



Birmingham and Solihull Mental Health
NHS Foundation Trust

Reservation of Powers to The Board and The Commissioning Committee and Delegation of Powers

Updated:	9 th May 2025
Audit Committee approval:	30 th July 2025
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Responsible Officer:	Executive Director of Finance

Version Control

This document has been updated to reflect the Trust's responsibilities as a Lead Provider and Commissioner.

It is now in Three Parts.

Part 1: All Trust Activities

- Section 2 Reservation of Powers to the Commissioning Committee – new Section
- Section 3 Delegation of Powers to the Board - previously Section 2
- Section 4 Delegation of Powers to the Commissioning Committee – new Section
- Section 5 Scheme of Delegation – previously Section 3
- Section 6 Scheme of Delegation Implied By: The Constitution - previously Section 4
- Section 7 Part 1 - All Trust Activities – Scheme of Delegation Implied By: Standing Financial Instructions – previously Section 4

Part 2: As a Provider

- Section 8 Part 2 – Providers – Scheme of Delegation Implied By: Standing Financial Instructions – previously within Section 4

Part 3: As a Commissioner

- Section 9 Part 3 - Commissioner – Scheme of Delegation Implied By: Standing Financial Instructions – new Section

This is an entirely new section that incorporates documents generated from the ICB's SFIs.

Approval:

Date updated	9 th May 2025
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INTRODUCTION

The Constitution states that subject to such directions as may be given by the Secretary of State, the Trust may make arrangements for the exercise, on behalf of the Trust, of any of its functions by a committee or sub-committee or by the Chair or a director or by an officer of the Trust, in each case subject to such restrictions and conditions as the Board thinks fit. The Code of governance for NHS Provider Trusts (2023) requires that there should be a formal schedule of matters specifically reserved to the Board of Directors of the Foundation Trust.

The purpose of this document is to provide a framework of how those powers may be reserved to the Board, while at the same time delegating to the appropriate level the detailed application of Trust policies and procedures. However, the Board remains accountable for all of its functions even those delegated and would therefore expect to receive information about the exercise of delegated functions to enable it to maintain a monitoring and oversight role.

Should any difficulties arise regarding the interpretation or application of the Scheme of Delegation then the advice of the Executive Director of Finance, **MUST BE SOUGHT BEFORE ACTING**.

A. Role of the Accountable Officer

All powers of the Trust which have not been retained as reserved by the Board or delegated to a committee or sub-committee shall be exercised on behalf of the Board by the Accountable Officer. The Accountable Officer shall prepare a Scheme of Delegation identifying which functions he/she shall perform personally, and which functions have been delegated to other directors and officers.

B. Caution over the Use of Delegated Powers

Powers are delegated to individuals on the understanding that they would not exercise delegated powers in a matter which in their judgement was likely to be a cause for public concern.

D. Absence of Directors or Officer to Whom Powers have been Delegated

In the absence of a post holder to whom powers have been delegated those powers shall be exercised by the person nominated by the post holder to act in that capacity.

1. RESERVATION OF POWERS TO THE BOARD

1.1 Annex 8 of the Constitution provides the Standing Orders for the Practice and Procedure of the Board of Directors. The Constitution states that *“The Board of Directors has resolved that certain powers and decisions may only be exercised by the Board of Directors in formal session. These powers and decisions are set out in the document entitled ‘Reservation of Powers to the Board of Directors and Scheme of Delegation’ and shall have effect as if incorporated in the Standing Orders. Those powers which it has delegated to officers and other bodies are contained in that document also”*.

Section 4 of Annex 8 provides detail on areas of delegation. Section 4 of the ‘Reservation of Powers’ [this document], provides section references back to the constitution, this covers:

- Interpretation of Standing Orders

- Chairing and calling of meetings of the Board
- Register of Interests
- Management of contracts
- Keeping and use of the seal
- Approval and signature of legal documents and deeds
- Arrangements for making contracts
- Requirement for staff to be aware of their responsibilities in respect of SFIs and the Constitution
- Tendering and contract procedure

Those matters reserved to the Board are set out in paragraphs 1.2.1 to 1.2.9 below:

