

**Blackpool CCG Scheme of Delegation April 2015**

ref	Matter for Delegation	Within the CCG	Delegation To CSU
<b>1</b>	<b>Employment Related Transactions - Personal &amp; Pay</b>	In accordance with Organisation Structures	NO DELEGATION of authority to CSU - process support from CSU staff
	Authority to fill funded posts within establishment	Designated budget holder	
	Authority to appoint staff to post without establishment post	Accountable Officer	
	Changes to Grade/WTE MIX not in line with establishment but affordable within Pay financial envelope	Accountable Officer	
	Appointment of posts - where Market payment required outside normal A4C conditions	Remuneration Committee	
	Requests for Regrading in accordance with A4C	As per policy	
	Authority to complete standard forms for Starters	Relevant CCG executive	
	Authority to complete standard forms for leavers	Line Manager	
	Authority to authorise overtime	Relevant CCG executive	
	Authority to authorise Travel and Subsistence expenses	Line Manager	
	Authority to authorise Leave	Line Manager	
	Approval Study leave	Line Manager	
	Approval Compassionate/Special Leave < 5 days	Line Manager	
	Approval Compassionate /Special Leave >5 days	Chief Operating Officer or Chief Finance Officer	
	Time off in Lieu	Line Manager	
	Maternity Leave - Paid and Unpaid	As per Guidance	
	Authorisation of Sick Leave	Line Manager	
	Extensions to Sick leave pay arrangements i.e. Full pay on phased return etc	Relevant CCG executive in line with policy	
	Salary Advances	Line Manager	
	Nominal Roll (employee details lists)	Chief Operating Officer	
	Travel Request Forms	Line Manager	
	Training Approval Forms	Line Manager	
	Lease Car Authorisation	Chief Operating Officer or Chief Finance Officer	
<b>2</b>	<b>Management Consultancy/Temporary Agency Staff</b>	Budget Holder/Accountable Officer	NO DELEGATION of authority to CSU - process support from CSU staff
	Where individual commitment is up to £25,000 and affordable within devolved Non pay budgets	Designated Budget Holder	
	Where individual commitment is above £25,000 and affordable within devolved Non pay budgets	Accountable Officer – Executive to recommend to the Accountable Officer	
	Where consultancy/temporary agency staff input required and not affordable within Non Pay Budgets	Finance and Performance Committee	

			NO DELEGATION of authority to CSU - payments processed from authorised documentation
<b>3</b>	<b>Losses, Write - Offs and Compensation</b>	Approval Required by Audit Committee/Governing Body.	
A	Losses:		
	Loss of Cash (Theft/Fraud/Overpayment of salaries) up to £1,000	Chief Finance Officer	
	Loss of Cash (Theft/Fraud/Overpayment of salaries) above £1,000	Accountable Officer	
	Fruitless payments (abandoned schemes/Constructive losses)	Accountable Officer	
	Bad Debts (Private patients/overseas visitors, claims abandoned) up to £1,000	Chief Finance Officer	
	Bad Debts (Private patients/overseas visitors, claims abandoned) above £1,000	Accountable Officer	
	Damage to Building, loss of equipment/property	Accountable Officer	
B	Special Payments:		
	Compensation payments made under legal obligations	Accountable Officer	
	Extra contractual arrangements to contractors	Accountable Officer	
	Ex-gratia payments	Accountable Officer	
	Extra statutory or exit regulatory payments	Accountable Officer	
C	Novel, contentious or repercussive cases ie Severance payments	NHS England to approve if arise.	
D	Any write off of any value inclusive of Bad Debts.	Chief Finance Officer and Accountable Officer	
<b>4</b>	<b>Petty Cash</b>	Petty Cash Holder/Budget Holder/Chief Finance Officer	NO DELEGATION of authority to CSU - process support from CSU staff
	Petty cash float replenishments up to value agreed when float originated	Petty Cash Holder	
	Petty Cash disbursements up to £25.00 as per Petty cash policy	Designated Budget Holder	
	Petty Cash disbursements above £25.00 - EXCEPTIONAL CIRCUMSTANCES ONLY	Chief Finance Officer	
	Opening of new Petty cash Facilities/ increasing agreed Float	Chief Finance Officer	
<b>5</b>	<b>Quotations/Tenders/Purchase Requisitions (other than healthcare and excluding VAT)</b>	Budget Holder/CFO/Accountable Officer	NO DELEGATION of authority to CSU - process support from CSU staff
	up to £10,000 (budget holder best endeavours to achieve best vfm)	Designated Budget Holders	
	Above £10,000 and up to £50,000 (minimum of three competitive quotations)	Designated Budget Holders	
	Above £50,000 and up to £115,000 (minimum of three competitive tenders if not using framework agreement)	Executive team	
	Above £115,000 and up to £1,000,000 (OJEU tender process required if not using framework agreement)	Executive team	
	Above £1,000,000	Governing Body approval	

