

# SCHEME OF DELEGATION - EXTRACTS

## Table A

DELEGATED MATTER	DELEGATED TO	OPERATIONAL RESPONSIBILITY / AUTHORITY
<b>6. Capital Investment</b>		
a) Programme: <ul style="list-style-type: none"> <li>• Ensure that there is adequate appraisal and approval process for determining capital expenditure priorities and the effect that each has on business plans</li> <li>• Preparation of Capital Investment Programme</li> <li>• Financial monitoring and reporting on all capital scheme expenditure including variations to contract</li> <li>• <a href="#">Authorisation of capital requisitions</a></li> <li>• Responsible for the management of capital schemes and for ensuring that they are delivered on time and within cost</li> <li>• Ensure that capital investment is not undertaken without availability of resources to finance all revenue consequences</li> <li>• Issue procedures to support:               <ul style="list-style-type: none"> <li>○ Capital investment</li> <li>○ Staged payments</li> </ul> </li> <li>• Issuing the capital scheme project manager with specific authority to commit capital, proceed / accept tenders in accordance with the SOs and SFIs</li> </ul>	Chief Executive  Chief Executive  Chief Financial Officer  <a href="#">Chief Executive and/or Chief Financial Officer</a>  Chief Executive  Chief Financial Officer  Chief Executive  Chief Financial Officer	Chief Financial Officer  Director of Strategic Planning and Commercial Development  Director of Strategic Planning and Commercial Development / Head of Financial Services  <a href="#">Refer to Table B Delegated Limits</a>  Director of Strategic Planning and Commercial Development  Director of Strategic Planning and Commercial Development  Director of Strategic Planning and Commercial Development  <a href="#">Refer to Table B Delegated Limits</a>
<b>9. Complaints (Patients and Relatives)</b>		
a) Overall responsibility for ensuring that all complaints are dealt with effectively	<a href="#">Director of Governance and Quality Improvement</a> <a href="#">Executive Medical Director</a>	Divisional Clinical Directors / Divisional Matrons / Patient Experience Manager
b) Responsibility for ensuring complaints relating to a division / department are investigated thoroughly	<a href="#">Director of Governance and Quality Improvement</a> <a href="#">Executive Medical Director</a>	Divisional Clinical Directors / Divisional Matrons
c) Medico - Legal Complaints Coordination of their management	<a href="#">Director of Governance and Quality Improvement</a> <a href="#">Executive Medical Director</a>	Legal Services Manager
<b>28. Medical</b>		
<ul style="list-style-type: none"> <li>• Clinical Governance arrangements</li> <li>• Medical Leadership</li> <li>• Programmes of medical education</li> <li>• Clinical staffing plans</li> <li>• Matters involving individual professional competence of medical staff</li> <li>• Medical Research</li> </ul>	<a href="#">Director of Governance and Quality Improvement</a> <a href="#">Chief Nurse</a>  Executive Medical Director  Executive Medical Director  Chief Executive  Executive Medical Director  Executive Medical Director	Head of Governance / Lead Clinician for Clinical Audit / Divisional Clinical Directors / Service Directors / Divisional Matrons  Divisional Clinical Directors / Service Directors  Director of Medical Education  Service Directors  Divisional Clinical Directors  Research Governance Committee Chairman / Research and Innovation Director / Research and Innovation Manager

DELEGATED MATTER	DELEGATED TO	OPERATIONAL RESPONSIBILITY / AUTHORITY
<p><b>37. Risk Management</b></p> <ul style="list-style-type: none"> <li>• Ensuring the Foundation Trust has a Risk Management Strategy and a programme of risk management</li> <li>• Developing systems for the management of risk</li> <li>• Developing incident and accident reporting systems</li> <li>• Compliance with the reporting of incidents and accidents</li> <li>• Compliance with statutory safeguarding children and young people requirements</li> </ul>	<p>Chief Executive</p> <p><del>Director of Governance and Quality Improvement</del> <del>Head of Corporate Affairs and Company Secretary</del></p> <p><del>Director of Governance and Quality Improvement</del> <del>Head of Corporate Affairs and Company Secretary</del></p> <p>Chief Nurse / Executive Medical Director / <del>Director of Governance and Quality Improvement</del> <del>Head of Corporate Affairs and Company Secretary</del></p> <p>Chief Nurse</p>	<p><del>Director of Governance and Quality Improvement</del> / Head of Corporate Affairs and Company Secretary</p> <p>Head of Governance</p> <p>Divisional Clinical Directors / Head of Governance and Quality Improvement / Health &amp; Safety Manager / Patient Safety Manager</p> <p>All staff</p> <p>Named Nurse / Named Doctor for Safeguarding Children</p>

## Table B – Delegated Financial Limits

All thresholds include the cost of non-recoverable VAT.

	<b>Financial Limits (Subject to funding available in budget)</b>	<b>Includes:</b>	
<b>7</b>	<b>REQUISITIONING GOODS AND SERVICES, AND APPROVING PAYMENTS WITHOUT AN APPROVED REQUISITION</b>		
<b>7.1</b>	<b>Revenue Expenditure</b>		
	Board of Directors	Over £1,000,000	Over £250,000 subject to NHSI approval where necessary
	Finance Committee	Up to £1,000,000	Over £250,000 subject to NHSI approval where necessary
	Executive Team	Up to £250,000	Consultancy expenses over £50,000 subject to NHSI approval where necessary
	Executive Board Members	Up to £100,000	Voting and non-voting members Divisional General Managers / Deputy Divisional General Managers / Clinical Directors / Chief Pharmacist / Divisional Nurse Matrons / Deputy Directors reporting directly to Executive Board Members
	Prime Budget Holders	Up to £50,000	
	Delegated Budget Holders	Up to £25,000	One per cost centre Ward Matrons / Heads of Service / Assistant Divisional General Managers / Deputy Directors
	Ward/Department Budget Holders	Up to £5,000	One per cost centre Ward Leaders / Heads of Department
	Other Authorised Signatories	Up to £1,000	
<b>7.2</b>	<b>Capital Expenditure</b>		
	<u>Delegated Budget Holders</u>	<u>Up to the value of the individual capital scheme</u>	<u>One per cost centre</u> <u>All schemes to be approved by the Board of Directors</u>
<b>7.2.3</b>	<b>Private Financing Initiative Charges</b>		
	Director of Strategic Planning and Commercial Development	Up to value of monthly charge in agreed contract	
<b>7.3.4</b>	<b>Mandatory Payments – regulatory charges</b>		
	Chief Executive or Chief Financial Officer	Up to value of assessed charge	Rates CNST
<b>7.4.5</b>	<b>Partnership Arrangements</b>		
	Lead Executive Director	Within the Board of Directors approved agreement	Sustainability & Transformation Partnerships Mid Nottinghamshire Alliance NUH Partnership
<b>8</b>	<b>CAPITAL EXPENDITURE AND BUSINESS CASES – including external tenders for services provided, investments and disinvestments</b>		
<b>8.1</b>	<b>Total Project Value / Cost Implications</b>		
	Board of Directors	Over £1,000,000	Advised by Finance Committee - over £250,000 subject to NHSI approval where necessary Subject to Executive Team approval and part of approved Capital plan Over £250,000 subject to NHSI approval where necessary
	Finance Committee	Up to £1,000,000	
	Executive Team	Up to £250,000	
	<u>Capital Planning Investments Governance Group</u>	Up to £100,000	