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# Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

## 1. Budget delegation and virements

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to
A	Delegation of the management of a budget to permit the performance of a defined range of activities	6.2.1	Lead Director	Director of Finance
B	All budget holders are required to sign up to their allocated budgets at the start of the financial year.	6.1.4	Budget holders	All budget holders
C	Delegation to include the authority to exercise virement and budget transfers	6.2.1	Lead Director	See C1below

		Delegated to:	Signed off by:
A1	Delegation of the management of defined Revenue budgets to budget holders:  i. Direct Running Costs WHSSC ii. Direct Running Costs WKN iii. Direct Running Costs TSW	i. Committee Secretary ii. WKN Manager iii. TSW Manager	i. Committee Secretary to £20,000 ii. WKN Manager to £10,000 iii. TSW Manager to £10,000  Thereafter Director of Finance to £50,000

### C1-Approval of variation of budgets, including authority to vire

Delegated Authority	Between budget lines	Capital to revenue & vice versa
Between directorates	Director of Finance	
Budget transfers between Reserves and Delegated budgets	Director of Finance	Not allowed

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## 2. Banking arrangements

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to
A	<p>The Director of Finance of the Host LHB will prepare detailed instructions on the operation of bank accounts which must include:</p> <ul style="list-style-type: none"> <li>i. The conditions under which bank accounts is to be operated</li> <li>ii. Those authorised to sign cheques or other orders drawn on the LHB accounts</li> </ul>	9.1.1	Director of Finance of the Host LHB	As per Host LHB SFI's

## 3. Income, fees and charges.

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority Delegated to
A	<b>Fees and Charges-</b> The Director of Finance is responsible for approving and regularly reviewing the level of all fees and charges , other than those determined by the Welsh ministers or by statute	10.1.2	Director of Finance	Financial Accountant
B	<b>Debt recovery-</b> The Director of Finance is responsible for the appropriate recovery action on all outstanding debts.	10.1.4	Director of Finance	Financial Accountant

	<b>Fees and Charges:</b>	<b>Authority Delegated to</b>
A1	<p><b>Risk Sharing Funding</b></p> <ul style="list-style-type: none"> <li>i. Approval and Signing of the Risk Sharing Agreements and Annual Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>i. Joint Committee</li> <li>ii. WHSSC Management Group</li> </ul>

# Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

## 4. Procurement and contracts for good and services

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to
A	Maintaining detailed policies and procedures for procurement, tendering and contracting	11.1.4	Host LHB	As per Host LHB SFI's

## 5. Contracts for Health Care Services

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority Delegated to
A	The Lead Director is responsible for ensuring the LHB enters into suitable Health Care Agreements or individual patient commissioning agreements where appropriate.	12.1.1	Lead Director on behalf of the Joint Committee	Director of Finance
B	The Lead Director will need to ensure that regular reports are provided to the Joint Committee detailing performance and associated financial implications of all health care agreements	12.3.1	Lead Director	Director of Finance

	Agreements for the purchase of services	Authority delegated to
A1	<b>Long Term Agreements with other NHS bodies</b> <ul style="list-style-type: none"> <li>i. Approval and Signing of the Long Term Agreement</li> <li>ii. Variations to the Agreement</li> </ul>	Level 1 – Lead Director – <b>In accordance with delegated authority within the Standing Financial Instructions</b> Level 2 – Director of Finance – <b>In accordance with delegated authority within the Standing Financial Instructions</b>

# Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

A4	<p><b>Individual NHS patient treatment charges outside of LTAs and SLAs</b></p> <p>Agreement to fund treatment:</p> <ul style="list-style-type: none"> <li>i. Individual Patient Packages</li>   <li>ii. Lifetime Costs</li> </ul>	<p>&gt;£1,000,000 – <b>Included in ARC &amp; JC assurance report</b></p> <p>&gt;£1,000,000 Level 1 – Lead Director</p> <p>&lt;£1,000,000 Level 2 – Director of Finance</p> <p>&lt;£500,000 Level 3 Directors</p> <p>&gt;£1,000,000 – <b>Included in ARC &amp; JC assurance report</b></p> <p>&gt;£1,000,000 Level 1 – Lead Director</p> <p>&lt;£1,000,000 Level 2 – Director of Finance</p> <p>&lt;£500,000 Level 3 Directors</p> <p>Below these limits individual directors can delegate their authority to officers as detailed in the Standing Financial Instructions</p>
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## 6. Pay expenditure

