

Schedule of Matters Reserved for the Board and Scheme of Delegation

Post Holder Responsible for Policy:	CFO and Board Secretary
Directorate Responsible for Policy:	Finance and Legal Services
Contact Details:	3475
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Version Information

Version No.	Updated By	Updated On	Description of Changes
4	JPG	December 2018	Schedule of Matters Reserved revised by Board of Terms of Reference. Revision of Section 6 - Charitable Funds – Revised 30.11.18.
5	JPG	September 2019	Updating Section 5 (Procurement and Ordering) to deletion of Annex A from Standing Orders and rev Waivers.
6	JPG	October 2020	Updating changes to Sections 3 and 8 to reflect ch Section 6 with regard to exceptional approval arran
7	TW	April 2021	Updated authorisation limits in section 1
8	SJB	September 2021	Updating changes due to organisational clinically l throughout section C. Definitions and Abbreviation

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A INTRODUCTION

- (i) Section 3 of the Trust's Constitution provides that the powers of the Trust shall be exercised by the Board of Directors. Certain powers have been reserved to the Board for its collective decision and these are specified in the Schedule of Matters Reserved to the Board which forms the Section B of this document. Other powers and responsibilities are delegated to specified post-holders within the Trust by virtue of the Trust's Constitution, Standing Orders, Standing Financial Instructions or through the Terms of Reference of Committees established by the Board of Directors.
- (ii) All those powers of the Trust which have not been reserved by the Board, or delegated to a Committee of the Board, or otherwise delegated in the documents referred to above, are exercised on behalf of the Board of Directors by the Chief Executive. The Chief Executive will exercise some of those powers personally whilst others may be delegated by the Chief Executive to nominated officers. That delegation of authority is set out in this Scheme of Delegation.
- (iii) The delegation shown herein is the lowest level to which authority is delegated. Delegation to lower levels is only permitted with the specific agreement of the Chief Executive. If there are a series of obviously linked transactions, the delegated limits should be applied to the accumulated value of those linked transactions.
- (iv) Staff should be aware that agreements they make with the apparent authority of the Trust may be binding on the Trust even though they have exceeded the limits of authority set out herein. Acting beyond the limits of delegated authority set out in this Scheme may therefore expose the staff member to disciplinary procedures and, in exceptional cases, may leave the individual personally liable for any losses incurred by the Trust. **In cases of doubt as to the application of this Scheme of Delegation, staff should not hesitate to take advice from the Trust Board Secretary or Chief Finance Officer.**
- (v) In this document the following abbreviations

are used: CEO – Chief Executive

CFO – Chief Finance Officer

CGC – Clinical Governance Committee

COG – Council of Governors

SFI(s) – Standing Financial Instructions

SO(s) – Standing Order(s) for the Board of Directors

Head of Corporate Department - Chief Information Officer

- Head of Facilities

- Head of Legal Services

- Deputy Director of Finance

COD - Chief of Division

DOD - Divisional Operations Director

DND - Divisional Nursing Director

COS - Chief of Service

Head of Department – a manager of a range of cost centres, centred around a service area

Duty Director – 'On Call' or 'Gold Command' Director

B SCHEDULE OF MATTERS RESERVED TO THE BOARD OF DIRECTORS

This Schedule constitutes the document referred to in the Standing Orders of the Board of Directors as '*Reservation of Powers to the Board and Delegation of Powers*'.

The following matters have been reserved to the Trust Board for its collective decision:

