



Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Scheme of Reservation and Delegation of Powers to the Board

April 2025



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Scheme of Reservation and Delegation of Powers of the Board

Amendment Form

Please record brief details of the changes made alongside the next version number.

If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date	Brief Summary of Changes	Author
Version 14	June 2025	<ul style="list-style-type: none"> Updated on authors Expanded introduction Removed duplicated clauses 	Rebecca Allen Sam Wilde Matthew Bancroft Richard Somerset
Version 13	September 2024	<ul style="list-style-type: none"> Updated minor typographical and formatting errors Included reference to Grip and Control meetings Updated Procurement terminology from EU to UK law Clarity on losses and compensation decisions and above delegated limits Replacing gender referenced language 	Matthew Bancroft Richard Somerset Rebecca Allen
Version 12	July 2023	<ul style="list-style-type: none"> Resetting Director of Finance and Deputy Chief Executive limits to pre-interim arrangements in 2022 Updated job titles Updated Procurement tendering limits in line with guidance from regional ICB 	Alex Crickmar Fiona Dunn Richard Somerset
Version 11	July 2022	<ul style="list-style-type: none"> Introduction of the Deputy Chief Executive role within the delegation limits Updated job titles Removed reference to NHS Improvement Updated Procurement tendering limits in line with guidance from regional ICB 	Matthew Bancroft
Version 10	July 2021	<ul style="list-style-type: none"> Replaced DoN with Chief Nurse Updated references to NHS Improvement/NHS England Reference to e-signing of contracts Ensure Directors sign-off levels are consistent 	Matthew Bancroft
Version 9	July 2020	Renaming names of structures/meetings	Matthew Bancroft
Version 8	November 2018	Renaming names of structures/meetings	Jon Sargeant
Version 7	September 2017	Various	Jon Sargeant and Matthew Kane
Version 6	September 2016	<ul style="list-style-type: none"> Update to ensure consistency with the SFIs 	Maria Dixon / Andrew Thomas

		<ul style="list-style-type: none"> • Update for consistency with new committee structure • Various changes 	
Version 5	March 2015	<ul style="list-style-type: none"> • Updated to reflect changes to Standing Orders relating to e-tendering and Working Together Group thresholds 	Andrea Smith
Version 4	November 2013	<ul style="list-style-type: none"> • References throughout to Director of Finance, Information and Procurement / DoFIP amended to Director of Finance and Infrastructure / DoFI; • References throughout to Director of Human Resources amended to Director of People and Organisational Development; • Updated references and amendments for consistency to revised Standing Orders section 11 and tendering annex; • Clarification added to the posts included in role of 'Senior Officer'. 	Robert Paskell

CONTENTS

Contents

1	Introduction	5
2	2. Key Points.....	5
	2.1 Role of the Chief Executive	5
	2.2 Caution over the Use of Delegated Powers.....	6
	2.3 Chiefs and Officers Ability to Delegate their own Delegated Powers	6
	2.4. Absence of Chiefs or Officers to Whom Powers have been Delegated.....	6
3	Reservation of Powers to the Board	7
	3.1 The Code of Accountability.....	7
	3.2 General Enabling Provision	7
	3.3 Regulations and Control	7
	3.4 Appointments	8
	3.5 Policy Determination	8
	3.6 Strategy, Plans and Budgets	8
	3.7 Direct Operational Decisions	9
	3.8 Financial and Performance Reporting Arrangements	10
	3.9 Audit Arrangements.....	10
4	Delegation of Powers to Committees of the Board.....	11
	4.1 Delegation to Committees.....	11
5	Scheme of Authorisation to Officers.....	11
	5.1 Standing Orders and model Standing Financial Instructions.....	11
	6 – SCHEME OF DELEGATION IMPLIED BY STANDING ORDERS	13
	7 – SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL	
	INSTRUCTIONS	15
	8 - DETAILED SCHEME OF DELEGATION & AUTHORISATION.....	18
	9. ROLES AND RESPONSIBILITIES OF GOVERNORS	28
	APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING	29

1 INTRODUCTION

1. Arrangements for the Exercise of Functions by the Trust and its Officers

- 1.1 The Code of Governance for NHS providers requires the Board of Directors to draw up a schedule of decisions reserved to the Board of Directors only, and to ensure that management arrangements are in place to enable the clear delegation of other responsibilities. This document sets out the powers reserved to the Board of Directors, and the powers which may be delegated, and it should be referred to as the "Scheme of Reservation and Delegation".
- 1.2 Within the Licence Conditions issued by the Regulator, the Trust is required to demonstrate the existence of comprehensive governance arrangements which may be delegated in accordance with Schedule 7 of the National Health Service Act 2006, as amended by the Health and Social Care Act 2012 and the Health and Care Act 2022. These arrangements are to be read in conjunction with and subject to the Constitution, the Standing Orders and Standing Financial Instructions adopted by the Trust.
- 1.3 This document, sets out the powers reserved to the Board, the powers delegated to committees of the Board and to specific officers of the Trust. The document sets out the delegation derived from the code of conduct and accountability and from the Standing Orders for the Board of Directors. The document does not duplicate the extensive delegated powers and responsibilities set out within the Standing Financial Instructions. Therefore, the Scheme of Delegation must be read in conjunction with the Standing Financial Instructions.
- 1.4 In the absence of a named officer or committee, decisions may only be exercised by the Board of Directors in formal session.
- 1.5 The Board remains accountable for all of its functions; even those delegated to the Chair, individual Chiefs, or Officers, and would therefore expect to receive information about the exercise of those delegated functions to enable it to maintain a monitoring role.