1.2 **Matters reserved to the Board**

- 1.2.1 Approval of The Constitution, a schedule of matters reserved to the Board and Standing Financial Instructions for the regulation of its proceedings and business and scheme of delegation of powers from the Board to officers and powers reserved for the Council of Governors (as laid out in Annex 7 of the Constitution).
- 1.2.2 Reference to arrangements for Chairing the Board in the absence of the Chair.
- 1.2.3 Appointment of the Senior Independent Director.
- 1.2.4 Role of the Directors in functioning as a corporate decision-making body.
- 1.2.5 Arrangements for calling meetings, notice of meetings and arranging for holding private sessions of the Board.
- 1.2.6 Arrangements for suspending, waiving, varying or overriding standing orders.
- 1.2.7 Determining arrangements for the creation of Board Sub Committees and for any delegation, and creation and approval of their Terms of Reference
- 1.2.8 Requiring and receiving the declaration of directors' interests which may conflict with those of the Trust and determining the extent to which that director may remain involved with the matter under consideration.
- 1.2.9 Arrangements for the exclusion of Chair or Directors on account of pecuniary interests.
- 1.2.10 Arrangements for the custody and use of the seal and sealing of documents.
- 1.2.11 Reviewing arrangements for the Standing Orders, Standing Financial Instructions, and the Scheme of Delegation.
- 1.2.12 Approval of annual operating and capital expenditure budgets.
- 1.2.13 Approval of the annual report & accounts including the Quality Accounts.
- 1.2.14 Approval of major contracts and investments.
- 1.2.15 Approval of the Trust's Risk Management Policy & Risk Appetite Framework/Statement.
- 1.2.16 Approval of the Trust's Strategy.

2. RESERVATION OF POWERS TO THE COMMISSIONING COMMITTEE

2.1 Annex X of the Constitution provides the Standing Orders for the Practice and Procedure of the Commissioning Committee. The Constitution states that “*The Commissioning Committee has resolved that certain powers and decisions may only be exercised by the Commissioning Committee in formal session. These powers and decisions are set out in the document entitled ‘Reservation of Powers to the Board of Directors and Commissioning Committee Scheme of Delegation’ and shall have effect as if incorporated in the Standing Orders. Those powers which it has delegated to officers and other bodies are contained in that document also*”.

2.2 Matters reserved to the Commissioning Committee

2.2.1 Approval of Commissioning Framework, Contracting Framework, Commissioning Budgets.

2.2.2 Reference to arrangements for Chairing the Commissioning Committee in the absence of the Chair.

2.2.3 Arrangements for calling meetings and notice of meetings of the Commissioning Committee.

2.2.4 Determining arrangements for the creation of Sub-Committees and for any delegation, and creation and approval of their Terms of Reference.

2.2.5 Arrangements for the exclusion of Chair or Directors on account of pecuniary interests.

2.2.6 Approval of the Commissioning Strategies of the Provider Collaboratives.

3. DELEGATION OF POWERS TO THE BOARD

3.1 Delegation to Committees

The Board may determine that certain of its powers shall be exercised by Committees. The composition and terms of reference of such committees shall be that determined by the Board from time to time taking into account NHS Improvement requirements. The Board shall determine the reporting requirements in respect of these committees. Committees may not delegate to sub-committees unless expressly authorised by the Board.

4. DELEGATION OF POWERS TO THE COMMISSIONING COMMITTEE

4.1 Delegation to Sub-Committees

The Commissioning Committee may determine that certain of its powers shall be exercised by the Reach Out Sub-Committee, the Mental Health Provider Collaborative Executive Steering Group and any appropriate Governance Forums for other Provider Collaboratives that may emerge.

4.2 The composition and terms of reference of such sub-committees shall be that determined by the Commissioning Committee from time to time taking into account

statutory and contractual requirements. The Commissioning Committee shall determine the reporting requirements in respect of these sub-committees. Sub-committees may not delegate to the Executive Steering Group unless expressly authorised by the Commissioning Committee.

5. SCHEME OF DELEGATION

- 5.1 Standing Financial Instructions set out in some detail the financial responsibilities of the Accountable Officer, the Executive Director of Finance (EDoF), the Executive Director of Strategy, People and Partnership (EDoSPP) and other directors. These responsibilities are summarised below.

Matters needing to be covered in the scheme of delegation not covered by SFIs or SOs or they do not specify the responsible officer. These are:

Area of Responsibility	Overall Responsibility
Data Protection Act Requirements	Accountable Officer
Health & Safety Arrangements	Accountable Officer
Fire Safety	Accountable Officer

This scheme of delegation covers only matters delegated by the Board to directors and certain other specific matters referred to in SFIs.