- 1 setting the values and strategic direction of the Trust and approving the Trust's Strategic Objectives;
- 2 agreeing levels of delegated authority and the Trust's Scheme of Delegation;
- 3 major changes to the Trust's corporate structure or governance arrangements;
- 4 establishment of Board Committees and review of their Terms of Reference and reports;
- 5 approval of the Trust's Annual Report and Accounts;
- 6 approval of the annual business plan and financial plan;
- 7 approval of the Trust's 'forward planning' documentation (or equivalent as NHS regulatory guidance may require) for submission to NHSE/I (in accordance with sections 34.2 & 34.3 of the Trust's Constitution);
- 8 review and approval of the Trust's 'Speak-Up' Policy;
- 9 review and approval of the Trust's Risk Management Strategy and Policy;
- 10 approval of contracts (other than individual contracts of employment), contract bids, joint ventures, partnerships, commitments (including disposal of assets), and property documents including licences or leases, in all cases where the cumulative financial commitment is in excess of £2m;
- 11 approval of appointment of members and Chairman of each of the Committees of the Board as listed in its Terms of Reference;
- 12 approval of appointment of the Senior Independent Director from amongst the Non-Executive Directors of the Trust;
- 13 approval of any proposals that the Constitution of the Trust should be amended, before they are submitted to NHS Improvement;
- 14 approval of any substantive change to the Trust's insurance or indemnity arrangements in relation to Directors and Officers Liability;
- 15 specification of Qualifying Organisations as listed at Annex 2 to the Constitution (The Staff Constituency);
- 16 agreement to amend the Standing Orders of the Council of Governors, in accordance with section 9.3 of Annex 6 to the Constitution (Standing Orders For the Practice and Procedure of the Council of Governors);
- 17 agreement to amend the Standing Orders of the Board of Directors, in accordance with section 6.33 of Annex 7 to the Constitution (Standing Orders for the Practice and Procedure of the Board of Directors);
- 18 in its capacity as Corporate Trustee, approval of expenditure of Charitable Funds >£100,000 per request;
- 19 award of 'naming rights' relating to any part of Trust property in association with charitable or commercial sponsorship or gift;
- 20 review and revision of this Schedule of Matters Reserved to the Board.

C SCHEME OF DELEGATION

Section 1 - Making Agreements

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
1.1 Approve and sign all building or property documents including licences or leases	CFO (or nominated officer) and CEO (or nominated officer)	SO 15.2
1.2 Contracting for Goods & Services ¹		SFIs Section 9
a) Agreements other than as specified below ² :		
▪ up to £1,499	Team managers, Ward sisters, equivalent staff member	
• from £1,500 to £19,999	Operations Managers, Heads of Department, Chiefs of Service, Service Directors, Deputy Operations Directors, Matrons, equivalent staff member	
• from £20,000 to £149,999	DODs, DNDs, some Heads of Department	
• from £150,000 to £249,999	CODs, Directors, Deputy Director of Finance	
• from £250,000 to £499,999	Executive Directors including the Board Secretary	
• from £500,000 to £2,000,000	CEO and CFO	
• over £2,000,000	Trust Board	
b) Pharmacy orders:		
▪ up to £10,000	Head of Pharmacy or Nominated Deputy	
▪ from £10,000 to £50,000	Head of Pharmacy	
▪ over £50,000	CFO	
c) Capital orders ³		
▪ up to £499,999	CFO, Director of Strategy and Major Projects or Nominated Deputy	
▪ from £500,000 to £2,000,000	CEO and CFO	
▪ over £2,000,000	Trust Board	
d) Non Pay Expenditure for which no specific budget has been set <£2,000,000	CEO and CFO	

¹ For the avoidance of doubt, periodic payments under contractual arrangements that have received Board approval may be approved for payment in accordance with procedures agreed by the CFO notwithstanding that they may exceed the authority limits specified here. Contract Change Notices are considered at the CCN value and not for the full modified contract value.

² In any circumstances of uncertainty or which appear to fall outside the categories specified in this Scheme, the delegated authority limits specified in this section 1.2 (a) should be taken to apply.

³ In accordance with approved capital expenditure programme. All capital orders must have a completed and authorised Capital Expenditure form signed by CFO/Deputy Director of Finance.

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
1.3 Sign on behalf of the Trust any agreement or document not requested to be executed as a deed.	As per 1.2 above	SO 15.2
1.4 Nominate officers with power to negotiate commissioning contracts with providers of healthcare and other authorities.	CEO	SFI 20.2
1.5 Agreement of NHS contracts and contracts for provision of patient services.	CEO or CFO	

Section 2 - Financial Control

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
2.1 Overall responsibility for annual Business Plan.	CEO	SFI 3.1
2.2 Monitor performance against budget; submit to Board financial estimates and forecasts.	CFO	SFI 3.1.3
2.3 Delegate budget to budget holders.	CFO	SFI 3.2.1
2.4 Determine, and set out, level of delegation of non-pay expenditure to budget managers.	CFO	SFI 9.1
2.5 Devise and maintain systems of budgetary control.	CFO	SFI 3.3.1
2.6 Management of Budgets Responsibility for keeping expenditure within budgets a) At individual budget level (Pay and Non Pay) b) At service level c) For all other areas	Budget Holder COD, DOD, DND, Head of Corporate Department, Head of Department CFO	SFIs Section 3
2.7 Preparation of Annual accounts and financial reports.	CFO	SFI 4.1
2.8 Maintenance / Operation of Bank and PGO Accounts and tendering of banking arrangements	CFO or Nominated Deputy	SFIs Section 5
2.9 Setting of Fees and Charges a) Private Patient, Overseas Visitors, Income Generation and other patient related services.	CFO or Nominated Deputy	SFIs 6.2

