

Gloucestershire Integrated Care Board Detailed Scheme of Delegation

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Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
Standing Financial Instructions – section 3	1. Management of Budgets		
	Responsibility to keep expenditure within budgets and to ensure that budgets are only used for the type of expenditure for which they have been set.		
	At individual budget level (Pay and Non-Pay)	Budget Holder	
	At Directorate level	Director	
	All Other Areas	Chief Finance Officer/Chief Executive Officer	
Standing Financial Instructions – section 4	2. Maintenance/Operation of Bank Accounts		
	a) Approval of banking arrangements	Board	
	b) Variation to approved signatories	Chief Finance Officer	In accordance with SFIs
Standing Financial Instructions – section 8	3. Non-Pay Revenue and Capital Expenditure / Requisitioning / Ordering		
	a) Payment of Goods and Services		
	• Stock/non-stock requisitions up to £1,000	Budget Manager	
	• Stock/non-stock requisitions up to £10,000	Budget Holder	
	• Stock/non-stock requisitions up to £249,999	Directors	
	• Stock/non-stock requisitions from £250,000 to £499,999	Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	<ul style="list-style-type: none"> • Stock/non-stock requisitions from £500,000 to £999,999 	Chief Executive Officer	
	<ul style="list-style-type: none"> • Stock/non-stock requisitions from £1,000,000 	Board	
	b) Authorisation of Payments against a signed NHS Contract or signed s75 or s256 with the Local Authority	Chief Executive Officer Chief Finance Officer.	
		Director / Deputy Director responsible for Contracts, Deputy CFO	
	c) Orders exceeding 36-month period	Chief Executive Officer or Chief Finance Officer	
	d) All contracts for Non-Health Care goods & services and subsequent variations to contracts	As section 3a	
	e) Prepayments over £1,500	Chief Finance Officer or Deputy CFO	
Standing Financial Instructions – section 3	4. Approval of Virements		
	Between programme budgets up to £50,000 or between admin budgets non-recurrently up to £10,000	Budget Holder	
	Between programme budgets up to £100,000 or between admin budgets recurrently and/or up to £50,000	Executive Directors	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	Between programme budgets up to £500,000 or between admin budgets recurrently and/or up to £100,000	Chief Finance Officer	
	Above £500,000 between programme budgets or above £100,000 between admin budgets	Chief Executive Officer	
Standing Financial Instructions – section 13	5. Capital Schemes		
	a) Delegated Limits for Capital Investment for buildings, PFI, IM&T and equipment investments, and property leases		
	Up to £15 million	Board approval	
	From £15 million to £50 million	NHS England & Improvement then Department of Health & Social Care– subject to full business case approval and following approval by Board	
	From £50 million and above	Department of Health and HM Treasury	
	b) Selection of Architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations	Chief Executive Officer or Chief Finance Officer	
	c) Financial monitoring and reporting on all capital scheme expenditure	Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
Standing Financial Instructions – section 6	6. Quotation, Tender and & Contract Procedures (including secondary, primary and community healthcare services)		
	Where no suitable nationally negotiated framework agreements / contracts are available for use:		
	(Values are the total value of expenditure excluding VAT for the total duration of any time period committed to):		
	a) No requirement to obtain quotes for single items up to £1,000	As per section 3	
	b) 2 written quotes for goods / services between £1,000 and £10,000	As per section 3	
	c) Obtaining a minimum of 3 written quotations for goods / services from £10,000 to £50,000	As per section 3	
	d) Obtaining a minimum of 3 written competitive tenders for goods / services from £50,000 (process by delegated procurement personnel)	As per section 3	
	e) Contracts above European Union (OJEU) limits	Chief Finance Officer / Deputy CFO	
	f) Approval to accept quote / tender other than the lowest that meet the award criteria Quotations & tenders <£99,999	Chief Finance Officer/ Chief Executive Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	Tenders >£100,000	Chief Finance Officer/Chief Executive Officer	Report to Audit Committee
	g) Waiving of quotations & Tenders subject to SOs & PFP		
	Up to £99,999	Chief Finance Officer	
	£100,000 - £249,999	Chief Executive Officer	
	£250,000+	Board	
	Opening Quotations:	Directors and Senior Manager	
	Opening Tenders:	Chief Executive Officer and Directors, Deputy CFO, Associate Director of Corporate Governance	
	7. A Mini-Competition* or Direct Call-Off*		
	for goods or services of any value (including secondary, primary and community healthcare services) against a suitable nationally negotiated framework agreements / contracts:		
	*In accordance with framework terms and conditions of contract.		
	Up to £1,000	As per section 3	
	Between £1,000 and £5,000	As per section 3	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	From £50,000	As per section 3	Report to Audit Committee
Standing Financial Instructions – section 4	8. Setting of Fees and Charges		
	a) Private Patient, Overseas Visitors, Income Generation and other patient related services	Chief Finance Officer or Deputy CFO	
	b) Price of NHS Contracts	Chief Finance Officer or Deputy CFO	
	c) Price of Non-NHS Contracts	Chief Finance Officer or Deputy CFO	
Standing Financial Instructions – section 4	9. Income Collection		
	a) Cancellation of invoices incorrectly raised	Chief Finance Officer or Deputy CFO	
	b) Authority to pursue legal action for bad debts	Chief Finance Officer or Deputy CFO	
	c) Approval of write offs relating to over payment of salary	Chief Finance Officer	
	10. Agreement and Signing of Contracts for the purchasing of Health Care and Agreements with the Local Authority and GP Practices		
	a) Signing of Health Care Contracts with the Local Authority		