Summary of Abbreviations:

AO	Accountable Officer
CEO	Chief Executive Officer
EDoF	Executive Director of Finance
EDoSPP	Executive Director of Strategy, People & Partnerships
EDoQS	Executive Director of Quality & Safety (Chief Nurse)
ADEF	Associate Director of Estates & Facilities
DDoF	Deputy Director of Finance
DDoCT	Deputy Director of Commissioning & Transformation
FPP	Finance, Performance and Productivity Committee

6. SCHEME OF DELEGATION IMPLIED BY: THE CONSTITUTION

SO Ref	Delegated To	Duties Delegated
1.1	Chair	Save as otherwise permitted by law, at any meeting the Chair of the Trust shall be the final authority on the interpretation of Standing Orders (on which he/she should be advised by the Company Secretary)
3.2 & 3.5	Chair	Responsibility reserved to the Chair in calling meetings. If the Chair refuses to do so and at least one third of the whole number of Directors wishes for a meeting to take place, they may do so after a set period of time has elapsed.
3.24	Chair	Determining arrangements for Board meetings
6	Company Secretary	Register(s) of interests.
4.5	CEO	Preparation of the scheme of delegation to officers (for approval by the Board)
10	Company Secretary	Custody of the seal and sealing of documents
11.1	CEO	Approve and sign all documents which will be necessary in legal proceedings
11.1	CEO or Nominated Officers	Sign on behalf of the Trust any agreement or document not requested to be executed as a deed.
12.1	CEO	Existing Directors and officers and all new appointees are notified of and understand their responsibilities within Standing Orders and SFIs.
9	CEO	The procedure for making all contracts by on behalf of the Trust shall comply with the Regulatory Framework; these standing orders (except where waived or suspended, and the Trust SFI's. Such contracts involving charitable funds shall comply with the requirements of the Charities Act and the Trust Deed.

7. PART 1 - ALL TRUST ACTIVITIES - SCHEME OF DELEGATION IMPLIED BY: STANDING FINANCIAL INSTRUCTIONS

SFI Ref	Delegated To	Duties Delegated
(I) 1.3.6	EDoF	Responsible for: Implementing the Trust's financial policies and coordinating corrective action; Ensuring detailed financial procedures and systems are prepared and documented; Ensuring financial records are maintained in order to disclose the Trust's financial position
(I) 1.3.7	All Directors & Employees	Responsible for security of the Trust's property, avoiding loss, exercising economy and efficiency in using resources and conforming to the requirements of NHS Improvement, the Terms of Authorisation, The Constitution, Financial Instructions and financial procedures.
(I) 1.3.10	CEO	To ensure all employees and directors, present and future, are notified of and understand Standing Financial Instructions.
(I) 1.3.13	EDoF	Periodical ad hoc additions to SFI's by "Financial Items".
(I) 2.1.1	Audit Committee	Provide independent and objective view on internal control and clinical governance arrangements.
(I) 2.2	EDoF	Carry out work to counter fraud and corruption.
(I) 2.2	EDoF	Investigate any suspected cases of irregularity not related to fraud or corruption and not covered by work to counter fraud and corruption.
(I) 2.4	Head of Internal Audit	Review, appraise and report in accordance with NHS Internal Audit Manual and best practice.
(I) 2.5	Audit Committee	Ensure cost-effective external audit.
(I) 3	EDoF EDoF CEO	Submit budgets. Monitor performance against budget. Submit to Board financial estimates and forecasts. Delegate budget to budget holders
(I) 3.2	a.) Budget manager b.) Senior budget manager/holder c.) Budget holder d.) EDoF and CEO	Management of Budgets Responsibility of keeping expenditure within budgets a.) At individual budget level (pay and non-pay) b.) At service level c.) For the totality of services covered by service delivery manager or functional director d.) Approving expenditure-tender price over £50,000 or where no funding exists
(I) 3.3	EDoF	Devise and maintain systems of budgetary control.

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(I) 4	CEO	Prepare Annual accounts and reports.
(I) 5	EDoF	Banking arrangements.
(I) 6.3	EDoF	Appropriate recovery action on outstanding debts
(I) 8.3	Remuneration Committee	Report in writing to the Board its advice and its bases about remuneration, terms of service and termination of directors and senior employees' contracts as defined in the terms of reference.
(I) 8.4	EDoF	Processing of payroll
(II) 3.1 and (III) 3.1	CEO	Determine, and set out, level of delegation of non-pay expenditure to budget managers.
(II) 3.2.3 and (III) 3.2.3	EDoF	Prompt payment of accounts.
(II) 3.3.1 and (III) 3.3.1	EDoF / DDoF	Ensure there are robust arrangements for control of expenditure through purchase cards
(I) 9.1	EDoF	Application for loan or overdraft facility or use of working capital facility
(I) 9.1.4	Board	Agreement of long term borrowing plans
(I) 9.2.1	EDoF or DDoF	Authorisation of Public Dividend Capital
(I) 9.3	EDoF	Formulation of the treasury management policy
(I) 10	ADEF EDoF	a.) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations b.) Financial monitoring and reporting on all capital scheme expenditure
(I) 10.1.1	CEO	Capital Schemes a.) Ensure that there is an appraisal and approval process for capital expenditure b.) Management of schemes to deliver on time and to budget c.) Ensure that capital investment does not exceed available resources, including revenue consequences
(II) 5	EDoF	Investment of funds
(I) 11.1	EDoF	Maintenance of asset registers and asset control procedures
(I) 11.2	CEO	Overall responsibility for fixed assets, although all employees have a responsibility to ensure that assets are securely maintained