	Tender Waivers	All Waivers to be reported to Audit Committee.	
	Above £10,000 and up to £115,000	Chief Finance Officer or Accountable Officer	
	Nb. Waivers for OJEU governed procurement not legal.		
<b>6</b>	<b>Goods/Service Receipting/Invoice Certification; excluding Commissioning and Contracting Expenditure.</b>	Budget Holder/CFO/Accountable Officer	NO DELEGATION of authority to CSU
	Invoices up to £5,000	Administrative staff	
	Up to £20,000 (expenditure other than CHC/IPAs)	Designated budget holders	
	Up to £50,000 (CHC and IPA invoices)	Designated budget holders	
	up to £100,000	Deputy directors, directors of Nursing and Ambulance Commissioning	
	up to £1,000,000	Chief Operating Officer or Chief Finance Officer	
	unlimited	Accountable officer	
<b>7</b>	<b>Hospitality</b>	Approval Required by Audit Committee/Governing Body.	NO DELEGATION of authority to CSU
	Declaration in Hospitality Register where value for any hospitality received exceeds £25.00 per individual per instance. Gifts declined should also be reported and entered into the Hospitality Register.	Management of Register by Head of Governance, all CCG Employees responsibility	
<b>8</b>	<b>Sponsorship</b>	Approval Required by Audit Committee/Governing Body.	NO DELEGATION of authority to CSU
		Management of Register by Head of Governance, all CCG Employees responsibility	
	Agreements relating to CCG receiving/giving sponsorship	Accountable Officer	
<b>9</b>	<b>Fees and Charges</b>	Chief Finance Officer	NO DELEGATION of authority to CSU
	Overseas visitors, Income generation and other patient related services	Chief Finance Officer	

<b>10</b>	<b>Commissioning and Contracting Expenditure within SLA Contractual Arrangements</b>	COO/CFO /Accountable Officer	ONCE main contract signed by CCG delegate to CSU PRM team to process payments in accordance with agreed schedule.
	Payments under SLA contracts with NHS Providers, NHS Trusts, Third Parties, Local Authorities - representing 1/12 the of Contract value. As formally signed off at the beginning of the financial year, amended for any approved variation orders. Requisitions on system.	Approval to sign off and initiate documentation to be given to CSU staff by Deputy directors in line with budgetary provision.	Delegate to CSU PRM team responsible ensuring overview of ledger value and variation orders actioned.
<b>11</b>	<b>Commissioning and Contracting Expenditure/Income Outside of SLA Contractual arrangements/NCAs</b>	Chief Operating Officer /Chief Financial Officer/Accountable Officer	Delegate to CSU CMT subject to process checks and validations
	Signing of Contract Agreements for all commissioned Healthcare/Collaborative arrangements up to £100,000	Deputy directors	
	Signing of Contract Agreements for all commissioned Healthcare/Collaborative arrangements over £100,000	Chief Operating Officer and Chief Finance Officer	
	Non Contracted Activity (NCA) up to £1,000 total invoice value per provider per annum		Delegate to CSU CMT subject to validation of correct CCG
	Non Contracted Activity (NCA) above £1,000 per annum	Deputy directors to approve	Validation checks by CSU CMT
	Non Contracted Activity (NCA) above £50,000 - total invoice value per provider per annum	Chief Operating Officer or Chief Financial Officer	Validation checks by CSU CMT
	Episodes of care outside agreed pathways/SLAs and drugs up to £24,000 per annum	Chief Operating Officer	
	Episodes of care outside agreed pathways/SLAs and drugs above £24,000 per annum	Accountable Officer	
	Any Over performance activity for contracts where SLA in place	Chief Operating Officer and Chief Finance Officer	
<b>12</b>	<b>12.1 Individual Patient Activity (IPA) - Delegated Expenditure</b>	Budget holders	
	Routine Quotations/Tenders/Purchase Requisitions/Invoices up to £50,000	Designated budget holders	
	Authority for urgent/emergency care packages		
	Approval of urgent individual patient care packages requiring "fast track"	Deputy director	
	Authority to commit spend for urgent/emergency packages	Deputy director	