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to
A	All appointments or recruitments	13.1.2	Host LHB	Committee Secretary

## 7. Non Pay expenditure

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to
A	The Lead Director will approve the level of non pay expenditure and operational scheme of delegation and authorisation to budget holders the scheme of delegation	SFI 14.1.0	Lead Director	Director of Finance

## Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

B	The Director of Finance will advise the board regarding the setting of thresholds above which quotations (competitive or otherwise) or formal tenders should be sought.	14.3.1	Director of Finance	Financial Accountant
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### 8. Losses and special payments

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to
B	<p><b>Losses and Special payments</b></p> <ul style="list-style-type: none"> <li>Ensuring procedural instructions on the recording of and accounting for losses and special payments are in place; and that all losses and special payments cases are properly managed in accordance with the guidance set out in the Assembly Government's Manual for Accounts.</li> <li>Ensure all financial aspects of losses and special payments cases are properly registered and maintained on the centralised Losses and Special Payments Register and that 'case write off' action is recorded on the system.</li> <li>The Audit Committee shall approve the writing off of losses or the making of special payments within delegated limits determined by Welsh Ministers and as set out in Schedule 3 of the SOs.</li> <li>Ensure that all losses and special payments are reported to the Audit Committee at every meeting</li> </ul>	<p><b>16.1.2</b></p> <p><b>16.1.6</b></p> <p><b>16.1.7</b></p> <p><b>16.1.11</b></p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Audit committee</p> <p>Director of Finance</p>	<p>Financial Accountant</p> <p>Financial Accountant</p> <p>See Below</p> <p>Financial Accountant</p>

## Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

<p>B1</p>	<p><b>Approve losses, write-offs and compensation payments due to:</b></p> <ul style="list-style-type: none"> <li>i. losses of cash (theft, fraud, etc)</li> <li>ii. damage to buildings, fittings, furniture and equipment and property in stores and in use due to culpable cause (theft, fraud, arson)</li> <li>iii. extra contractual payments to contractors;</li> <li>iv. ex-gratia payments to patients and staff for loss of personal effects</li> <li>v. fruitless payments including abandoned capital schemes</li> <li>vi. ex-gratia payments - voluntary release payments to staff</li> <li>vii. bad debts and claims abandoned             <ul style="list-style-type: none"> <li>- &lt;£10,000</li> <li>- £10,000 to £50,000</li> <li>- No delegated approval over £50,000 – WG approval required</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>i to iv Lead Director (within delegated limits issued by Welsh Government - £50,000)</li> <li>v. Lead Director (delegated limits - £250,000)</li> <li>vi. Remuneration Committee (within delegated limits issued by Welsh Government - £50,000)</li> <li>vii. Director of Finance (to £10,000) and Lead Director (£10,000 to £50,000).</li> </ul>
<p>B2</p>	<p><b>Approve compensation payments made under legal obligation:</b></p> <ul style="list-style-type: none"> <li>• Personal injury claims             <ul style="list-style-type: none"> <li>i. up to £20,000</li> <li>ii. £20,000 to £50,000</li> <li>iii. Over £50,000</li> </ul> </li> <li>• Employment matters</li> </ul>	<ul style="list-style-type: none"> <li>• Personal injury- On receipt of legal advice to pay             <ul style="list-style-type: none"> <li>i. Committee Secretary</li> <li>ii. Director of Finance</li> <li>iii. Lead Director (within delegated limits issued by Welsh Government - £1million)</li> </ul> </li> <li>• Employment matters Lead Director (with advice from Committee Secretary)</li> </ul>

## Welsh Health Specialised Services - Additional Delegations Linked to the SFI's

B3	<b>Approve compensation payments made without legal obligation</b>	<ul style="list-style-type: none"> <li>Lead Director (within delegated limits issued by Welsh Government - £50,000)</li> </ul>
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### 9. IM&T

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to
A	The Director of IM&T has specific responsibilities within this Section which need to be reviewed to determine if any formal delegation is required.	17.1.1	Host LHB	As per Host LHB SFI

### 10. Retention of Records

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to
A	The Lead Director shall be responsible for maintaining archives for all records required to be retained in accordance with Welsh Ministers guidance.	18.1.1	Lead Director	<ul style="list-style-type: none"> <li>Committee Secretary</li> </ul>