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(I) 11.2	All Senior Staff	Responsibility for security of Trust assets including notifying discrepancies to EDoF, and reporting losses in accordance with Trust procedure.
(I) 12	EDoF a.) All employees b.) EDoF & Local Counter Fraud Specialist	Responsible for systems of control over stores and receipt of goods a.) Where a criminal offence is suspected ➤ Criminal offence of a violent nature ➤ Other b.) Where a fraud is suspected
(I) 13.2	EDoF All employees	Prepare procedures for recording and accounting for losses and special payments and informing the local counter fraud specialist of all frauds and informing police in cases of suspected arson or theft. a.) Notification of losses of cash Up to £25,000 – notify EDoF Over £25,000 – notify Audit Committee b.) Fruitless payments and constructive losses Up to £25,000 – notify EDoF Over £25,000 – notify Audit Committee c.) Damage or loss of buildings, fittings, furniture and equipment Up to £5,000 – notify DDoF £5,000 - £25,000 – notify EDoF Over £25,000 – notify Audit Committee
(II) 4 and (III) 4	EDoF EDoF EDoF IAOs	Responsible for the accuracy and security of the computerised financial data of the Trust Fulfilling the role of SIRO Identification of Information Asset Owners (IAOs) for all information asset systems Identification of Information Asset Administrators (IAAs)
(I) 14	EDoF & Service Directors	Responsible for ensuring patients and guardians are informed about patients' money and property procedures on admission.
(II) 5	EDoF	Shall ensure each fund held on trust is managed appropriately (subject to the discretion and approval of the Charitable Funds Committee).
(II) 6 and (III) 5	CEO	Retention of document procedures

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(II) 7 and (III) 6	CEO & EDoF EDoF	Risk management programme Insurance arrangements
(I) 15	All Directors, Clinicians, Managers and other staff	Responsible for ensuring highest possible standards of business conduct are maintained at all times and that no action brings the Trust into disrepute.
(I) 15.18	Company secretary	The keeping of a Declaration of Interests Register

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SFI Ref	Delegated To	Powers Delegated (Including delegated financial limits)
(I) 6	a.) CEO and EDoF b.) CEO or EDoF	Healthcare and operating income contracts a.) Agreement of main healthcare contracts b.) Healthcare contract variations
(I) 6.2	EDoF or nominated deputy	Setting of fees and charges a.) Private patient, income generation and other patient related services b.) Price of NHS Contracts Charges for all NHS Contracts, be they block, cost per case, cost and volume. Spare capacity
(I) 7	Cashier DDoF or nominated deputy Budget manager Budget holder	Petty cash disbursements (not applicable to central cashiers office) Expenditure up to £40 per item Expenditure between £40 and £500 Reimbursement of patients monies up to £50 Reimbursement of patients monies between £50 and £100
(I) 8	a.) Budget manager, budget holder b.) CEO and EDoF c.) CEO or EDoF d.) EDoF e.) Budget manager, budget holder f.) CEO and EDoF g.) Budget manager h.) Budget manager i.) Budget manager j.) Line manager	Pay and Personnel a.) Authority to fill funded post on the establishment with permanent staff b.) Authority to appoint staff to post not on the formal establishment c.) Additional increments – the granting of additional increments to staff within budget d.) Upgrading & regrading – all requests for upgrading/regrading shall be dealt with in accordance with Trust procedure Establishments e.) Addition to the agreed establishment with specifically allocated finance f.) Addition to the agreed establishment without specifically allocated finance Pay g.) Authority to complete standing data forms effecting pay, new starters, variations & leavers h.) Authority to complete and authorise positive reporting forms i.) Authority to authorise overtime j.) Authority to authorise travel & subsistence expenses
(I) 8		Agency and locum staff