2 KEY POINTS

2.1 Role of the Chief Executive

- 2.1.1 All powers of the Trust which have not been retained as reserved by the Board or delegated to an executive committee or sub-committee shall be exercised on behalf of the Board by the Chief Executive. The Chief Executive shall prepare a Scheme of Delegation identifying which functions they shall perform personally and which functions have been delegated.
- 2.1.2 The Chief Executive will establish appropriate management arrangements to

ensure that senior Officers pursue the Trust's policies in a corporate manner. All powers delegated by the Chief Executive can be re-assumed by them should the need arise.

- 2.1.3 The Chief Executive is the Accounting Officer of the Trust (Paragraph 16(1) of Schedule 7 to the 2006 Act) and is responsible and accountable for discharging the functions specified in the NHS Foundation Trust Accounting Officer Memorandum.

2.2 Caution over the Use of Delegated Powers

Powers are delegated to Chiefs and Officers on the understanding that they would not exercise delegated powers in a matter which, in their judgement, was likely to be a cause for public concern.

2.3 Chiefs and Officers Ability to Delegate their own Delegated Powers

- 2.3.1 The Scheme of Delegation shows only the "top level" of delegation within the Trust. The Scheme is to be used in conjunction with the system of budgetary control and other established procedures within the Trust.
- 2.3.2 To assist the Chief Executive in their duties, and in accordance with the principle of holding individual Officers accountable for specific duties, they will delegate such functions as they consider appropriate, and in turn adjust such delegations as they deems necessary.
- 2.3.3 Individual Officers will have the opportunity to delegate such functions to their subordinates with the agreement of the Chief Executive, but such further delegation, if agreed, does not remove the accountability for the correct discharge of the function from the Senior Officer.

2.4. Absence of Chiefs or Officers to Whom Powers have been Delegated

In the absence of a director to whom powers have been delegated those powers shall be exercised by that Chiefs or officers superior unless alternative arrangements have been approved by the Board. If the Chief Executive is absent, powers delegated to them may be exercised by the Deputy Chief Executive

3 RESERVATION OF POWERS TO THE BOARD

3.1 The Code of Accountability

The Code of Accountability which has been adopted by the Trust requires the Board to determine those matters on which decisions are reserved unto itself. These reserved matters are set out in paragraphs 3.2 to 3.9 below:

3.2 General Enabling Provision

The Board may determine any matter it wishes for which it has delegated or statutory authority in full session within its statutory powers.

3.3 Regulations and Control

- 3.3.1 Approval of Standing Orders (SOs), a schedule of matters reserved to the Board and Standing Financial Instructions (SFI's) for the regulation of its proceedings and business.
- 3.3.2 Approval of a scheme of delegation of powers from the Board to officers or other bodies.
- 3.3.3 Suspension of Standing Orders in accordance with SO 5.36.
- 3.3.4 Variation or amendment of Standing Orders in accordance with SO 17.
- 3.3.5 Requiring and receiving the declaration of Executive and non-executive directors' and governor interests which may conflict with those of the Trust and determining the extent to which that director/governor may remain involved with the matter under consideration.
- 3.3.6 Requiring and receiving the declaration of officers' interests which may conflict with those of the Trust.
- 3.3.7 Disciplining members of the Board of Directors who are in breach of statutory requirements or the SOs.
- 3.3.8 Approval of the disciplinary procedure for officers of the Trust.
- 3.3.9 Approval of arrangements for dealing with complaints.
- 3.3.10 Adoption of the organisational structures, processes and procedures to facilitate the discharge of business by the Trust and to agree modifications there to. For Clarity this would comprise details of the structure of the Board of Directors and its committees, plus the directorate structure of the Trust only.

- 3.3.11 To receive reports from committees including those which the Trust is required by the Secretary of State, independent regulator or other regulation to establish and to take appropriate action on.
- 3.3.12 To confirm the recommendations of the Trust's committees where the committees do not have executive powers and to establish terms of reference and reporting arrangements of all committees established by the Board of Directors.
- 3.3.13 Ratification of any urgent decisions taken in accordance with SO 6.10.
- 3.3.14 Approval of arrangements relating to the discharge of the Trust's responsibilities as a corporate trustee for funds held on trust.
- 3.3.15 Approval of arrangements relating to the discharge of the Trust's responsibilities as a bailee for patients' property.
- 3.3.16 Authorise Use of the Seal in accordance with SO 14.
- 3.3.17 Approval of the Trusts Resilience Plan
- 3.3.18 Specification of its financial and performance reporting requirements

3.4 Appointments

- 3.4.1 The appointment and dismiss committees (and individual members) that are directly accountable to the Board of Directors.
- 3.4.2 The appointment, discipline and dismissal of Chiefs (subject to SO 3.).
- 3.4.3 The appointment of members to committees of the Board of Directors and as representatives of the Trust on any outside bodies.
- 3.4.4 Appointment, discipline and dismissal of the Company Secretary

3.5 Policy Determination

- 3.5.1 To approve management policies including personnel policies incorporating the arrangements for the appointment, removal and remuneration of staff. Policies so received shall be listed.