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	Contracts of less than £10,000,000	Director responsible for contracts of or Chief Finance Officer	
	Contracts greater than £10,000,000	Chief Executive Officer or Chief Finance Officer	
	Variations to contracts	Director responsible for contracts or Chief Finance Officer	
	b) Signing of Agreements between the ICB and the Local Authority	Chief Executive Officer / Chief Finance Officer or Director responsible for contracts	
	c) Signing of Agreements and Contracts for the purchase of primary care services with GP practices.	Chief Executive Officer or Chief Finance Officer	
	11. Engagement of Staff Not On the Establishment		
	a) Non-Medical Agency Staff	Chief Executive Officer and Chief Finance Officer in accordance with national directions.	
	or total commitment is		
	<£20,000 in one year where budget is available		
	>£20,000 or where no budget available		
	b) Engagement of ICB's Solicitors	Associate Director of Corporate Governance	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	c) Booking of Bank or Agency Staff	Budget Manager in accordance with Operational Executive Meeting process and adhering to national directions.	
	12. Expenditure on Charitable and Endowment Funds	Designated Fund Managers in accordance with procedures and limits laid down for charitable funds by the corporate trustee	
	13. Agreements/Licences/Leases		
	a) Preparation of all tenancy agreements/licences for all staff subject to ICB Policy on accommodation for staff	Director responsible for Estates	
	b) Initial review of all proposed lease agreements to assess financial implications of lease agreement	Deputy CFO	
	c) Authorisation to sign leases/licences Signature of all tenancy agreements/licences (as above)	NHS England	
	d) Extensions to existing licences and leases	Chief Executive Officer or Chief Finance Officer	
	e) Letting of premises to outside organisations	Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	f) Approval of rent based on professional assessment	Chief Finance Officer	
Standing Financial Instructions – section 12	14. Condemnations & Disposals		
	a) Items obsolete, obsolescent, redundant, irreparable or cannot be required cost effectively		
	1) with current/estimated purchase price <£499	Budget Manager	
	2) with current purchase new price >£500+	Chief Finance Officer	
	3) Disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale)	Chief Finance Officer	
	b) Disposal of property or land	Board	
Standing Financial Instructions – section 11	15. Losses, Write-off & Compensation		
	a) Losses of cash due to:		
	1) Theft, Fraud, etc		
	2) Overpayments of Salaries, wages, fees & allowances		
	3) Other Causes including un-vouched or incompletely vouched payments, overpayments other than those included under item 2: physical losses of cash and cash equivalents, e.g. stamps due to fire (other than arson), accident and similar causes		
	Up to £10,000	Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	Up to £25,000	Chief Executive Officer	
	£25,000 -£299,999	Board	
	Over £300,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	b) Fruitless payments (including abandoned capital schemes)		
	Up to £10,000	Chief Finance Officer	
	Up to £25,000	Chief Executive Officer	
	£25,000 -£299,999	Board	
	Over £300,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; 	Assurance Team, NHS England prior to	