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
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<p>b) Price of NHS Contracts. Charges for all NHS Contracts, be they block, cost per case, cost and volume, spare capacity.</p> <p>c) All fees and charges other than determined by Pbr</p>	<p>CFO</p> <p>CFO</p>	<p>SFIs Section 7</p> <p>SFI 6.2</p>
<p>2.10 Condemning & Disposal</p> <p>Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively</p> <p>a) with current/estimated purchase price <£5,000</p> <p>b) with current/estimated purchase new price >£5,000</p>	<p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>CFO or Nominated Deputy</p>	<p>SFIs Section 13</p>
<p>2.11 Losses, Write-off & Special Payments</p> <p>a) Losses due to theft, fraud, overpayment & others up to £50,000</p> <p>b) Losses due to theft, fraud, overpayment & others £50,000 to £250,000</p> <p>c) Bad Debts and Claims Abandoned. Private Patients, Overseas Visitors & Other Up to £50,000</p> <p>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</p> <p>e) Extra Contractual payments to contractors Up to £ 50,000</p> <p>f) Patients for loss of personal effects</p> <p>g) Staff for loss of personal effects</p> <p>h) Ex-Gratia Payments</p> <ul style="list-style-type: none"> • Less than £1,000 • £1,000 to £5,000 <p>i) Over £5,000</p>	<p>CEO or CFO or Nominated Deputy</p> <p>CEO and CFO</p> <p>CEO or CFO or Nominated Deputy</p> <p>CEO or CFO or Nominated Deputy</p> <p>CFO</p> <p>CFO or Nominated Deputy</p> <p>CFO or Nominated Deputy</p> <p>CFO or Nominated Deputy</p> <p>CFO</p> <p>CEO and CFO</p>	<p>SFIs Sections 6 and 13</p>
<p>2.12 Demonstrate that the use of private finance represents best value for money and transfers risk to the private sector.</p>	<p>CEO and CFO</p>	<p>SFI 11.2</p>

2.13 Nominate an officer to oversee and manage any contract on behalf of the Trust.	CEO	SO 7.4
2.14 Determining any items to be sold by auction or negotiation.	CFO or Nominated Deputy	SO 12(a)
DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
2.15 Petty Cash Disbursements		
a) Expenditure up to £20 per item (in accordance with procedures specified by CFO)	Petty Cash Holder	SFI 9.2.7
b) Reimbursement of patients monies	CFO or Nominated Deputy	SFIs Section 15
2.16 Ensure all existing Directors and employees and all new appointees are notified of and understand their responsibilities within Standing Orders and SFIs.	CFO	SFI 1.4
2.17 Responsible for implementing the Trust's financial policies and coordinating corrective action and ensuring detailed financial procedures and systems are prepared and documented.	CFO	SFI 1.4.1
2.18 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.	All Directors and Employees	SFI 1.4.2
2.19 Monitor and ensure compliance with all work to counter fraud, bribery and corruption	CFO or nominated Deputy	SFI 2.5
2.20 Investigate any suspected cases of irregularity not related to fraud, bribery or corruption and not covered by work to counter fraud, bribery and corruption	CEO or Nominated Executive Director/Board Secretary	SFI 2.5
2.21 Prompt payment of accounts.	CFO or Nominated Deputy	SFI 9.2.3
2.22 Grants to local authorities and voluntary bodies.	CEO	
2.23 Advise Board on external borrowing and investment needs and prepare procedural instructions.	CFO	SFIs Section 10
2.24 Approval of any new borrowing.	CFO	SFIs Section 10