3.6 Strategy, Plans and Budgets

- 3.6.1 Definition of the strategic aims and objectives of the Trust.

- 3.6.2 Approval of budgets, the Trusts Annual Plan, and Cost Improvement Plans submitted by the Chief Executive at least annually.
- 3.6.3 Approval of the capital programmes and determine guidelines within which the Chief Executive Officer may approve variations to the programme.
- 3.6.4 Approval in principle to the content and cost of individual capital schemes or single items of equipment over the expenditure limit of £1 million and to accept tenders for such, including tenders for any management consultancy
- 3.6.5 Approval of proposals for ensuring quality and the developing clinical governance in services provided by the Trust, having regard for guidance issued by the Secretary of State or Independent Regulator
- 3.6.6 To Identify Key strategic risks, evaluate them and ensure adequate Risk management responses are in place and monitored through the Board of Directors and its committees
- 3.6.7 To consider advice from any other advisory committees as the Board of Directors may establish or recognise
- 3.6.8 To approve written evidence on behalf of the Trust to be submitted to statutory or other official bodies. Where urgent action is required, the Chief Executive Officer should act on behalf of the Trust and consult with the Chair of the Trust (or Deputy Chair in their absence) and report action taken at the next meeting of the Board of Directors.
- 3.6.9 Approval of the workforce plans set out within the Annual Plan

3.7 Direct Operational Decisions

- 3.7.1 Acquisition, disposal or change of use of land and/or buildings.
- 3.7.2 The introduction or discontinuance of any significant activity or operation. An activity or operation shall be regarded as significant if it has a gross annual income or expenditure (that is before any set off) in excess of £250,000.
- 3.7.3 Approval of individual contracts (other than NHS contracts) of a capital or revenue nature amounting to, or likely to amount to over £1 million over the period of the contract
- 3.7.4 Approval of individual compensation payments made outside any legal/statutory or mandatory requirements after treasury approval received.
- 3.7.5 Approval of proposals for action on litigation against or on behalf of the Trust.
- 3.7.6 Approval of proposals in individual cases for the write off of losses or making

special payments above the delegation limits (for losses and special payments)

- 3.7.7 Approval of business cases requiring additional revenue resources of over £1 million per annum

3.8 Financial and Performance Reporting Arrangements

- 3.8.1 Continuous appraisal of the affairs of the Trust by means of the receipt of reports as it sees fit from Chiefs, committees, and officers of the Trust as set out in management policy statements and delegated powers. All monitoring returns required by NHS England and the Charity Commission shall be reported, to the Board of Directors.
- 3.8.2 Approval of the opening or closing of any bank or investment accounts and insurance brokers.
- 3.8.3 Receipt and approval of a schedule of NHS contracts to be signed in accordance with arrangements approved by the Chief Executive.
- 3.8.4 Consideration and approval of the Trust's Annual Report including the annual accounts.
- 3.8.5 Receipt and approval of the Annual Report(s) for funds held on trust.
- 3.8.6 Receipt of reports from the Chief Finance Officer on financial performance against plan
- 3.8.7 To authorise payments which due to their value require prior approval from the Board of Directors under the SOs and SFIs

3.9 Audit Arrangements

- 3.9.1 To approve audit arrangements (including arrangements for the separate audit of funds held on trust) and to receive reports of the Audit and Risk Committee meetings and take appropriate action.
- 3.9.2 The receipt of the annual management letter received from the external auditor and agreement of action on the recommendation where appropriate of the Audit and Risk Committee.
- 3.9.3 The receipt of the annual report received from the internal auditor and the agreement of action on the recommendation where appropriate of the Audit and Risk Committee.

4 DELEGATION OF POWERS TO COMMITTEES OF THE BOARD

4.1 Delegation to Committees

The Board may determine that certain of its powers shall be exercised by committees. The composition and terms of reference of such committees shall be that determined by the Board from time to time taking into account where necessary the requirements of NHS England and or the Charity Commissioners (including the need to appoint an Audit Committee and a Nomination and Remuneration Committee). The Board shall determine the reporting requirements in respect of these committees. In accordance with SO 7.5 committees may not delegate executive powers to sub-committees unless expressly authorised by the Board.

5 SCHEME OF AUTHORISATION TO OFFICERS

5.1 Standing Orders and model Standing Financial Instructions

Set out in some detail the financial responsibilities of the Chief Executive (CE), the Chief Finance Officer (CFO) and other Chiefs and Officers. These responsibilities are summarised below.

[**NOTE** It should be noted that the SFIs generally specify officers responsible for various matters whereas SOs only do this occasionally].

Certain matters needing to be covered in the scheme of delegation are not covered by SFIs or SOs or they do not specify the responsible officer. These are:

Area of responsibility	Overall responsibility
Data Protection Act Requirements	Chief Finance Officer – with operational responsibility delegated to the Chief Information Officer
Health and Safety Arrangements	Chief Finance Officer – with operational responsibility delegated to the Director of Infrastructure

This scheme of delegation covers only matters delegated by the Board to directors and certain other specific matters referred to in SFIs. Each Chief Officer is responsible for the delegation within their area of responsibility. They should produce a scheme of

authorisation for matters. In particular the scheme of authorisation should include how budget management and procedures for approval of expenditure are delegated.

A more detailed scheme of delegation including financial limits is given in Section 5.

