

# NHS Cheshire and Merseyside ICB

# Scheme of Operational Delegated Limits

Section	Description	Delegated By:																	Other named ICB Officer (or as per ICB authorised signatory list)			
		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	Women's Hospital Services in Liverpool Committee	Research and Innovation Committee	Pharmacy Services Regulations Committee	Northwest Specialised Commissioning Services Joint Committee	Care Assurance Panel	ICB Chief Executive	ICB Executive Director of Finance	ICB Deputy Director of Finance		ICB Executive Directors (Planning / Marketing)	Other ICB Directors (Named as Applicable)	Place Directors
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	PRETTY CASH FLOAT																					
D1	Authorisation to set up float																Over £300	Over £300	Up to £300			
D2	Regularish 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	REQUESTING 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 HRSD must be sought for: - any appointments over £500 per day, or - any appointments for over a 6 month period, or - any appointments with significant influence (e.g. ICB roles). c) prior to recruitment HR must conduct and sign off with relevant Director acknowledgement of HRSD compliance and/or status confirmation and in line with agreed ICB HRSD 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	Up to £25,000	Up to £25,000

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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 HRSD must be sought for: Any expenditure above £50,000 or Any appointments over £500 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 HRSS compliance and/or status confirmation and in line with agreed ICB HRSS 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		
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	<b>RELOCATION EXPENSES</b> In line with Policy approved by ICB Remuneration Committee														Over £8,500	Up to £8,500						
<b>H DECISION TO APPROVE 'NEW' INVESTMENT BUSINESS CASES</b>																						
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 / packages)	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	
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 reinstated / addressed (see Investment Policy - Section 1) without Executive team approval due to overall financial management requirements of the ICB.	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	
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)						
<b>I CONTRACTING</b>																						
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 £200,000,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
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 £1,000,000	Up to £3,000,000	Up to £1,000,000		Up to £1,000,000	Up to £1,000,000	Up to £500,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List



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Q2	Decisions As Set Out Within HR Policies (where there is some management discretion e.g. Study leave authorisation)															X	X		X	X	X	
Q3	Approval of Operational Structure (re staffing and departments), and in accordance with organisation change policy															X						
Q4	Approval of Appointment to Posts Below Executive Directors (Following approval at Vacancy Panels)																X	X	X	X	X	X
Q5	Approval of the below arrangements as required by the ICB: <ul style="list-style-type: none"> <li>Approval of the arrangements for discharging the ICB statutory duties as an employer</li> <li>Approve human resources policies for ICB employees and for other persons working on behalf of the ICB</li> <li>Approve any other terms and conditions of services for ICB A/C employees</li> <li>Approve disciplinary arrangements for ICB employees</li> <li>Approve arrangements for staff appointments (excluding matters detailed within the Constitution)</li> <li>Approve the ICB's organisational development plans</li> </ul>				X (Following endorsement of the People Committee)																	
P	<b>EXTERNAL COMMUNICATIONS &amp; REPORTING</b>																					
P1	Approve Complaints Responses and Letters to Politicians and Media Responses															X			X (Assistant Chief Executive)		X (Associate Director of Corporate Affairs & Governance)	
P2	Approve Public Consultation Material															X			X (Assistant Chief Executive)			
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 & Governance)	
P5	Approve Annual Engagement & Communication Plan	X																				
Q	<b>FINANCE</b> Approval of Operational Policies as required by the organisation				X																	
R	<b>INDIVIDUAL PACKAGES OF CARE</b> Approval of Individual AACCC Packages of Care (Annual Value)															Annual value cost of over £250,000					Annual value cost of up to £250,000	As delegated by Chief Executive/CEO in the limits outlined within the Authorised Signatory List
S	<b>INFORMATION GOVERNANCE</b>																					
S1	Approve Digital and Data programmes Data Protection Impact Assessments (DPIA), Information / Data Sharing agreements and Data Processing Agreements																		X (SRO and Calidcott Guardian)		X (ICB Data Protection Officer, SRO and Calidcott Guardian, or their delegate)	
S2	Approve Confidentiality Advisory Group (CAG) Applications																		X (SRO and Calidcott Guardian)		X (ICB Data Protection Officer, Deputy SRO and Deputy Calidcott Guardian)	
S3	Approve NHS Digital Data Access Requests (DARs) – Data Sharing Agreements, Data Sharing Framework Contracts																		X (SRO)			
S4	Data Security and Protection Toolkit submissions approval																		X (SRO)			X (Deputy SRO)
S5	Privacy Notices																		X (SRO and Calidcott Guardian)		X (ICB Data Protection Officer, Deputy SRO or Deputy Calidcott Guardian)	