<b>13</b>	<b>Contract Variation Orders</b>	Deputy Directors	ONCE VO signed by CCG - delegate to CSU PRM team to process payments in accordance with agreed schedule.
	Contract variations up to £100,000 per annum and /or variations on behalf of associated CCG's	Deputy directors	
	Contract variations above £100,000 per annum and /or variations on behalf of associated CCG's	Chief Operating Officer or Chief finance Officer	
<b>14</b>	<b>GP Payments for AQP/Local Enhanced Services - In accordance with service specifications and price</b>	Designated budget holder	NO DELEGATION of authority to CSU
<b>15</b>	<b>Business Cases (subject to local policy)</b>	Budget holders/Executive Officers	NO DELEGATION of authority to CSU - process support from CSU staff
	Feasibility/completion of checklist/recommend to Executive team	Designated budget holder	
	Approval to proceed to summary or full business case	Executive team	
	Business case with gross cost of up to £100,000	Chief Operating Officer	
	Business case with gross cost of above £100,000 and up to £1,000,000	An executive with Accountable Officer	
	Business case with gross cost of above £1m and up to £2m	Finance and Performance Committee	
	Business case with gross cost of above £2m	Governing Body	
<b>16</b>	<b>Bank Accounts</b>	Chief Finance Officer	
	Maintenance and operation in accordance with mandate approved by Governing Body	Chief Finance Officer	
	Cash Requisitions/ Draw Down	Advised by Deputy CFO	Delegate to CSU in accordance with CCG Cash limit Resource, and provision of Cash flow reports
	Payment Requests - outside of normal payment process/routines		Responsible Finance officers subject to cash flow forecast and as subject to CCG/Payroll approval. Authorisation priorities as follows: Snr Finance Support Manager, Senior Finance Support team, Senior Embedded CSU team, CSU Financial Controller
	Urgent - CHAPS		
	RFT/BACS		
	Cash Advances to Commissioning Providers	Chief Finance Officer	
<b>17</b>	<b>VAT</b>	Chief Finance Officer	Delegate to CSU ensuring controls in place for checks and validation
	Certifying VAT periodic VAT returns for submission to HMRC		

<b>18</b>	<b>Sales Invoices - Requests</b>	Budget Holder, Chief Finance Officer, Accountable Officer	NO DELEGATION of authority to CSU
	Sales invoice up to £100,000	Chief Operating Officer	
	Sales invoice above £100,000 and up to £1m	An executive with Accountable Officer	
	Sales invoice above £1m and up to £2m	Finance and Performance Committee	
	Sales invoice above £2m	Governing Body	
<b>19</b>	<b>Sales Credit Notes - Requests</b>	Budget Holder/CFO/ Accountable Officer	NO DELEGATION of authority to CSU
	Credit Notes following raising of original invoice	Deputy CFO	
<b>20</b>	<b>Setting up and Amending Supplier Bank Accounts</b>	Chief Finance Officer	Delegate to CSU ensuring controls in place for checks and validation
	Suppliers Details - Bank Accounts/ Addresses	Chief Finance Officer	
<b>21</b>	<b>Clinical Lead/practice payments outside of payroll</b>	Chief Finance Officer/Accountable Officer	NO DELEGATION of authority to CSU
	All payments to GP clinical leads and other GP contributors to the CCG to be paid via payroll. Any proposal for an alternative payment route to be referred to the Accountable Officer/Chief Financial Officer	Accountable Officer and Chief Financial Officer	
	Payments for ad hoc locum cover costs	Accountable Officer	
<b>22</b>	<b>Service Redesign</b>		Delegate to CSU ensuring controls in place for checks and validation of agreed project deliverables. This will be subject to the authorities in the rest of the scheme of delegation
	Delivery of agreed programme of Service Redesign projects across the Lancashire CCG's. These projects will be delivered by the CSU Service Redesign team working closely with individual CCG's under the delegated authority of those CCG's.	Collaborative Arrangements Group	
<b>23</b>	<b>Budget Virements (in line with virement policy)</b>	Governing Body, Accountable Officer, other Executives and Deputy CFO	
	1. Budget to be posted as approved by Governing body	Deputy CFO	
	2a. Subsequent changes - application of reserve in line with GB approved uses	Chief Finance Officer	
	2b. Subsequent changes - application of reserve outside GB approved uses up to £100,000	Chief Finance Officer	
	2c. Subsequent changes - application of reserve outside GB approved uses above £100,000 and up to £1m	Accountable Officer and Chief Finance Officer	
	2d. Subsequent changes - application of reserve outside GB approved uses above £1m	Governing Body	
	3a. Application of unanticipated income/allocation not in line with notified use up to £100k	Accountable Officer and Chief Finance Officer	

	3b. Application of unanticipated income/allocation not in line with notified use above £100k	Governing Body	
	4a. Budget virement between cost centres - result of business plan implementation	As per business case delegated limits	
	4b. Budget virement between cost centres - changing circumstances, within programmes up to £1m	Accountable Officer and Chief Finance Officer	
	4c. Budget virement between cost centres - changing circumstances, within programmes above £1m	Governing Body	
	4d. Budget virement between cost centres - within RCA up to £100,000	Accountable Officer	
	4d. Budget virement between cost centres - within RCA above £100,000	Governing Body	