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	<p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i></p>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	c) Bad debts and claims abandoned: -		
	1) Private patients (Sect. 65/ 66 NHS Act 1977)		
	2) Overseas visitors (Sect. 121 NHS Act 1977)		
	3) Cases other than 1) – 2)		
	Up to £10,000	Chief Finance Officer	
	Up to £25,000	Chief Executive Officer	
	£25,000 -£299,999	Board	
	Over £300,000	Assurance Team, NHS England	
	<p>Any case that:</p> <ul style="list-style-type: none"> is novel or contentious; contains lesson that could be of interest to the wider community; involves important questions of principle; might create a precedent; and/or 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	<ul style="list-style-type: none"> highlights the ineffectiveness of the existing control systems. 		
	<p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i></p>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	d) Damage to buildings, their fittings, furniture and equipment and loss of equipment and property in stores and in use due to:		
	1) Culpable causes e.g. theft, fraud, arson or sabotage whether proved or suspected, neglect of duty or gross carelessness		
	2) Other causes	Chief Finance Officer	
	Up to £10,000	Chief Finance Officer	
	Up to 25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	<p>Any case that:</p> <ul style="list-style-type: none"> is novel or contentious; contains lesson that could be of interest to the wider community; involves important questions of principle; might create a precedent; and/or 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	<ul style="list-style-type: none"> highlights the ineffectiveness of the existing control systems. 		
	<p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i></p>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	e) Compensation payments made under legal obligation	Board	
	Up to £10,000	Chief Finance Officer	
	Up to 25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	<p>Any case that:</p> <ul style="list-style-type: none"> is novel or contentious; contains lesson that could be of interest to the wider community; involves important questions of principle; might create a precedent; and/or highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	f) Extra contractual payments to contractors		
	Up to £10,000	Chief Finance Officer	
	Up to £25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	

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	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) <i>See HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	g) Ex gratia payments to patients & staff for loss of personal effects		
	Up to £10,000	Chief Finance Officer	
	Up to £25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	

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	<ul style="list-style-type: none"> might create a precedent; and/or highlights the ineffectiveness of the existing control systems. 		
	<p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i></p>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	h) For clinical negligence (negotiated settlements following legal advice) where the guidance relating to such payments has been applied (including plaintiffs' costs)		
	Up to £10,000	Chief Finance Officer	
	Up to £25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	<p>Any case that:</p> <ul style="list-style-type: none"> is novel or contentious; contains lesson that could be of interest to the wider community; involves important questions of principle; might create a precedent; and/or highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	

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	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	i) For Clinical negligence where the guidance relating to such payments has not been applied		
	Up to £1,000	Chief Finance Officer	
	Up to £5,000	Chief Executive Officer	
	£5,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	j) For personal injury claims involving negligence where relevant guidance has been applied (including plaintiff's costs)		
	Up to £1,000	Chief Finance Officer	
	Up to £15,000	Chief Executive Officer	
	£15,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	k) For personal injury claims involving negligence where legal advice obtained and relevant guidance has not been applied		
	Up to £1,000	Chief Finance Officer	
	Up to £5,000	Chief Executive Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	£5,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	I) Other clinical negligence cases & personal injury claims		
	Up to £1,000	Chief Finance Officer	
	Up to £15,000	Chief Executive Officer	
	£15,000 -£94,999	Board	
	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	<ul style="list-style-type: none"> involves important questions of principle; might create a precedent; and/or highlights the ineffectiveness of the existing control systems. 		
	<p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>See <i>HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i></p>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	m) Other, except cases of maladministration where there was no financial loss by claimant		
	1) Others	Board	
	2) Maladministration where there was no financial loss by claimant	Board	
	3) Patient referrals outside the UK and EEA guidelines	Board	
	4) Extra statutory and extra regulatory payments	Board	
	Up to £10,000	Chief Finance Officer	
	Up to 25,000	Chief Executive Officer	
	£25,000 -£94,999	Board	

