



**AGENDA ITEM**

3.1.8

**CTM BOARD**

**PROCUREMENT & SCHEME OF DELEGATION REPORT**

<b>Date of meeting</b>	26 January 2023
<b>FOI Status</b>	Open/Public
<b>If closed please indicate reason</b>	Not Applicable - Public Report
<b>Prepared by</b>	Owen James, Head of Corporate Finance
<b>Presented by</b>	Sally May, Executive Director Finance & Procurement
<b>Approving Executive Sponsor</b>	Executive Director of Finance & Procurement
<b>Report purpose</b>	FOR APPROVAL

**Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)**

<b>Committee/Group/Individuals</b>	<b>Date</b>	<b>Outcome</b>
Audit & Risk Committee	12/12/2022	ENDORSED FOR APPROVAL

**ACRONYMS**

OJEU	Official Journal of the European Union
FCPs	Financial Control Procedures
SoD	Scheme of Delegation



## 1. SITUATION/BACKGROUND

This report provides the Board with an update on any amendments to Scheme of Delegations (SoDs) or Financial Control Procedures (FCPs).

Financial Control Procedures (FCPs) should be reviewed periodically (at least every 3 years) to ensure they are up to date.

## 2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

### 2.1 Scheme of Delegation and Financial Control Procedures

The Scheme of Delegation does not currently clarify the position of the Chief Operating Officer on the approval limits tiers. Approval is requested to update the Scheme of Delegation to clarify that the Chief Operating Officer has an approval limit of up to £250,000. This isn't a change to current limits, just a clarification of the approvals to avoid any ambiguity.

This was endorsed by the Audit & Risk Committee on the 12<sup>th</sup> December 2023.

<sup>1</sup> All Financial Limits shown below are **inclusive** of VAT

ORACLE REQUISITIONS	Authority Delegated to
Below £1,500	Tier 7 – Nominated Budget holder for specific cost centers
£1,500 to £5,000	Tier 6 - Head of Department or equivalent
Up to £25,000	Tier 5 - Clinical Service Group Manager (or equivalent)
Up to £50,000	Tier 4 - Acute Services General Manager (or equivalent)
Up to £100,000	Tier 3 – Care Group Director, Deputy COO, Director of Governance, Director of Digital
Up to £250,000	Tier 2 - Executive Director <u>and Chief Operating Officer</u>
Up to £500,000	Tier 1 – Director of Finance
Over £500,000	Chief Executive

## 3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

3.1 None Identified.



#### 4. IMPACT ASSESSMENT

<b>Quality/Safety/Patient Experience implications</b>	There are no specific quality and safety implications related to the activity outlined in this report.
<b>Related Health and Care standard(s)</b>	Governance, Leadership and Accountability If more than one Healthcare Standard applies please list below:
<b>Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.</b>	No (Include further detail below) If no, please provide reasons why an EIA was not considered to be required in the box below. Not required
<b>Legal implications / impact</b>	There are no specific legal implications related to the activity outlined in this report.
<b>Resource (Capital/Revenue £/Workforce) implications / Impact</b>	There is no direct impact on resources as a result of the activity outlined in this report.
<b>Link to Strategic Goals</b>	Sustaining Our Future

#### 5. RECOMMENDATION

The Board is asked to:

- a) **APPROVE** the update to the Scheme of Delegation