

SCHEME OF DELEGATION - SCOPE AND LEVELS OF DELEGATION

AREA	RESPONSIBILITY	SCOPE OF DELEGATION	BASIS OF AUTHORITY
Management Plan Preparation	Chief Executive and Director of Finance/ Deputy Chief Executive		Standing Financial Instructions
Annual Accounts Preparation	Director of Finance on behalf of the Trust Board		Standing Financial Instructions
Annual Report Preparation	Chief Executive		Codes of Conduct and Accountability
Annual Accounts Certification	Chairman and Chief Executive		HSC Trusts - Manual of Accounts
Contracting/ Commissioning for Provision of Services - Patient Care - Teaching & Research	Chief Executive with advice of Director of Finance/ Deputy Chief Executive & Medical Director		Standing Financial Instructions
Budget Setting and Budgetary Information	Director of Finance on behalf of the Chief Executive		Standing Financial Instructions
Budget Management	Chief Executive	Nominated Budget Holders responsible for devolved budgets	Standing Financial Instructions

SCHEME OF DELEGATION - SCOPE AND LEVELS OF AUTHORITY

AREA	RESPONSIBILITY	SCOPE OF DELEGATION	BASIS OF AUTHORITY
(i) Procurement of individual goods or services in any one financial year	Director of Finance on behalf of Chief Executive (the Procurement Services are provided by BSO PaLS under a service level agreement)	(i) Expenditure up to £10,000 – Department / PaLS must demonstrate that value for money has been secured	DoH Policy and UK Procurement Legislation
		(ii) Expenditure between £10,000 & £30,000 – 5 quotations will be invited and recommendation by BSO PaLS and agreed with authorised officer	“
		(iii) Expenditure between £30,000 & £139,688 (inc VAT) - tender with advertisement on eTendersNI recommendation by BSO PaLS and agreed by authorised officer	“

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		(v) Expenditure over £139,688 (inc VAT) – tender with advertisement on eTendersNI plus advertisement in Find a Tender Service (FTS) Note:- (i) The approval of the Chief Executive or Director of Finance will be required in all circumstances where it is proposed that a purchase falls outside this procurement policy (ii) The approval of the Director of Finance will be sought in all circumstances where the tender decision is not in accordance with the award criteria of most advantageous tender and the value of the tender exceeds £10,000	DoH Policy and UK Procurement Legislation “
(ii) Direct Award Contracts	Director of Finance as delegated by the Chief Executive	(v) All DACs require Accounting Officer approval or approval of the person delegated by the Accounting Officer.	DoH Policy – HSC(F)13-2022 and DAO 06/22

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(ii)	Requisition for Goods & Services	Director of Finance on behalf of Chief Executive		
	(a) Items requisitioned from Stock		Officers acting with delegated authority as detailed in the BHSCT authorisation framework	Standing Financial Instructions
	(b) Non-stock		Officers acting with delegated authority as detailed in the BHSCT authorisation framework	Standing Financial Instructions

AREA		RESPONSIBILITY	SCOPE OF DELEGATION	BASIS OF AUTHORITY
(iii)	Request to advertise staff vacancies	Chief Executive		
	(a) Replacement Posts		Officers acting with delegated authority as detailed in the authorisation framework, countersigned by the relevant Director (subject to scrutiny).	Standing Financial Instructions
	(b) New Posts		Officers acting with delegated authority as detailed in the authorisation framework. Requisition forms must be countersigned by the relevant Director and by the Director of Finance (subject to scrutiny)	Standing Financial Instructions

AREA	RESPONSIBILITY	SCOPE OF DELEGATION	BASIS OF AUTHORITY
Banking and Investment Arrangements	Director of Finance	Nominated Officers	Standing Financial Instructions