As part of the scheme of delegation, senior officers are accountable back to the Board of Directors. To enable the Directors to assist with this delegation, Grip and Control meetings have been put in place at a Divisional level. This helps Directors have oversight on the day to day powers that are delegated to senior offices, but also allows for both challenge and support, to help senior officers make decisions that are consistent across the Trust, but also help the Trust to function in a manner that is as efficient as possible.

6 – SCHEME OF DELEGATION IMPLIED BY STANDING ORDERS

SCHEME OF DELEGATION DERIVED FROM THE BOARD OF DIRECTORS STANDING ORDERS

SO REF	DELEGATED TO	DUTIES DELEGATED
2.1	CHAIR	Final authority in interpretation of Standing Orders (SOs).
4.1	CHAIR	Chair all board meetings and associated responsibilities.
5.6 CHECK	CHAIR/DEPUTY CHAIR OR 1/3 RD OF THE BOARD OF DIRECTORS	Calling meetings of the Board of Directors.
CHECK	CHAIR	Give final ruling in questions of order, relevancy and regularity (including procedure on handling motions) of meetings and the interpretation of any SO or SFI.
3.4 (a)	CHAIR	Have a second or casting vote
CHECK	BOARD OF DIRECTORS	Suspension of the Standing Orders
CHECK	BOARD OF DIRECTORS	Review variation or amendment of the Standing Orders
CHECK	BOARD OF DIRECTORS	Formal delegation of powers to committees, sub-committees or joint committees, and approval of their constitution, specific executive powers and terms of reference of such committees.
CHECK	BOARD OF DIRECTORS	Declare relevant and material interests including any pecuniary interest in any contract, proposed contract or other matter under consideration by the Board of Directors.
CHECK	BOARD OF DIRECTORS	The Board of Directors shall agree from time to time the delegation of executive powers.
8.8	COMPANY SECRETARY	Register(s) of interests.
CHECK	CE	Prepare a scheme of delegation which shall be considered and approved by the Board of Directors
CHECK 15.1 & 15.2	CHIEF EXECUTIVE	Approve and sign all documents which will be necessary in legal proceedings. Sign on behalf of the Trust any agreement or document not requested to be executed as a deed.
CHECK	AUDIT AND RISK COMMITTEE	Review every decision to suspend the SOs (power to suspend the SOs is reserved to the Board of Directors), and report as appropriate to the Council of Governors and/or regulators.
check	CHIEF EXECUTIVE	Ensuring that existing Chiefs and Officers and all new appointees are notified of and understand their responsibilities within the SOs and the SFIs.

SCHEME OF DELEGATION DERIVED FROM THE BOARD OF DIRECTORS STANDING ORDERS

SO REF	DELEGATED TO	DUTIES DELEGATED
11.18	CE	Demonstrate that the use of private finance represents best value for money and transfers risk to the private sector.
11.20	CE	Best value for money is demonstrated for all services provided under contract or in-house.
11.20	CE	Nominate an officer to oversee and manage the contract on behalf of the Trust.
11.21	CE	Nominate officers to enter into contracts of employment, regrading staff, agency staff or consultancy service contracts.
11.23	CE	Nominate officers with power to negotiate commissioning contracts with providers of healthcare and other authorities.
12.1(a)	CE OR NOMINATED OFFICER	Determining any items to be sold by sale or negotiation.
14.1	COMPANY SECRETARY	Keep seal in safe place and maintain a register of sealing.
14.4	CE/CFO OR NOMINATED OFFICERS	Approve and sign all building, engineering, property or capital documents.
15.1	CE	Approve and sign all documents which will be necessary in legal proceedings
15.2	CE OR THEIR NOMINATED OFFICERS	Sign on behalf of the Trust any agreement or document not requested to be executed as a deed.
16.1	CHAIR	Existing Directors, Governors and employees and all new appointees are notified of and understand their responsibilities within Standing Orders and SFIs.
Annex s2	CE	Designate an officer responsible for receipt and custody of tenders before opening.
Annex s3	SENIOR OFFICERS	Open tenders.
Annex s4	CFO	Decide whether any late tenders should be considered.
Annex s5	CE OR CFO	Keep lists of approved firms for tenders.

7 – SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SFI REF	DELEGATED TO	DUTIES DELEGATED
1.3.6	CHIEF EXECUTIVE (CE)	To ensure all employees and directors, present and future, are notified of and understand Standing Financial Instructions.
1.3.7	CHIEF FINANCE OFFICER (CFO)	Responsible for implementing the Trust's financial policies and coordinating corrective action and ensuring detailed financial procedures and systems are prepared and documented.
1.3.8	ALL	Responsible for security of the Trust's property, avoiding loss, exercising economy and efficiency in using resources and conforming to Standing Orders, Financial Instructions and financial procedures.
1.3.10	CFO	Form and adequacy of financial records of all departments.
2.1.1	AUDIT AND RISK COMMITTEE	Provide independent and objective view on internal control and probity.
2.2	CFO	Monitor and ensure compliance with directions on fraud and corruption.
2.5	HEAD OF INTERNAL AUDIT	Review, appraise and report in accordance with NHS Internal Audit Manual and best practice.
2.6	COUNCIL OF GOVERNORS	Appoint external auditors.
3	CFO	Ensuring compliance with NHS England's requirements, ensure loans drawn are for approved expenditure only at time of need, and ensuring adequate system of monitoring.
4	CFO CFO CE	Submit budgets. Monitor performance against budget; submit to Board financial estimates and forecasts. Delegate budget to budget holders and submit monitoring returns.
4.3	CFO	Devise and maintain systems of budgetary control.
5	CFO	Annual accounts and reports.
6	CFO	Banking arrangements.
7	CFO	Income systems.
8	CE	Negotiating contracts for provision of patient services.

