NHS Cheshire and Merseyside ICB

Scheme of Operational Delegated Limits

		Reserved By:																				
Section	Description	Integrated Care Board (ICB)	Audit Committee	Remuneration Committee	Finance, Investment & Resources Committee	Strategy & Transformation Committee	Quality & Performance Committee	System Primary Care Committee	Place Committees	Children and Young Peoples Committee	Womens Hospital Services in Liverpool Committee	Research and Innovation Committee	Pharmacy Services Regulations Committee	Northwest Specialised Commissiong Services Joint Committee	Care Assurance Panel	ICB Chief Executive	ICB Executive Director of Finance	ICB Deputy Director of Finance	ICB Executive Directors (Nursing / Medical)	Other ICB Directors (Named as Applicable)	Place Directors	Other named ICB Officer (or as per ICB authorised signatory list)
A	ACCEPTANCE OF GIFTS, MOSPITALITY & SPONGORSHIP (Governance Lead to maintain a register of declared gifts and hospitality received)															Gifts over £50	Gifts over £50		Gifts up to £50	Gifts up to £50	Gifts up to £50	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
В	LITIGATION CLAIM PAYMENTS Medical negligence and other litigation payments made on the advice of NHS Resolution	Over £1,000,000														Up to £1,000,000	Up to £500,000					
c	LOSSES & SPECIAL PAYMENTS (CFO to maintain a register of losses and special payments (including bad debts to be written off). All payments to be reported to the Audit Committee.	Over £500,000			Up to £500,000											Up to £100,000	Up to £50,000	Up to £5,000				
D	PETTY CASH FLOAT																					
D1	Authorisation to set up float															Over £300	Over £300	Up to £300				
D2	Replenish petty cash float																					Head of Financial Services (or equivalent role)
D3	Issue petty cash																Up to £50	Up to £50				Associate Director of Finance (Place)
E	CREDIT CARD		'	'																'		
E1	Account signatories (who can make changes to the account, authorise additional card holders, amend card limit)															х	х	х				
E2	Authorise single transaction (single transaction limit £2,500)															х	×	×	х	×	×	x
r	REQUISTIONING GOODS & SERVICES: NON-HEALTHCARE																					
F1	Collisation of Exernal Agency Staff (Based on total expected cost as per below notes) Sequence (see No. 1997). The control of the Collision of the Collision of Exercision (See No. 1997). The consultancy respects registress of the Collision of the Collision of Col	Over £500,000			Up to £500,000											Up to £150,000	Up to £150,000	Up to £25,000	Up to £25,000	Up to £25,000	Up to £25,000	Up to £25,000

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F2	Utilisation of Consultancy (based on total expected cost as par below noted). Linguishing Beaster. 15 Nov approach Testing T	Over £500,000			Up to £500,000											Up to £150,000	Up to £150,000		Up to £25,000	Up to £25,000	Up to £25,000	
F3	Services including IT, maintenance, and support services (over lifetime of contract) where not included within agreed annual budgets	Over £2,000,000			Up to £2,000,000											Up to £1,000,000	Up to £500,000		Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
F4	Approval of non-healthcare payments within agreed budget "With appropriate consideration of procurement requirements."															Over £2,000,000	Up to £2,000,000	Up to £500,000	Up to £500,000	Up to £500,000	Up to £500,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
G	RELOCATION EXPENSES In line with Policy approved by ICB Remuneration Committee															Over £8,500	Up to £8,500					
н	DECISION TO APPROVE 'NEW' INVESTMENT BUSINESS CASES																					
Н1	Where funding is: a) available and identified within agreed financial plan or b) from additional notified resource allocations (e.g., new in-year) c) other identified income streams (e.g., other agentioss f recharges)	Over £10,000,000			Up to £10,000,000	Up to £1,000,000		Up to £1,000,000 *Primary Care Related								Up to £5,000,000	Up to £3,000,000	Up to £1,000,000	Up to £1,000,000	Up to £1,000,000	Up to £1,000,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
Н2	Where not included in approved financial plan (but still subject to ICE Section) / Ruse Loadership (train Approved) 1.8 any material underspected restriction from plan at individual budget holder level to the section of the section of the section of the section of the section training approval due to created financial management requirements of the ICE.	Over £5,000,000			Up to £5,000,000	Up to £500,000 "Specialised services related		Up to £500,000 *Primary Care Related								Up to £500,000	Up to £500,000		Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
нз	Primary Care Capital Expenditure Approval (within ICB allocation) NB - Capital Plan to be approved by the ICB for each financial year	Over £1,000,000						Up to £1,000,000 *Primary Care Related								Up to £1,000,000 (in urgent cases)	Up to £500,000 (in urgent cases)					
1	CONTRACTING																					
11	Signing of Healthcure Contracts including 575 agreements. 575 approval via place governance processes in line with 575 agreements operational policy. (Annual Contract Value)															Ower £500,000,000	Up to £500,000,000	Up to £75,000,000			Up to £100,000,000	
12	Approval of Healthcare Contract Payments All healthcare contract payments must be supported by signed contract (see II).															As per agreed plan / budget value	As per agreed plan / budget value)	As per agreed plan / budget value)		As per agreed plan / budget value	As per agreed plan / budget value	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
13	Signing of Non-Healthcare Contracts (Annual Contract Value)															Over £3,000,000	Up to £3,000,000	Up to £1,000,000		Up to £1,000,000	Up to £1,000,000	Up to £100,000

