. Feedback from our families
2. Spotlight on feature - stakeholder engagement event
3. Service delivery update - quarter two
4. Contacting 0-25 teams
5. Antenatal support - online hub
6. Recruitment update
7. Specialist roles - quarter two
8. Launch of Instagram
9. Partnership working with Healthwatch Knowsley
10. Infant feeding
11. Baby Well clinics
12. ChatHealth
13. Online service directory
14. Stay connected via our Facebook pages - Health Visiting and School Nursing



# Safeguarding Adults Week

- Promoting a week of activity from the Safeguarding Adults Team
- Awareness raising included screensavers, articles in The Update, staff Facebook group



**It's Safeguarding Adults Week!**  
21 - 25 November.

Join the valuable sessions for all services every day this week.



See StaffZone News for the timetable.

**SAFEGUARDING ADULTS WEEK 2022**

Safeguarding is everyone's business.



21 - 25 NOVEMBER

## Infection Prevention Week

- ‘Prioritise infection prevention this winter’, Wirral Globe column
- Infection Prevention Special Edition of The Update
- Dedicated newsletter for care homes and adult social care settings



Join the fight against infection!

**INFECTION  
PREVENTION  
WEEK 2022**

17-21  
October  
2022

Look out for the IPC Special Edition of The Update and messages from the IPC team.

## Art Exhibition at St Catherine's Health Centre

- We were delighted to hold our new exhibition at St Catherine's Health Centre after Covid-19
- The event was arranged in partnership with Wirral Arts Society
- Calday Grange Grammar School were invited to exhibit artwork from year 10 & 11
- The Mayor and Mayoress of Wirral attended the event and officially turned on our Christmas lights
- Students from Calday Grange also gave fantastic performances from their choir and band



## Christmas Jumper Day – Thursday 8 December

- Christmas Jumper Day, a worldwide event from Save the Children
- Colleagues were invited to don their Christmas cardi or jazzy jumper and make a donation
- Our annual Christmas concert was held in partnership with St Catherine’s Church
- The choir from Priory Parish Primary School in Birkenhead joined us for some Christmas sing-along of carols
- Staff and visitors attended the event



## Priorities for Quarter 4 (January, February, March)

Adult Social Care contract transfer	Social Work Week	Community engagement - Marine Lake Health and Wellbeing Centre	Professional Nurse Associates (PNA) internal campaign
0-19/0-25 Communications and Engagement	RCN Industrial action	IPC digital hub development	Review of social media platforms
Long Covid Service promotion	Recruitment campaign – phase 2	PSIRF rollout	Training sessions with teams to use WordPress
LGBT History Month	Veteran Awareness	Attend Anywhere	Launch of Learning Hub
Communications Strategy Development	Diabetes Smart campaign	UTC / CICC plasma screens	Digital Services promotion

Standing Financial Instructions (SFIs) - further amendment to cover zero value contracts			
Meeting	Board of Directors		
Date	15/02/2023	Agenda Item	14
Lead Director	Mark Greatrex, Deputy Chief Executive & Chief Finance Officer		
Author(s)	Dave Miles, Deputy Chief Finance Officer		
Action required (please select the appropriate box)			
To Approve <input checked="" type="checkbox"/>	To Discuss <input type="checkbox"/>	To Assure <input type="checkbox"/>	
Purpose			
To inform the board of the proposed further changes to the SFIs relating to the approval of zero value contracts.			
Executive Summary			
<p>Changes to the Trust Standing Financial Instructions (SFIs) and Delegated Financial Limits were approved at Finance &amp; Performance Committee in November 2022 and subsequently at the Board meeting in December 2022. Since that date a need for one further amendment has arisen due to the review of a zero-value contract that the Trust had signed up to.</p> <p>The amendment will strengthen the governance and reduce the risk around Trust staff being able to sign up to contracts that fall below the current thresholds listed for sign off in particular zero-value contracts and service level agreements. This will also ensure the correct due diligence and procurement process can be followed.</p> <p>Wording has been added to table 9 in the Delegated Financial Limits section on page 44 of the SFI document. The wording added is: <i>All contracts / service level agreements must be approved and signed off by Procurement and / or the Deputy Director of Contracts and Commissioning prior to sign off by the relevant budget holder in line with the delegated financial limits. This applies to all values of contracts / service level agreements and includes those that are "zero-value".</i></p> <p>Included in the pack is the revised Delegated Financial Limits section of the SFI document with the additional wording highlighted in red.</p>			
Risks and opportunities:			



There is a risk that the Trust could sign up to contracts or service level agreements without the correct level of scrutiny or due diligence undertaken.

**Quality/inclusion considerations:**

Quality & Equality Impact Assessment completed and attached [No.]

[Not applicable]

**Financial/resource implications:**

[None]

**The Trust Vision** – To be a population health focused organisation specialising in supporting people to live independent and healthy lives. The Trust Objectives are:

- Populations – We will support our populations to thrive by optimising wellbeing and independence
- People – We will support our people to create a place they are proud and excited to work
- Place - We will deliver sustainable health and care services within our communities enabling the creation of healthy places

Please select the top three Trust Strategic Objectives and underpinning goals that this report relates to, from the drop-down boxes below.

Place - Make most efficient use of resources to ensure value for money	Populations - People and communities guiding care	Place - Increase our social value offer as an Anchor Institution
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**The Trust Social Value Intentions**

Does this report align with the Trust social value intentions? [Yes.]

If Yes, please select all of the social value themes that apply:

**Community engagement and support**

**Purchasing and investing locally for social benefit**

**Representative workforce and access to quality work**

**Increasing wellbeing and health equity**

**Reducing environmental impact**

**Board of Directors is asked to consider the following action**

To approve the additional wording within the Delegated Financial Limits section of the SFIs.