7 – SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SFI REF	DELEGATED TO	DUTIES DELEGATED
	CFO	Regular reports of actual and forecast contract expenditure.
9.1	NOM. & REMUN. COMMITTEE	Remuneration & Terms of Service of VSM.
9.2	CE	Variation to funded establishment of any department.
9.3	CE	Staff, including agency staff, appointments.
9.4	CHIEF PEOPLE OFFICER	Payroll
10.1	CE / CFO	Determine, and set out, level of delegation of non-pay expenditure to budget managers.
10.2.2	CFO	Prompt payment of accounts.
10.2.5	CE	Authorise the use of official orders.
10.2.7	CFO	Ensure that arrangements for financial control and financial audit of building and engineering contracts and property transactions comply with the good practice guidance.
10.3	CE	Grants for provision of patient services.
11	CFO	Advise Board on borrowing and investment needs and prepare procedural instructions.
12	CE	Capital investment programme
12.3	CE	Maintenance of asset registers.
12.3.8	CFO	Calculate and pay capital charges in accordance with NHS England requirements.
12.4.1	CE	Overall responsibility for fixed assets.
12.4.4	DIRECTORS	Responsibility for security of Trust assets including notifying discrepancies to CFO, and reporting losses in accordance with Trust procedure.
13	CFO	Responsible for systems of control over stores and receipt of goods.

7 – SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SCHEME OF DELEGATION IMPLIED BY STANDING FINANCIAL INSTRUCTIONS

SFI REF	DELEGATED TO	DUTIES DELEGATED
13.8	CE	Identify persons authorised to requisition and accept goods from NHS Supply Chain Warehouses.
14.2	CFO	Prepare procedures for recording and accounting for losses and special payments and informing NHS Counter Fraud Authority and the External Auditor of all frauds and informing police in cases of suspected arson or theft.
15	CFO	Responsible for accuracy and security of computerised financial data.
16	CE	Responsible for ensuring patients and guardians are informed about patients' money and property procedures on admission.
17	CFO	Shall ensure each fund held on trust is managed appropriately (subject to the discretion and approval of DBTH Charitable Funds).
18	CE	Retention of document procedures
19.1	CE CFO	Risk management programme Insurance arrangements

8 - DETAILED SCHEME OF DELEGATION & AUTHORISATION

Delegated matters in respect of decisions which may have a far-reaching effect must be reported to the Chief Executive. The delegation and authorisation shown below is the lowest level to which authority is given. Delegation and authorisation to lower levels is only permitted with written approval of the Chief Executive who will, before authorising, consult with other Directors as appropriate. All items concerning Finance must be carried out in accordance with Standing Financial Instructions and Standing Orders.

Key: CE - Chief Executive, DCEO Deputy Chief Executive Officer, MD - Medical Director, CN – Chief Nurse – CFO – Chief Finance Officer,
CPO – Chief People Officer, COO - Chief Operating Officer,
DoCM Director of Communications and Engagement
CoSec – The individual in the role of Company Secretary

Directors for the purpose of SO/SFI and Scheme of Delegation are Executive Directors.

For the avoidance of doubt: In the absence of the Chief Executive – the Deputy Chief Executive will be authorised to the same level of the Chief Executive within this document.

Senior officers are staff employed in the post of Divisional Director, General Manager, Deputy Director or Head of a department.

Delegated Matter	Authority Delegated To	Reference Document
<u>1. Management of Budgets</u> Responsibility of keeping expenditure within budgets a) At individual budget level (Pay and Non Pay) b) At service level c) For the totality of services covered by Functional Director d) For all other areas: Budgetary or virement limits - and not part of agreed plan a) Up to £250,000 per request b) Up to £500,000 per request c) Over £500,000 per request Approval for the carry forward of funds into a different budgetary period, after discussion with the CFO Approval of revenue business cases and not part of agreed plan a) Cases up to £250,000 b) Cases over £250,000	Budget Holder Divisional Director or Executive Director Executive Director or CE CFO or Appropriate Delegated Manager Executive Director CFO Executive Committee CE Corporate Investment Group Board of Directors	SFIs Section 4
<u>2. Maintenance / Operation of Bank Accounts</u>		SFIs Section 6