AREA	RESPONSIBILITY	SCOPE OF DELEGATION		BASIS OF AUTHORITY
Write-off Losses & Special Payment	Chief Executive on behalf of the Trust Board	<u>LOSSES</u>		
		Cash & Cash Equivalent Losses		DoH Guidance Circular HSC(F) 09-
		- Director of Finance & relevant Director	£30,000	2024
				“
		- Co-Director of Accounting & Financial Services & relevant Director	£10,000	“
				“
		Nugatory Payments Director of Finance	£10,000	
		Bad Debts & Claims Abandoned Director of Finance	£10,000	“
		Co-Director of Accounting & Financial Services	£5,000	“
		Losses etc of Equipment – Property in Stores and in use		
		- relevant Director	Up to £2,000	
		- Director of Finance & relevant Director	Up to £5,000	
		- Chief Executive and Director of Finance	£5,000-£10,000	

AREA	RESPONSIBILITY	SCOPE OF DELEGATION		BASIS OF AUTHORITY
		<u>Compensation Payments</u> (i) Clinical Negligence Either Co-Director Risk & Governance Or Deputy Medical Director Either Co-Director Risk & Governance or Deputy Medical Director and Medical Director Both Medical Director and Director of Finance or Deputy Chief Executive/Chief Executive <i>(all made under legal obligation)*</i> (ii) Public/Occupiers Liability Senior Manager, Corporate Governance Co-Director Risk & Governance or Deputy Medical Director or Medical Director or Director of Finance <i>(all made under legal obligation)*</i> (iii) Employer's Liability (Personal Liability) Senior Manager, Corporate Governance Co-Director Risk & Governance Or Deputy Medical Director or Medical Director or Director of Finance <i>(all made under legal obligation)*</i>	 Up to £850,000 Up to £3,000,000 Up to £5,000,000 Up to £50,000 Up to £100,000 Up to £50,000 Up to £100,000	DoH Guidance Circular HSC(F) 09-2024

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		(iv) Employment Law Director of Human Resources or Director of Finance <i>(all made under legal obligation)*</i> (v) Other/General Litigation Compensation Payments following legal advice Relevant Director and Director of Finance <u>Special Payments – Ex-Gratia Payments</u> Financial remedy payments i.e. to complainants All other Ex-gratia Payments Chief Executive or Director of Finance Co-Director of Accounting & Financial Services Gifts	Up to £100,000 Up to £100,000 £500 £10,000 £5,000 £250	DoH Guidance Circular HSC(F) 09- 2024

SCHEME OF DELEGATION - SCOPE AND LEVELS OF RESPONSIBILITY

AREA	RESPONSIBILITY	SCOPE OF DELEGATION		BASIS OF AUTHORITY
Management of Charitable Funds	Trust Board/Director Of Finance	Exp up £2,999	- two Management Committee members	Standing Financial Instructions
		Exp £3,000 to £9,999	- Committee Chair plus one Management Committee member	
		Exp £10,000 to £24,999	- Charitable Funds Management Committee meeting	
		Exp £25,000 to £99,999	- Charitable Funds Advisory Committee	
		Exp over £100,000	- Trust Board	

AREA	RESPONSIBILITY	SCOPE OF DELEGATION	BASIS OF AUTHORITY
Arrangements for the management of land, buildings and other assets belonging to or leased by the Trust (delegate limit for leases for office/warehouse/storage accommodation is nil)	Chief Executive	Nominated officers ➤ Co-Director of Capital Redevelopment ➤ Director of Finance	Code of Accountability Guidance HSS(PDD) 8/94
Health and safety arrangements	Chief Executive on behalf of Trust Board	Medical Director	Code of Accountability Guidance HSS(PDD) 8/94
Data Protection arrangements	Chief Operating Officer and Deputy Chief Executive	Officers Acting with Delegated Authority	Code of Accountability Guidance HSS(PDD) 8/94
Insurance arrangements	Director of Finance on behalf of Trust Board		Code of Accountability Guidance HSS(PDD) 8/94
Sealing and Signing of Documents	Chairman or Chief Executive	Officers acting with delegated authority	Code of Accountability Guidance HSS(PDD) 8/94

*** The Chief Executive and Trust Board also hold authority up to the maximum limit**