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	Over £95,000	Assurance Team, NHS England	
	Any case that: <ul style="list-style-type: none"> • is novel or contentious; • contains lesson that could be of interest to the wider community; • involves important questions of principle; • might create a precedent; and/or • highlights the ineffectiveness of the existing control systems. 	Assurance Team, NHS England prior to submission to DHSC and HM Treasury	
	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05) <i>See HM Treasury's Guidance on Public Sector Exit Payments: Use of Special Severance Payments</i>	Regional Director of Workforce and OD, NHS England, prior to submission to DHSC and HM Treasury	
	16. Reporting of Incidents to the Police		
	a) Where a criminal offence is suspected		
	<ul style="list-style-type: none"> • criminal offence of a violent nature 	Appropriate Manager	
	<ul style="list-style-type: none"> • other 	Appropriate Manager	
	b) Where a fraud is involved	Chief Finance Officer or Chief Executive Officer	
	17. Petty Cash Disbursements (not applicable to central Cashiers Office)		
	<ul style="list-style-type: none"> • General Expenditure up to £25 per item 	As determined by the Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
Standing Financial Instructions – section 15	18. Receiving Hospitality		
	Applies to both individual and collective hospitality In excess of £25.00 per item received.	Declaration required in ICB Hospitality Register	
Standing Financial Instructions – section 10	19. Implementation of Internal and External Audit Recommendations	Budget Manager or Director	
	20. Maintenance & Update of ICB Financial Procedures	Chief Finance Officer	
	21. Personnel & Pay		
	a) Authority to fill funded post on the establishment with permanent staff including the ability to alter skill mix within existing budget	Executive Team	
	b) Authority to appoint staff to post not on the funded establishment	Executive Team	
	c) The granting of additional salary increments to staff within budget	HR Lead and Relevant Director	
	d) All requests for upgrading or regrading shall be dealt with in accordance with ICB Procedure	Executive Team	
	e) Pay		
	1. Authority to complete standing data forms affecting pay, new starters, variations and leavers	HR Lead and Budget Manager	
	2. Authority to complete and authorise positive reporting forms	Budget Manager	
	3. Authority to authorise overtime	Budget Holder	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	4. Authority to authorise mileage claims, subsistence expenses & exam fees	Line Manager	
	5. Submission of travel and subsistence claims within 3 months of incurring expenditure	Employee	
	6. Authorisation of travel expenses over 3 months old	Chief Finance Officer	Exceptional circumstances only, supplies procedure should be followed
	7. Authorisation of non-travel, subsistence or exam fees through expenses claim form	Budget Manager	
	8. Approval of Performance Related Pay Assessment	Line/Departmental Manager	
	f) <u>Leave</u>		
	1. Approval of annual leave	}	
	2. Compassionate leave up to 3 days	} As per ICB policy	
	3. Compassionate leave up to 6 days	}	
	4. Special leave arrangements	}	
	5. Paternity leave	}	
	6. Carers leave 3/5 days	}	
	7. Leave without pay	}	
	8. Time off in lieu	Line manager	
	9. Maternity Leave _ paid and unpaid	As per ICB policy	
	10. Sick Leave		

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	<ul style="list-style-type: none"> • Extensions of sick leave beyond ICB terms and Conditions 	Executive Director in conjunction with HR Lead	
	<ul style="list-style-type: none"> • Return to work part-time on full pay day to assist recovery in excess of ICB terms and conditions 	Executive Director in conjunction with HR Lead	
	<ul style="list-style-type: none"> • Extension of sick leave on full pay in excess of ICB terms and conditions 	Chief Executive Officer or Chief Finance Officer and HR Lead	
	11. Study Leave		
	<ul style="list-style-type: none"> • Study leave outside the UK 	Chief Executive Officer	
	<ul style="list-style-type: none"> • All study leave (UK) in excess of ICB training procurement 	Chief Executive Officer or Director	
	g) Removal Expenses, Excess Rent and House Purchases		
	Authorisation of payment of removal expenses in accordance with ICB policy incurred by officers taking up new appointments (providing consideration was promised at interview)		
	Up to £5,000	Executive Director	
	Over £5,000 to £8,000 maximum	Chief Executive Officer or Chief Finance Officer	
	h) Grievance Procedure		