Delegated Matter	Authority Delegated To	Reference Document
Maintenance / Operation of Bank Accounts	CFO	
<u>3. Quotation, Tendering & Contract Procedures</u> <u>Authority to obtain at least:</u> a) To obtain best value for goods/services between £10,000 and £35,000 – three informal quotes b) 3 written quotations via e-tendering portal for goods/services from £35,000 to UK threshold (Find a Tender Service) currently £111,750), with one quote where possible from a local supplier. c) Competitive tenders via e-tendering portal for works goods/services for tenders above UK threshold (Find a Tender Service) d) Single quotation approval between £10,000 to UK Threshold (Find a Tender Service) (single quotation above UK threshold (Find a Tender Service) is not permitted)	Buyers & Senior Officers (Procurement and Estates) Senior Officers (Procurement and Estates) Senior Officers (Procurement and Estates) or Executive Director Head of Procurement	SFIs Section 10 & SOs Section 11 & Annex
<u>4. Non Pay Expenditure/Requisitioning/Ordering/ Payment of Goods & Services</u> Authorisation of requisitions/non pay expenditure: a) Requisitions to £2,000 b) Requisitions to £25,000 c) Requisitions to £50,000 d) Requisitions to £500,000 d) Requisitions between £500,000 to £1,000,000 e) Requisitions over ££1,000,000 Authorisation of contracts for goods & services and subsequent variations to contracts a) Contracts up to £500,000 b) Contracts over £500,000 to £1,000,000 c) Contracts over £1,000,000 (this includes electronic signing of contracts) * These figures are the maximum allowed, but can be lower for staff as agreed within the Financial system	Authorised Signatory for Budget* Head of Dept. General Manager or Divisional Director* Executive Director* CFO CE CE CFO CE CE after approval by the Board	SFIs Section 10 & SOs Section 11& Annex
<u>5. Capital Schemes</u> Business Cases - not part of agreed plan a) Production of case of need for every capital expenditure proposal	CFO	SFIs Section 12 & SOs Section 11

Delegated Matter	Authority Delegated To	Reference Document
b) Certification of costs and revenue consequences c) Approval of business cases to £1,000,000 and not linked to new service development d) Approval of business cases over £1,000,000 or linked to new service development Capital Programme a) Production of draft capital programme b) Confirmation of capital funds available c) Approval of capital programme Capital Expenditure a) Issue authority to commit expenditure and proceed to tender up to budget approved in capital programme b) Responsibility of keeping expenditure within scheme budget c) Responsibility of keeping expenditure within total capital budget d) Approval of variations to scheme budgets from plan: <ul style="list-style-type: none"> i) To 10% of original scheme budget, a maximum of £50,000 ii) To 20% of original scheme budget, a maximum of £250,000 iii) Above £250,000 or 20% of original scheme budget e) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within UK regulations f) Financial reporting on all capital scheme expenditure g) Financial monitoring of all capital scheme expenditure h) Granting and termination of leases with annual rent <£100k i) Granting and termination of leases of annual rent >£100k	CFO Corporate Investment Group Board of Directors CFO CFO Board of Directors CFO Scheme Manager CFO CFO CE Board of Directors CFO CFO CFO CFO CE	
<u>6. Setting of Fees and Charges</u> a) Private Patient, Overseas Visitors, Income Generation and other patient related services b) Price of all NHS Contracts	CFO CFO	SFIs Section 7 SFIs Section 8
<u>7. Engagement of Staff Not On the Establishment (Within NHS England price caps)</u> a) Management Consultancy b) Engagement of Trust's Solicitors c) Booking of Bank or Agency Staff <ul style="list-style-type: none"> i) Medical Locums ii) Nursing iii) Clerical 	CFO Relevant Executive lead General Manager or Divisional Director Divisional Nurse Divisional General Manager for Divisions / Relevant Executive Director for corporate areas	SFIs Section 9

Delegated Matter	Authority Delegated To	Reference Document
Outside NHSE price caps	Executive Director	
<u>8. Expenditure on Charitable and Endowment Funds</u> Up to £25,000 per request Over £25,000 per request	CFO CEO or CFO after authorisation from the Charitable Funds Board	SFIs Section 17
<u>9. Agreements/Licences</u> a) Preparation and signature of all tenancy agreements/licences for all staff subject to Trust Policy on accommodation for staff b) Extensions to existing leases c) Letting of premises to outside organisations d) Approval of rent based on professional assessment	CFO and CPO CFO CFO CFO	
<u>10. Condemning & Disposal</u> a) Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively b) disposal of x-ray films c) disposal of controlled drugs	Divisional Director of Operations (GM)/Department Manager and Condemning Officer Superintendent Radiographer Chief Pharmacist	SFIs Section 14
<u>11. Losses, Write-off & Compensation</u> a) Losses and Cash due to theft, fraud, overpayment & others Up to £50,000 b) Fruitless Payments (including abandoned Capital Schemes) Up to £100,000 c) Bad Debts and Claims Abandoned. Private Patients, Overseas Visitors & Other d) Damage to buildings, fittings, furniture and equipment and loss of equipment and property in stores and in use due to: Culpable causes (e.g. fraud, theft, arson) or other Up to £50,000 e) Compensation payments made under legal obligation f) Extra Contractual payments to contractors Up to £50,000 <u>Ex-Gratia Payments</u> g) Patients and staff for loss of personal effects Up to £50,000 h) For clinical negligence up to £1,000,000 (negotiated settlements) i) Negotiate settlement up to £50,000	Two Executive Directors Two Executive Directors Cash Committee Two Executive Directors Two Executive Directors Two Executive Directors Two Executive Directors MD	SFIs Section 14