2.25 Capital Schemes		SFIs Section 11 & SOs Annex A
a) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations	CFO or Nominated Deputy	
b) Financial monitoring and reporting on all capital scheme expenditure	CFO or Nominated Deputy	
2.26 Capital investment programme	CEO	SFI 11.1
2.26 Prepare procedures for recording and accounting for losses and special payments of all frauds	CFO	SFI 13.2
2.27 Maintenance of asset registers.	CFO	SFI 11.3
2.28 Overall responsibility for non-current assets.	CEO	SFI 11.4.1
DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
2.29 Approve asset control procedures.	CFO	SFI 11.4.2
2.30 Maintenance & Update of Trust Financial Procedures	CFO	SFI 1.4.1
2.31 Provide detailed instructions on collections, custody and safekeeping and disposal of patient property.	CFO & CNO	SFIs Section 15
2.32 Approval of prepayments	CFO	SFI 9.2.5

Section 3 - Governance

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
3.1 Review of compliance with the Data Protection Act and procedures for information governance	CFO	SFIs Section 14
3.2 Responsible for accuracy and security of computerised data.	CFO	SFIs Section 14
3.3 Registers of Interests		
a) Keeping and publishing a Register of Directors Interests.	Board Secretary	SOs Section 9.7 and 9.9. SFI 19.4
b) Consideration of Declarations of Interest in accordance with Code of Business Conduct.	CFO	
c) Keeping and publishing a Register of Governors Interests.	CEO and Chairman	COG SO 5.8
3.4 Trust Seal		

a) Attestation of sealings in accordance with Standing Orders	Board Secretary	SOs Section 14
b) The keeping of a register of Sealings	Board Secretary	SO 14.4
c) Periodic report to Board on use of Trust Seal	Board Secretary	SO 14.4
3.5 Retention of Records/Documents	CFO	SFIs Section 17
3.6 Insurance arrangements	CFO	SFIs Section 18
3.7 Policy Approval	Relevant governance committee	Relevant committee Terms of Reference and Policy on the Development of Organisation Wide Policies and Procedural Documents
3.8 Approval of Annual Clinical Audit Programme	Q&S Committee	Q&S Terms of Reference
3.9 Ensure an adequate internal audit service is provided	CFO	SFI 2.2.1
3.10 Appointment of external Auditors	COG	Constitution 31.2
3.11 Approval of use of external auditors for 'non-audit' work • <£10,000 • £10,000-£25,000 • >£25,000	CFO Chair of Audit Committee Audit Committee	Policy for use of External Auditors for Non-Audit Services – approved by COG
3.12 Implementation of Internal and External Audit Recommendations	CFO	SFIs Section 2
3.13 Making representations on behalf of the Trust⁴	Board Secretary, CEO or Nominated Executive Director or Nominated Deputy	

⁴ For example, providing certified copies of minutes, or submitting 'governance returns'.

Section 4 – Personnel and Human Resources

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>4.1 Engagement of Staff Not On the Establishment</p> <p>a) Booking of Bank, Locum or Agency Staff</p> <p>b) Non-Medical Consultancy Staff:</p> <ul style="list-style-type: none"> • Where aggregate commitment in any one year is less than £100,000 • Where aggregate commitment in any one year is £100,000 or more <p>c) Engagement of Solicitors or Barristers</p>	<p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>CEO or CFO (Plus NHSE/I approval for over £50,000)</p> <p>CEO (Plus NHSE/I approval for over £50,000)</p> <p>CEO, CFO, Chief People Officer or Head of Legal Services</p>	<p>SFIs Section 8</p> <p>Guidelines on Obtaining Legal Advice</p>
<p>4.2 Recruitment</p> <p>a) Authority to fill funded posts on the establishment with permanent or temporary staff.</p> <p>b) Authority to appoint staff to posts not on the formal establishment.</p> <p>c) Authority to add additional staff to the agreed establishment with specifically allocated finance.</p> <p>d) Authority to sign contracts of employment.</p>	<p>COD, DOD, DND, Head of Corporate Department, Head of Department subject to procedures approved by CFO</p> <p>CFO</p> <p>CFO/Director of Finance Operations/Deputy Director of Finance</p> <p>Recruitment Manager</p>	<p>SFIs Section 8</p>
<p>4.3 Authority to authorise overtime</p>	<p>COD, DOD, DND, Head of Department, Head of Corporate Department (or Nominated Deputy) in line with agreed protocols</p>	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>4.4 Pay</p> <ul style="list-style-type: none"> a) Authority to complete standing data forms effecting pay, new starters, variations and leavers (i.e. ESR forms) b) Authority to authorise travel & subsistence expenses c) Payroll management and procedures, including final payroll management and procedures, including final determination of pay. d) The granting of additional increments to staff within budget. e) Upgrading & Re-grading (in accordance with Trust Procedure). 	<p>COD, DOD, DND, COS, Head of Corporate Department, Head of Department</p> <p>COD, DOD, DND, COS, Head of Corporate Department, Head of Department</p> <p>CFO</p> <p>CFO</p> <p>Chief People Officer</p>	<p>SFI 8.4</p>
<p>4.5 Annual Leave</p> <ul style="list-style-type: none"> a) Approval of annual leave b) Annual leave - approval of carry forward (up to maximum of 5 days) c) Annual leave - approval of carry forward in excess of 5 days. 	<p>Line/Departmental Manager</p> <p>Line/Departmental Manager</p> <p>Head of Department</p>	<p>HR Policies</p>
<p>4.6 Special Leave</p> <ul style="list-style-type: none"> a) Compassionate leave up to 6 days b) Special leave arrangements paternity leave carer's leave c) Leave without pay d) Medical Staff Leave of Absence (paid and unpaid) e) Time off in lieu f) Maternity Leave - paid and unpaid 	<p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>Chief People Officer</p> <p>Medical Director or Chief People Officer</p> <p>COD, DOD, DND, Head of Corporate Department, Head of Department</p> <p>COD, DOD, DND, Head of Corporate Department, Head of Department</p>	<p>HR Policies</p>

