

**NHS Cheshire & Merseyside
Integrated Care Board (ICB)
Scheme of Reservation & Delegation
Operational Limits**

Version 3

September 2023

Section	Description	Reserved By:												
		Integrated Care Board (ICB)	Finance, Investment & Resources Committee	Transformation Committee	Quality & Performance Committee	Primary Care Committee	Place Committees	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, HOSPITALITY & SPONSORSHIP (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
B	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 float				
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)							X	X	X				
E2	Authorise single transaction (single transaction limit £2,500)							X	X	X	X	X	X	X
F	REQUISITIONING GOODS & SERVICES: NON-HEALTHCARE													
F1	Utilisation of External Agency Staff (based on total expected cost as per below notes) Supporting Notes: a) Prior approval from the ICB Vacancy Panel must be sought for all consultancy requests regardless of value. b) Prior approval from NHSE must be sought for: - Any appointments over £600 per day; or - any appointments for over a 6 month period, or - any appointment with significant influence (e.g. ICB roles). c) prior to recruitment HR must conduct and sign off with relevant Director acknowledgement of IR35 compliance and/or status confirmation and in line with agreed ICB IR35 policy	Over £500,000	Over £150,000					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
F2	Utilisation of Consultancy (based on total expected cost as per below notes). Supporting Notes: a) Prior approval from the ICB Vacancy Panel must be sought for all consultancy requests regardless of value. a) Prior approval from NHSE must be sought for: - Any expenditure above £50,000; or - Any appointments over £600 per day; or - Any appointments for over a 6 month period, or - Any appointment with significant influence (e.g. ICB roles) b) prior to recruitment HR must conduct and sign off with relevant Director acknowledgement of IR35 compliance and/or status confirmation and in line with agreed ICB IR35 policy	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	

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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							Up to £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						
H	DECISION TO APPROVE 'NEW' INVESTMENT BUSINESS CASES														
H1	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 agencies / recharges)	Over £10,000,000	Up to £5,000,000	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	
H2	Where not included in approved financial plan (but still subject to ICB Executive / Place Leadership Team Approval) N.B any material underspend / variation from plan at individual budget holder level cannot be reinvested / redirected (see Virement Policy - Section L) without Executive team approval due to overall financial management requirements of the ICB.	Over £5,000,000	Up to £1,000,000				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	
H3	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)						
I	CONTRACTING														
I1	Signing of Healthcare Contracts including S75 agreements. S75 approval via place governance processes in line with S75 agreements operational policy. (Annual Contract Value)							Over £500,000,000	Up to £500,000,000	Up to £75,000,000			Up to £100,000,000		
I2	Approval of Healthcare Contract Payments All healthcare contract payments must be supported by signed contract (see I1).							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	
I3	Signing of Non-Healthcare Contracts (Annual Contract Value)							Over £10,000,000	Up to £3,000,000	Up to £1,000,000		Up to £1,000,000	Up to £1,000,000	Up to £100,000	
J	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	
K	QUOTATIONS AND TENDERS HEALTHCARE / NON-HEALTHCARE														
K1	Approval of ICB Procurement Plan		X												
K2	Procurement Route Decision Whether to put Healthcare Service Out to Tender (Annual Contract Value)	X (For Novel or Contentious issues escalated by FIR Committee)	X (Novel or Contentious Procurement Decisions to be escalated to the Board)				Up to £3,000,000	Up to £5,000,000	Up to £3,000,000	Up to £1,000,000					
K3	Approval of Quote							£20,000 to procurement thresholds in line with delegated limits for expenditure type Minimum of three written quotes required							

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K4	Quotation Waiver Approval (Total Contract Value – see detailed financial policy on tendering when permissible)															£20,000 to procurement thresholds in line with delegated limits for expenditure type
K5	Procurement through approved national / local framework agreement (in line with call off rules)															From £20k to delegated budgeted limit for expenditure type (with approval from procurement team) Above delegated budgeted limits, subject to Finance, Investment & Resources Committee Approval
K6	Tender Waiver Approval															In line with limits for procurement route decisions N.B. Reporting of all Tender Waiver Approval to Audit Committee
K7	Opening of Tender Documentation (where not received electronically) (at least 2 people from list)								X	X	X	X				
L	VIREMENT															Relating to a transfer of funds from an unspent or underspent budget to another; within virement rules to allow greater financial flexibility in using available resources All Transfers must be: • affordable within budget, and • agreed by both budget holders Virements may not be used to create new budgets
L1	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
L2	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
M	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	CHARITABLE FUNDS (Not applicable to ICB)															
O	HUMAN RESOURCES															
O1	Approve HR Decisions Not Covered By ICB HR Policies or is Exceptional To Policies (e.g. additional compassionate leave or exceptional carry forward of leave days)								X	X	X	X	X	X		
O2	Decisions As Set Out Within HR Policies (where there is some management discretion e.g. study leave authorisation)								X	X		X	X	X		
O3	Approval of Operational Structure (re staffing and departments), and in accordance with organisation change policy								X							
O4	Approval of Appointment to Posts Below Executive Directors (following approval at Vacancy Panel)									X	X	X	X	X	X	X
O5	Approval of the below arrangements as required by the the ICB: - Approval of the arrangements for discharging the ICB statutory duties as an employer - Approve human resources policies for ICB employees and for other persons working on behalf of the ICB - Approve any other terms and conditions of services for ICB AFC employees - Approve disciplinary arrangements for ICB employees - Approve arrangements for staff appointments (excluding matters detailed within the Constitution) - Approve the ICBs organisational development plans		X (following endorsement of the People Committee)													
P	EXTERNAL COMMUNICATIONS & REPORTING															
P1	Approve Complaints Responses and Letters to Politicians and Media Responses								X	X			X (Assistant Chief Executive)			X Associate Director of Corporate Affairs and Governance

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P2	Approve Public Consultation Material	X														
P3	Approve Public & Staff Engagement Material inc Website							X					X (Assistant Chief Executive)			
P4	Approve FOI Responses and Subject Access Requests												X (Assistant Chief Executive)			X Associate Director of Corporate Affairs and Governance
P5	Approve Annual Engagement & Communication Plan	X														
Q	FINANCE															
Q1	Approval of Operational Policies as required by the organisation		X													
R	INDIVIDUAL PACKAGES OF CARE															
R1	Approval of Individual Packages of Care (Annual Value)														Over £260,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List