Delegated Matter	Authority Delegated To	Reference Document
ii) £50,000 to £100,000 i) over £100,000 iv) Authorise payment (up to £1,000,000) i) For personal injury claims involving negligence where legal advice has been obtained and guidance applied i) Negotiate settlement up to £25,000 ii) £25,000 to £100,000 iii) over £100,000 iv) Authorise payment (up to £1,000,000) j) Other, except cases of maladministration where there was no financial loss by claimant £50,000 Losses, Write-Off & Compensation above delegated limits	CE Board of Directors CE or Nominated Director and CFO CPO CE Board of Directors CE or Nominated Director and CFO CE or Nominated Director and CFO Audit & Risk Committee	
<u>12. Reporting of Incidents to the Police</u> a) Where a criminal offence is suspected (other than theft or fraud) b) Where a theft is involved c) Where a fraud is involved	Director with managerial responsibility for the area CFO or CPO CFO	SFIs Sections 2 & 14
<u>13. Petty Cash Disbursements</u> a) Not permitted ordinarily, and no cash office in place currently. Disbursements to be processed through payroll expenses system only	Budget holder	SFIs Section 10
<u>14. Receiving Hospitality</u> Applies to both individual and collective items of hospitality (Including transport and accommodation costs, nominal fees etc) received or offered and declined , in excess of £50.	Declaration required by the individual in Trust's Hospitality Register	
<u>15. Implementation of Internal and External Audit Recommendations</u>	CFO	SFIs Section 2
<u>16. Maintenance & Update on Trust Financial Procedures</u>	CFO	SFIs Section 1
<u>17. Investment of Funds (including Charitable & Endowment Funds)</u>	CFO	SFIs Section 17
<u>18. Personnel & Pay</u> a) Authority to fill funded post on the establishment with permanent staff. b) Authority to appoint staff to post not on the formal establishment. c) Additional Increments The granting of additional increments to staff within budget d) Upgrading & Regrading	Budget holder (after vacancy control approval) CE and CFO CPO	

Delegated Matter	Authority Delegated To	Reference Document
<p>All requests for upgrading/regrading shall be dealt with in accordance with Trust procedure</p> <p>e) Establishments</p> <p>i) Additional staff to the agreed establishment with specifically allocated finance</p> <p>ii) Additional staff to the agreed establishment without specifically allocated finance</p> <p>f) Pay</p> <p>i) Authority to complete standing data forms affecting pay, new starters, variations and leavers</p> <p>ii) Authority to authorise overtime</p> <p>iii) Authority to complete and authorise positive reporting forms</p> <p>iv) Authority to authorise travel & subsistence expenses</p> <p>v) Approval of Performance Related Pay Assessment</p> <p>g) Leave</p> <p>i) Approval of annual leave</p> <p>ii) Annual leave - approval of carry forward (up to maximum of 5 days).</p> <p>iii) Annual leave - approval of carry over in excess of 5 days.</p> <p>iv) Compassionate leave up to 3 days</p> <p>v) Compassionate leave over 3 days</p> <p>vi) Special leave arrangements</p> <p>paternity leave</p> <p>vii) Leave without pay</p> <p>viii) Medical Staff Leave of Absence</p> <p>paid and unpaid</p> <p>ix) Time off in lieu</p> <p>x) Maternity Leave - paid and unpaid</p> <p>h) Sick Leave</p> <p>i) Extension of sick leave on half pay up to three months</p> <p>ii) Return to work part-time on full pay to assist recovery</p> <p>iii) Extension of sick leave on full pay</p> <p>i) Study Leave</p> <p>i) Study leave outside the UK</p> <p>ii) Medical staff study leave (UK)</p> <p>iii) All other study leave (UK)</p> <p>j) Removal Expenses, Excess Rent and House Purchases</p> <p>Authorisation of payment of removal expenses incurred by Directors taking up new appointments (providing consideration was promised at interview)</p> <p>k) Grievance Procedure</p> <p>All grievances cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of a the Chief People Officer must be sought when the grievance reaches the level of Associate/Dept. Manager</p> <p>l) Authorised Car & Mobile Phone Users</p> <p>Requests for new posts to be authorised as car users</p>	<p>CPO</p> <p>Budget holder (after vacancy control approval) CE and CFO</p> <p>Senior Officer or relevant Executive Director Senior Officer or relevant Executive Director Senior Officer or relevant Executive Director Senior Officer or relevant Executive Director Nomination and Remuneration Committee/CE</p> <p>Senior Officer or relevant Executive Director Senior Officer or relevant Executive Director relevant Executive Director Senior Officer or relevant Executive Director relevant Executive Director relevant Executive Director Senior Officer or relevant Executive Director Executive Director MD and CE General Manager or Divisional Director Automatic approval with guidance Automatic approval with guidance</p> <p>Executive Director in conjunction with CPO Executive Director in conjunction with CPO CPO or CE</p> <p>CPO or MD Medical Director / Executive Medical Director Senior Officer or Executive Director</p> <p>CPO</p> <p>CPO</p> <p>CPO</p>	

Delegated Matter	Authority Delegated To	Reference Document
Requests for new posts to be authorised as mobile telephone users m) Renewal of Fixed Term Contract n) Redundancy o) Ill Health Retirement Decision to pursue retirement on the grounds of ill-health p) Dismissal q) Development of personnel, industrial relations & training strategies and procedures r) Authorisation of expenditure on recruitment advertising s) Day to day management of Consultants' contracts t) Excellence Awards to Medical staff.	CPO Senior Officer or Executive Director CPO CPO Appointing Officers Executive Directors CPO MD Divisional Directors CE	
<u>19. Authorisation of New Drugs</u> Estimated total yearly cost up to £25,000 Estimated total yearly cost above £25,000	Medicines Management Group CE (Subject to consultation with the above)	SFIs Section 10
<u>20. Authorisation of Sponsorship deals</u>	CE	
<u>21. Authorisation of Research Projects</u>	CE or MD or Chief Nurse	
<u>22. Authorisation of Clinical Trials</u>	CE and MD	
<u>23. Insurance Policies and Risk Management</u>	CFO MD	SFIs Section 19
<u>24. Patients & Relatives Complaints</u> a) Overall responsibility for ensuring that all complaints are dealt with effectively under regulations. b) Responsibility for ensuring complaints relating to a directorate are investigated thoroughly c) Medico - Legal Complaints Co-ordination of their management.	CE Senior Officer and PALS Rep. MD	
<u>25. Relationships with Press</u> a) Non-Urgent General Enquiries Within Hours Outside Hours b) Urgent Within Hours Outside Hours	DoCM Executive Director on call DoCM Executive Director on call	