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
4.7 Sick Leave a) Extension of sick leave on half pay up to three months	CFO and Chief People Officer	HR Policies
4.8 Study Leave a) Study leave outside the UK b) Medical staff study leave (UK) c) All other study leave (UK)	Medical Director or CFO Medical Director COD, DOD, DND, Head of Corporate Department, Head of Department	HR Policies
4.9 Removal Expenses Removal Expenses, Excess Rent and House Purchases. Authorisation of payment of removal expenses incurred by officers taking up new appointments i) up to and including £8,000 ii) over £8,000	Chief People Officer CFO	HR Policies
4.10 Grievance Procedure All grievances cases must be dealt with strictly in accordance with the Grievance Procedure	Chief People Officer	Trust Grievance Procedure
4.11 Authorised Car Users Requests for new posts to be authorised as leased car users	Chief People Officer or CFO	
4.12 Renewal of Fixed Term Contract	CFO or Chief People Officer	
4.13 Redundancy and Dismissal a) Redundancy payments including ex-gratia and compromise agreements i) up to and including £100,000 ii) over £100,000 b) Decision to agree retirement on the grounds of ill-health c) Dismissal	Chief People Officer and CFO CEO and Chief People Officer or CFO Chief People Officer Dismissing Officers	HR Policies
4.14 Facilities for personnel not employed by the Trust to gain practical experience.	Chief People Officer	
4.15 Professional Recognition, Honorary Contracts, & Insurance of Medical Staff and work experience students	Chief People Officer	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
4.16 Determine the remuneration and terms of service of Executive Directors and senior employees.	Remuneration Committee of Board of Directors	SFI 8.1.2 and Remuneration Committee Terms of Reference

Section 5 – Procurement and Ordering

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
5.1 Quotation, Tendering & Contract Procedures		SFIs Section 20 & Annex B
a) Waiving of quotations & Tenders subject to SFIs	CFO or Nominated Deputy	SFI 20.5
b) Designate an officer responsible for receipt and custody of tenders through the electronic tendering system before opening.	Associate Director of Procurement	SFI Annex B
c) Open tenders and quotations.	Associate Director of Procurement	SFI Annex B
d) Decide whether any late tenders should be considered.	CEO	SFI Annex B
5.2 Responsible for systems of controls over requisition and receipt of goods.	CFO	SFI 9.2, 12 and 20

Section 6 - Charitable Funds

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
6.1 Expenditure on Charitable Funds		
i) Up to and including £2,000 per request	Fund Adviser (subject to Guidance for Fund Advisers)	SFIs Section 16
ii) Over £2,000 and up to and including £10,000 per request	Executive Lead for Charitable Funds	Guidance for Fund Advisers
iii) >£10,000 per request to an upper limit of £100,000	Charitable Funds Committee	
iv) >£100,000 per request	Trust Board (Corporate Trustee) – unless otherwise approved by Charitable Funds Committee within its delegated authority	
v) Exceptional Approval for requests >£10,000 (such Interim Approval is only to be granted where delay until the next scheduled meeting of the Charitable Funds Committee will be detrimental to the interests of the Charity and it is subject to an upper limit of £50,000)	CFO or Executive Lead for Charitable Funds <u>and</u> CEO	

