



**Shropshire, Telford
and Wrekin**



**Integrated
Care System**

Shropshire, Telford and Wrekin

**Financial Scheme of Delegation
FINAL JUNE 2022**

The Financial Scheme of Delegation sets out the levels of financial authority that are delegated to different levels of staff within the Integrated Care Board (ICB). Staff may only operate within the authority levels delegated to them and any breaches must be reported immediately to the Chief Finance Officer or Deputy Chief Finance Officer. Breaches will also be reported to the Audit Committee.

The Financial Scheme of Delegation is reviewed and amended from time to time. It is the responsibility of the Chief Executive to communicate current policy to staff.

The Financial Scheme of Delegation must be read in conjunction with other relevant financial and other policies of the ICB, including the ICB's policies in relation to Conflicts of Interest.

Key:

CE – Chief Executive

CFO – Chief Finance Officer

CMO – Chief Medical Officer

CNO – Chief Nurse Officer

DDT – Director of Delivery & Transformation

DSI – Director of Strategy & Integration

Other Dir - Director other than CFO, CMO, CNO, DDT or DSI

Equiv – equivalent staff member (who may be fulfilling work of similar nature or at an equivalent level of seniority relevant and appropriate for the authority level, to be determined by a more senior line manager)

Notes:

1. An authorised individual may appoint another to formally deputise (e.g. during leave). In that case, the deputy has the authority of the individual that has assigned it. Such appointment must be in writing and clear as to the scope and terms of the assignment.



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Delegated matter	Authority							Notes
	Board and chair (if delegated)	Committee	Chief Executive	ICB Directors	Heads of Service (Band 8c & above)	Budget Manager (Bands 8b & 8a)	Resource Manager (Band 6 & above)	
Signing of Healthcare Commissioning Annual Contracts & SLAs and Pooled Budgets	n/a	n/a	No Limit	CFO (No Limit) CMO (No Limit) CNO (No Limit) DDT (No Limit) DSI (No Limit)	No	No	No	If within budget agreed by Board
Authorisation of monthly block payment for agreed contract value to NHS bodies	n/a	n/a	No Limit	CFO (No Limit)	Head of Contracts (No Limit)	No	No	If within signed annual contract value
Variations to healthcare and non-healthcare contracts	n/a	n/a	No Limit	CFO (No Limit) CMO (No Limit) CNO (No Limit) DDT (No Limit) DSI (No Limit)	No	No	No	If within budget agreed by Board



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	Board and chair (if delegated)	Committee	Chief Executive	ICB Directors	Heads of Service (Band 8c & above)	Budget Manager (Bands 8b & 8a)	Resource Manager (Band 6 & above)	
Continuing Healthcare - Authorisation of Continuing Healthcare contracts and related cost packages.	n/a	n/a	No Limit	CFO (No Limit) CNO (No Limit) CMO (No Limit) DDT (No Limit)	Up to £250,000	Up to £100,000	No	If supported by contract/tendering approval and within budget. Limits relate to anticipated total package costs
Authorisation of requisitions (or certification of invoices when no requisition/order was raised).	n/a	n/a	No Limit	CFO (No Limit) CMO (No Limit) CNO (No Limit) DDT (No Limit) DSI (No Limit)	Up to £250,000	Up to £100,000	Up to £1,000	
Authority to waive tenders or quotations, or to accept a tender or quotation which is not the lowest.	n/a	n/a	No Limit	CFO (No Limit)	No	No	No	All instances to be reported to the Audit Committee



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	Board and chair (if delegated)	Committee	Chief Executive	ICB Directors	Heads of Service (Band 8c & above)	Budget Manager (Bands 8b & 8a)	Resource Manager (Band 6 & above)	
Approve Special Payments	< £95,001	No	No	No	No	No	No	All cases above £95,000 must be submitted to NHSE for approval
Approve losses, including invoice write-offs	> £50,000 and < £300,001	n/a	Up to £50,000 (in conjunction with CFO)	CFO Up to £1,000 and up to £50,000 (in conjunction with AO)	No	No	No	All instances to be reported to the Audit Committee. All cases above £300,000 must be submitted to NHSE for approval
Approve Consolatory Payments	< £501	No	No	No	No	No	No	All cases above £500 must be submitted to NHSE for approval
Tenancy agreements/ licences	n/a	n/a	No Limit in conjunction with CFO	CFO - No Limit in conjunction with AO	No	No	No	



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Delegated matter	Authority						Budget Manager (Bands 8b & 8a)	Resource Manager (Band 6 & above)	Notes
	Board and chair (if delegated)	Committee	Chief Executive	ICB Directors	Heads of Service (Band 8c & above)				
Virements between budgets	n/a	n/a	No Limit (capital & revenue)	All Dirs (No Limit) (capital & revenue)	(No Limit) (capital & revenue)	No	No	Must be in accordance with Budgetary Control Policy	
Banking arrangements	n/a	n/a	As specified on bank mandate	CFO as specified on bank mandate	Deputy CFO as specified on bank mandate	No	No	In accordance with mandated Government Banking Service arrangements	
Payroll forms (starters/changes/leavers & expense claims)	n/a	n/a	No Limit	All Dirs (No Limit)	(No Limit)	(No Limit)	(No Limit)	In accordance with approval hierarchy in EASY	

QUOTATION & TENDERING LIMITS

Value for money should be demonstrated by all staff regardless of the levels of expenditure involved. However, the following limits apply to all expenditure in excess of £25,000:

Value of Expenditure (inclusive of irrecoverable VAT)	Requirement
£25,001-£50,000	2 written quotes
£50,001-£75,000	3 written quotes
>£75,000	Tender



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