**Report history** (Please include details of the last meeting that received this paper, including the title of the meeting, the date, and a summary of the outcome)

Submitted to	Date	Brief summary of outcome
Finance & Performance Committee	01/02/2023	Approved





## DELEGATED FINANCIAL LIMITS - Updated January 2023

<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, ex gratia 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 Chief Finance Officer
<b>4. Petty Cash Disbursements</b>		
Small incidental items of expenditure	Up to £100	Budget Holder / Chief 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	Service Directors (no other managers can approve the use of agency)

7. Management Consultants																										
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	Chief Finance Officer																								
8. Capital Expenditure and Disposals (including IT Equipment)																										
<p>The annual capital programme will be submitted to the Board for overall approval prior to the new financial year following approval through Programme Oversight Group (POG) and the Integrated Performance Board (IPB). In year developments/variations should be approved as limits allow.</p> <p>All Capital schemes require completion of a business case, templates and guidance for which are available from the Programme Management Office (All values exclusive of VAT).</p> <p>Disposal of capital assets approval are based on the carrying value at the time of disposal.</p>	<table border="1"> <thead> <tr> <th>Value</th> <th>Part of Capital Plan</th> <th>Not Part of Capital Plan</th> <th>Capital Disposal (carrying value)</th> </tr> </thead> <tbody> <tr> <td>Annual Capital Programme</td> <td>Board of Directors</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Over £500,000</td> <td>Board of Directors</td> <td>Board of Directors</td> <td>Board of Directors</td> </tr> <tr> <td>£100,000 - £500,000</td> <td>Integrated Performance Board (IPB)</td> <td>Integrated Performance Board (IPB)</td> <td>Integrated Performance Board (IPB)</td> </tr> <tr> <td>£50,000-£100,000</td> <td>Programme Oversight Group (POG)</td> <td>Integrated Performance Board (IPB)</td> <td>Programme Oversight Group (POG)</td> </tr> <tr> <td>£0-£50,000</td> <td>Programme Oversight Group (POG)</td> <td>Programme Oversight Group (POG)</td> <td>Programme Oversight Group (POG)</td> </tr> </tbody> </table>	Value	Part of Capital Plan	Not Part of Capital Plan	Capital Disposal (carrying value)	Annual Capital Programme	Board of Directors	n/a	n/a	Over £500,000	Board of Directors	Board of Directors	Board of Directors	£100,000 - £500,000	Integrated Performance Board (IPB)	Integrated Performance Board (IPB)	Integrated Performance Board (IPB)	£50,000-£100,000	Programme Oversight Group (POG)	Integrated Performance Board (IPB)	Programme Oversight Group (POG)	£0-£50,000	Programme Oversight Group (POG)	Programme Oversight Group (POG)	Programme Oversight Group (POG)	
	Value	Part of Capital Plan	Not Part of Capital Plan	Capital Disposal (carrying value)																						
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	Over £500,000	Board of Directors	Board of Directors	Board of Directors																						
	£100,000 - £500,000	Integrated Performance Board (IPB)	Integrated Performance Board (IPB)	Integrated Performance Board (IPB)																						
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	£0-£50,000	Programme Oversight Group (POG)	Programme Oversight Group (POG)	Programme Oversight Group (POG)																						
9. Agreement of Contracts/ Service Level Agreements (including in-year variations to Contracts/Service Level Agreements)																										
<p>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)</p> <p>All contracts / service level agreements must be approved and signed off by Procurement and / or the Deputy Director of Contracts and Commissioning prior to sign off by the relevant budget holder. This applies to all values of contracts / service level agreements and includes those that are "zero-value".</p>	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 Chief Finance Officer, Other Directors																								
	Up to £50,000	Other Deputy Directors, Head of Procurement and Head of Estates																								
	Up to £25,000	Service Directors, Strategic Project Accountant and Head of Finance																								
	Up to £15,000	Business Managers and Chief Financial Accountant																								
	Up to £10,000	Service Leads, Heads of Department, Estates Manager																								
	Up to £5,000	All other budget holder managers, Deputy Estates Manager																								
Up to £1,000	Assistant Financial Accountant																									

<b>Lifetime Income Contract Value (Non NHS - Local Authority or other)</b>	
All limits exclude VAT where applicable	
<b>Lifetime contract value</b>	<b>Approval</b>
Up to £100,000	Executive Directors
Up to £5m	Chief Financial Officer
£5m to £50m	Chief Executive counter signed by another Director
Over £50m	Trust board
Local Authority contracts that are sealed require an Executive member witness signature	

<b>Lifetime Income Contract Value (NHS)</b>	
<b>Lifetime contract value</b>	<b>Approval</b>
Up to £100,000,000	Chief Finance Officer
Over £100,000,000	Chief Executive

<b>Delegate Limits with Tendering</b>				
	<b>Chief Operations Officer</b>	<b>Chief Strategy Officer &amp; Chief Executive</b>	<b>Executive Leadership Team</b>	<b>Trust Board/ BOD</b>
Total value contract excl extension period	<£50K	<£5m	<£25m	>£25m
Annual value	£20K	<£5m	>£5m < £10m	>£10m

<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 Chief Finance Officer 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 Finance Officer)	In accordance with Section 9
Public Contract Regulations (2015) Procurement Thresholds (These are subject to change and should be confirmed by the Head of Procurement)	All figures are inclusive of VAT	
Supplies and Services (except R&D and certain telecom services)	£138,760	In accordance with Section 9

Social and other specific services, listed in Schedule 3 of Public Contract Regulations (2015) Reg 5 (1) (D) and (74)	£663,540	
Works	£5,336,937	