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DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
6.2 Investment of Charitable & Endowment Funds	Charitable Funds Committee	SFIs Section 16. Charitable Funds Committee Terms of Reference
6.3 Ensure funds held on trust are managed appropriately (subject to the discretion and approval of the Charitable Funds Committee).	CFO	SFIs Section 16
6.4 Preparation of Annual Accounts of the charity	CFO	Charitable Funds Committee Terms of Reference 6.3

Section 7 - Research and Development

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
7.1 Research Governance approval for Sponsorship of or participation in research projects and clinical trials (subject to contract approval)	Director of R&D	
7.2 Approval of contracts to participate in Research Projects and Clinical Trials	Board Secretary or Nominated Deputy	
7.3 Approval of Non-Disclosure or Confidentiality Agreements	Board Secretary or CFO	
7.4 Setting charges for all R&D activity	CFO or Nominated Deputy	
7.5 Agreements for assignment of Intellectual Property	CEO, CFO or Head of Legal Services	

Section 8 - Others

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
8.1 Reporting of Incidents to the Police a) Where fraud is involved or suspected b) Where other criminal offence is suspected (e.g. violence or theft)	CFO Duty Manager	SFI 2.2 & 13.2
8.2 Receiving Hospitality		SFIs Section 19

Applies to receipt of items of hospitality both individual and collective	Declaration required in Trust's Hospitality Register for any item in excess of £50 – by individual staff member in receipt	
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DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
8.3 Authorisation of New Drugs	Drugs & Therapeutics Committee	New Drugs Application Form Medicines Management Policy
8.4 Authorisation of Sponsorship Deals	CEO or Medical Director	
8.5 Complaints a) Executive responsibility for ensuring that all complaints are dealt with effectively b) Responsibility for ensuring complaints relating to a directorate are investigated thoroughly. c) Approval of Complaints Policy	Board Secretary COD / DOD / DND / COS Quality & Safety Committee	Complaints Policy Complaints Policy Q&S Terms of Reference
8.6 Management of Medico – Legal Claims	Head of Legal Services	Claims Management Policy
8.7 Relationships with Press a) Non-Emergency General Enquiries b) Emergency	CEO or Director of Communications CEO or Director of Communications	
8.8 Infectious Diseases & Notifiable Outbreaks – Duty to Report	Director of Infection Prevention and Control or Duty Director	
8.9 Extended Role Activities - Approval of Nurses to undertake duties / procedures which can properly be described as beyond the normal scope of Nursing Practice.	Chief Nurse	Nurse/Midwives/ Health Visitors Rules / Code of Practice UKCC Code of Professional Conduct
8.10 Clinical Services a) Variation of operating and clinic sessions within existing numbers b) All proposed changes in bed allocation and use <ul style="list-style-type: none"> • Temporary Change • Permanent Change 	Medical Director Operational Manager CEO	
8.11 Review of fire precautions and compliance with environmental regulations, for example those relating to clean air and waste disposal	Director of Estates	
8.12 Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations	Chief People Officer	
8.13 Responsible for ensuring patients and guardians are informed about patients' money and property procedures on admission.	CEO	SFI 15.2

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
8.14 Designation of an incident as a serious incident.	Chief Nurse or Medical Director	
8.15 Approve and sign all documents necessary in legal proceedings	Head of Legal Services	SO 15.1 and Claims Management Policy
8.16 Mental Health Act and Deprivation of Liberty Safeguards <ul style="list-style-type: none"> a) Designated Mental Health Act Administrator (including keeping Mental Health Act Register) b) Hospital Manager Responsibilities <ul style="list-style-type: none"> i) Operational implementation (including receipt of detention papers and authorisation of patient transfer(s)) ii) Responsibility for Hospital Managers Reviews c) Authorisation of application to detain a patient under the Deprivation of Liberty Safeguards 	Board Secretary Operational Site Team Board Secretary (or nominated deputy) Duty Director	

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