		hired fix																				
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ı	APPROVAL OF OTHER HEALTHCARE PAYMENTS WITHIN BUDGET See authorised signatory list for approval limits for other officers.															Over £1,000,000	Up to £1,000,000	Up to £100,000	Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
к	QUOTATIONS AND TENDERS HEALTHCARE / NON-HEALTHCARE																					
K1	Approval of ICB Procurement Plan				x																	
К2	Procurement roots decision - in line with the options contained within the Hailthcare Provider Selection Regime (2023) Regulations (Jennual Contract Value)	X (For Novel or Contentious issues escalated by FIR Committee)			X From £5,000,000 with Novel or Contentious Procurement route decisions to be escalated to the Board	Up to £3,000,000		Up to £3,000,000								Up to £5,000,000	Up to £3,000,000	Up to £1,000,000	Up to £663,000	Up to £663,000	Up to £663,000	
NEW	Decision to put Non-Healthcare goods and services out to competive procurement (Total contract value)	X (For Novel or Contentious issues escalated by FiR Committee)			X From £5,000,000 with Novel or Contentious Procurement route decisions to be escalated to the Board											From threshold up to Up to £5,000,000	From threshold up to Up to £3,000,000	From threshold up to £1,000,000				
кз	Approval of Quotations for Non-Healthcare expenditure (total value)		(23,000 to procurement thresholds specified in the Procurement Act 2021 (94.2) (currently (2735 industing VI) in the with delegated limits for expendituring as, Minimum of three writing quotes required																			
К4	Quotation Waiver Approval for Non-Healthcare goods and services (Total Contract Value) – see detailed financial policy on tendering when permissible)		20,000 to procurement thresholds (currently than Healthcase (244k) in line with delegated limits for expenditure type																			
KS	Procurement for Non-Healthcare goods and services through approved national / local framework agreement (in line with call off rules) (Total Contract Value)		From CDN to delegated budgeted finition expenditure type (with approval from procurement team) Above delegated budgeted finition, subject to finance, investment & Resources Committee Approval																			
к6	Tender Waiver Approval for Non-Healtcare goods and services		In line with limits for procurement rouse decisions N. B. Reporting of all Tender Wainer Approval to Audit Committee																			
к7	Opening of Tender Documentation (where not received electronically) (at least 2 people from list)															×	х	x	×			
Ł	VIREMENT									s w	• •	ds from an unspent or un w greater financial flexibit All Transfers must be: affordable within budget; greed by both budget hol may not be used to create	ty in using available resou and ders	er; roes								
u	Within Existing Approved Pay or Non-Pay Budgets															Over £1,000,000	Up to £1,000,000	Up to £500,000		Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
12	With regards to transfers from reserves (including distribution of new in-year resource / capital allocations)																Up to £70,000,000	Up to £25,000,000				As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
м	DISPOSALS AND CONDEMNATION All assets disposed at market value.	Over £50,000														Up to £50,000	Up to £10,000	Up to £5,000				
N	CHARTABLE FUNDS (Not applicable to ICB)																					
0	HUMAN RESOURCES							1		-												
01	Approve HR Decisions Not Covered By KB HR Policies or is Exceptional To Policies (e.g. additional compassionate leave or exceptional carry forward of leave days)															х	х	×	×	х	×	

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02	Decisions As Set Out Within HR Policies (where there is some management discretion e.g. study leave authorisation)															х	×		×	×	×	
03	Approval of Operational Structure (re staffing and departments), and in accordance with organisation change policy															×						
04	Approval of Appointment to Posts Below Executive Directors (following approval at Vacancy Panel)																x	x	×	x	×	×
os	Approval of the bottom arrangements as required by the ICB. Approval of the arrangements for discharging the ICB statisticy dudes as an employer. Approve human recovers gooding for ICE integrates and for other persons working on behalf of the ICB. Approve the ICB in the ICB in I				(following endorsement of the People Committee)																	
P	EXTERNAL COMMUNICATIONS & REPORTING																					
P1	Approve Complaints Responses and Letters to Politicians and Media Responses															×				X (Assistant Chief Executive)		X (Associate Director of Corporate Affairs & Governance)
P2	Approve Public Consultation Material															х				X (Assistant Chief Executive)		
Р3	Approve Public & Staff Engagement Material inc Website															×				X (Assistant Chief Executive)		
P4	Approve FOI Responses and Subject Access Requests																			X (Assistant Chief Executive)		X (Associate Director of Corporate Affairs & Governance)
P5	Approve Annual Engagement & Communication Plan	×																				
Q	FINANCE Approval of Operational Policies as required by the organisation				×																	
R	INDIVIDUAL PACKAGES OF CARE Approval of Individual AACC Packages of Care (Annual Value)														Annual value cost of over £260,000						Annual value cost of up to £260,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
s	INFORMATION GOVERNANCE																					
51	Approve Digital and Data programmes Data Protection Impact Assessments (DPIA), Information / Data Sharing agreements and Data Processing Agreements																		X (SIRO and Caldicott Guardian)			X (ICB Data Protection Officer, SIRO and Caldicott Guardian, or their deputies)
52	Approve Confidentiality Advisory Group (CAG) Applications																		X (SIRO and Caldicott Guardian)			X (ICB Data Protection Officer, Deputy SIRO and Deputy Caldicott Guardian)
53	Approve NHS Digital Data Access Requests (DARs) – Data Sharing Agreements, Data Sharing Framework Contracts																		X (SIRO)			
54	Data Security and Protection Toolkit submissions approval																		X (SIRO)			X (Deputy SIRO)
55	Privacy Notices																		X (SIRO and Caldicott Guardian)			X (ICB Data Protection Officer, Deputy SIRO or Deputy Caldicott Guardian)