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	All grievances cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of the Human Resource Manager must be sought when the grievance reaches the level of General Manager	HR Lead	ICB Grievance Procedure
	i) Mobile Phone Users		
	<ul style="list-style-type: none"> Requests for new posts to be authorised as mobile telephone users 	Executive Director and HR Lead	
	m) Renewal of Fixed Term Contract	Executive Director	
	n) Redundancy	Chief Executive Officer / Chief Finance Officer and HR Lead in accordance with NHSE approval processes.	Redeployment and Redundant policy
	o) Ill Health Retirement		
	Decision to pursue retirement on the grounds of ill-health	Chief Finance Officer and HR Lead	
	p) Dismissal	Executive Director or nominated deputy and HR lead	Disciplinary policy
Standing Financial Instructions – section 14	22. Insurance Policies and Risk Management	Chief Finance Officer/Associate Director of Corporate Governance	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	23. Patients' & Relatives' Complaints		
	a) Overall responsibility for ensuring that all complaints are dealt with effectively	Chief Executive Officer and Associate Director of Patient and Public Involvement	
	b) Responsibility for ensuring complaints relating to directorate are investigated thoroughly	Chief Executive Officer and Associate Director of Patient and Public Involvement	
	c) Medico – Legal Complaints – Co-ordination of their management	Chief Executive Officer and Associate Director Corporate Governance	
	24. Relationships with Press		
	a) Non-Emergency General Enquiries		
	• Within Hours	Communications Manager	
	• Outside Hours	Manager on call or Associate Director of Communications	
	b) Emergency	Communications Manager	
	• Within Hours	Manager on call or Associate Director of Communications	
	• Outside Hours	Manager on call or Associate Director of Communications	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	25. Infectious Diseases & Notifiable Outbreaks	Manager on call or Health Protection Unit Contact or Director of Public Health	
	26. Facilities for staff not employed by the ICB to gain practical experience		
	Professional Recognition, Honorary Contracts, & Insurance of Medical Staff	HR Lead	
	Work experience students	HR Lead	
	27. Review of Fire Precautions	Director responsible for Health & Safety	
	28. Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations	Director responsible for Health & Safety	
	29. Review of Medicines Inspectorate Regulations	Head of Medicines Management	
	30. Review of compliance with environmental regulations, for example those relating to clean air and waste disposal	Director responsible for Estates	
	31. Review of ICB's compliance with the Data Protection Act	Chief Finance Officer	
	32. Review the ICB's compliance with the Access to Records Act	Chief Finance Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	33. Review of the ICB's compliance Code of Practice for handling confidential information in the contracting environment and the compliance with "safe Haven" per EL 92/60	Chief Finance Officer	
	34. The keeping of a Declaration of Interests Register		
	(a) Board and Executive Committee Members	Associate Director of Corporate Governance	
	(b) Staff members	Associate Director of Corporate Governance	
	35. Attestation of sealings in accordance with Standing Orders		
	(a) custody	Chair, Chief Executive Officer or Chief Finance Officer	
	(b) register of sealings	Chair, Chief Executive Officer or Chief Finance Officer	
	36. The keeping of the register of Sealings	Chief Executive Officer	

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
	37. The keeping of the Hospitality Register	Chief Executive Officer	
Standing Financial Instructions – section 17	38. Retention of Records	Associate Director of Corporate Governance	
Standing Financial Instructions – section 10.3	39. Security Management	Director responsible for Local Security	
	40. Contractor’s Responsibilities		
Standing Financial Instructions – section 2.1.1	Ensuring contractors and their employees are aware of any requirement to comply with Standing Orders and Standing Financial Instructions	All employees	
	41. Prescribing rebate scheme sign off	Director responsible for Medicines Management	