Delegated Matter	Authority Delegated To	Reference Document
<u>26. Infectious Diseases & Notifiable Outbreaks</u>	CNO or Consultant Microbiologist or Control of Infection Nurse	
<u>27. Extended Role Activities</u> Approval of any professions to undertake duties / procedures which can properly be described as beyond the normal scope of practice.	Clinical Governance Committee	
<u>28. Patient Services</u> a) Variation of operating and clinic sessions within existing numbers Outpatients Theatres Other b) All proposed changes in bed allocation and use (excluding critical care) Temporary Change Permanent Change Contract monitoring & reporting c) Critical Care	COO with General Manager or Divisional Director COO with General Manager or Divisional Director COO with General Manager or Divisional Director COO with General Manager or Divisional Director In hours COO with Head of Patient Flow advice. Out of hours Executive on call with Clinical Site Manager advice CE with advice from COO & Chief Nurse CFO CE or Executive Director on call	
<u>29. Facilities for staff not employed by the Trust to gain practical experience</u> Professional Recognition, Honorary Contracts, & Insurance of Medical Staff, Work experience students	CPO	
<u>30. Review of fire precautions</u>	CE	
<u>31. Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations</u>	CE	
<u>32. Review of Medicines Inspectorate Regulations</u>	Chief Pharmacist	
<u>33. Review of compliance with environmental regulations, for example those relating to clean air and waste disposal</u>	CE	

Delegated Matter	Authority Delegated To	Reference Document
<u>34. Review of Trust's compliance with the Data Protection Act, including GDPR</u>	CE	
<u>35. Monitor proposals for contractual arrangements between the Trust and outside bodies</u> a) Monitor proposals for contractual arrangements between the Trust and other healthcare bodies b) Monitor proposals for contractual arrangements between the Trust and non-healthcare bodies	CFO CFO	
<u>36. Review the Trust's compliance with the Access to Records Act</u>	MD	
<u>37. Review of the Trust's compliance code of Practice for handling confidential information in the contracting environment and the compliance with "safe haven" per EL 92/60</u>	MD	
<u>38. The keeping of a Declaration of Interests Register</u>	Company Secretary	
<u>39. Attestation of sealings in accordance with Standing Orders</u>	CE and CFO	
<u>40. The keeping of a register of Sealings</u>	Company Secretary	
<u>41. The keeping of the Hospitality Register</u>	Company Secretary	
<u>42. Retention of Records</u>	COO	
<u>43. Clinical Audit</u>	MD	
<u>44. Nominated Fire Director</u> Within Hours Outside Hours	CE Executive Director on call	
<u>45. Agreement of Policies</u> a) To recommend the adoption of new policies to the Board of Directors b) To approve policies where authorised to do so by the Board of Directors	The appropriate sub-committee of the Board e.g. Finance and Performance for finance related policies	
<u>46. Working Together Partnership Committee in Common</u> All functions agreed to be delegated by the Board and listed in the DBTH Committee in Common terms of reference.	Committee in common consisting of CEO and Chair or nominated deputies	DTH CIC TORs

Delegated Matter	Authority Delegated To	Reference Document
<u>47. Intellectual Property</u> The disposal of intellectual property rights	 Executive Committee	

9. ROLES AND RESPONSIBILITIES OF GOVERNORS

The Constitution states that at general meetings, the Council of Governors shall discharge the following responsibilities:

- 8.1 The appointment or removal of the Chair and the other Non-Executive Directors (section 26).
- 8.2 Approve an appointment (made by the Non-Executive Directors) of the Chief Executive (section 26).
- 8.3 The appointment or removal of the Trust's auditors (section 35).
- 8.4 Decide the remuneration and allowances, and the other terms and conditions of office, of the Chair and the other Non-Executive Directors (section 31).
- 8.5 Approve any significant transaction, as defined in the constitution (section 42).
- 8.6 Approve any merger, acquisition, separation or dissolution proposed (section 42).

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/ Strategy	CSU/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Scheme of Reservation Delegation CORP/FIN 1 (C) 14	CE/Finance	Rebecca Allen	Existing Policy	February 2025
1) Who is responsible for this policy? Name of CSU/Directorate – Chief Executive Office				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? To provide standing orders for the Board and a framework for the delegation of powers from the Board.				
3) Are there any associated objectives? Legislation, targets national expectation, standards of business conduct				
4) What factors contribute or detract from achieving intended outcomes? – Compliance with the policy				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
<ul style="list-style-type: none"> If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] N/A				
7) Are any of the following groups adversely affected by the policy? No				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: February 2026				
Checked by: Rebecca Allen		Date: February 2025		