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SFI Ref	Delegated To	Powers Delegated (Including delegated financial limits)
	<ul style="list-style-type: none"> a.) Budget holder b.) Accountable director c.) CEO and EDoF d.) 1.) Budget manager 2.) Budget holder e.) Senior budget manager/budget holder 	<ul style="list-style-type: none"> a.) Non-medical consultancy staff Where aggregate commitment in any one year (or total commitment) is less than £25,000 b.) Where aggregate commitment in any one year is up to £50,000 c.) Where aggregate commitment in any one year is above £50,000 d.) Booking of Bank and Trust Locums, incl Medical Locums, Nursing and Clerical <ul style="list-style-type: none"> 1.) Up to £5,000 2.) Up to £25,000 e.) Booking of Agency and Agency Locums, incl Medical Locums, Nursing and Clerical Up to £25,000
(I) 8.3	Responsible Executive Director CEO	Variation to establishment of any department provided funding is available Staff, including agency staff, appointments
(I) 8.5	EDoF	Authorise redundancy payments
(II) 3 and (III) 3	<ul style="list-style-type: none"> a.) CEO and EDoF b.) CEO and EDoF 	<p>Non pay revenue and capital expenditure/requisitioning/ordering/payment of goods & services</p> <ul style="list-style-type: none"> a.) Non-Pay Expenditure for which no specific budget has been set up and which is not subject to funding under delegated powers of virement b.) Approval of contracts exceeding 3 years in duration, regardless of value
(II) 3 and (III) 3	<ul style="list-style-type: none"> a.1) ADEF a.2) EDoF a.3) CEO a.4) Board b.) Board c.) ADEF d.1) ADEF or nominated delegate 	<p>Agreements/licences/PFI</p> <ul style="list-style-type: none"> a.) New Leases or Extensions to existing leases with a value of: <ul style="list-style-type: none"> 1.) Up to £49,999 2.) Between £50,000 and £249,999 3.) Between £250,000 and £499,999 4.) Over £500,000 b.) Letting of premises including granting and termination of leases c.) Approval of rent based on professional assessment d.) PFI contract variations (whole life cycle costs) <ul style="list-style-type: none"> 1.) Up to £50,000

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SFI Ref	Delegated To	Powers Delegated (Including delegated financial limits)
	d.2) EDoF d.3) CEO	2.) Between £50,000 and £249,999 3.) Over £250,000
(I) 13.1	a.1) Budget Manager a.2) ADEF or nominated delegate a.3) EDoF b.) ADEF and EDoF	Disposals and Condemnations a.) Where items are obsolete, redundant, irreparable or cannot be repaired cost effectively 1.) With current/estimated purchase price <£50 2.) With current/estimated purchase price >£50 3.) Disposal of mechanical and engineering plant (subject to estimated income of less than £1,000 per sale) b.) Disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale)
(I) 13.2	a.1) DDoF a.2) EDoF b.) Company Secretary c.1) Company Secretary c.2) EDoF c.3) CEO	a.) Bad debts and claims abandoned 1.) Up to £5,000 2.) Over £5,000 b.) Compensation under legal obligation c.) Ex gratia payments 1.) Under £1,100 2.) Between £1,000 and £25,000 3.) Over £25,000

8. PART 2 - PROVIDER - SCHEME OF DELEGATION IMPLIED BY: STANDING FINANCIAL INSTRUCTIONS

SFI Ref	Delegated To	Duties Delegated (Including delegated financial limits)
(I) 3.2	a.) Budget holder b.) Accountable director	Management of Budgets Responsibility of keeping expenditure within budgets a.) Approving expenditure-tender price up to £25,000 where funding exists b.) Approving expenditure-tender price up to £50,000 where funding exists
(I) 6	a.1.) Budget holder and DDoF a.2.) EDoF a.3.) CEO and EDoF a.4.) Board	Healthcare and operating income contracts a.) Local SLA's for non-healthcare income 1.) From £5,000 to £49,999 2.) £50,000 to £249,999 3.) £250,000 to £499,999 4.) Over £500,000
(II) 1	a.) Budget holder b.) Budget holder c.) Budget holder d.1) DDoF d.2) CEO and EDoF d.3) Board EDoF/DDoF	Quotation, tendering & contract procedures a.) Obtaining 3 written quotations for goods/services between £5,000 to £49,999 b.) Obtaining 4 written quotations for goods/services between £50,000 to £99,999 c.) Obtaining quotations using Contracts finder for all procurement exercises exceeding £25,000 d.) Single tender and quotation dispensation: 1.) From £5,000 to £99,999 2.) £100,000 to £249,999 3.) Over £250,000 Invoice authorisation for agreed SLAs or Contracts
(II) 3	a.1) Budget manager a.2) Budget holder	Non pay revenue and capital expenditure/requisitioning/ordering/payment of goods & services a.) 1.) Stock/nonstock requisitions up to £5,000 2.) Requisitions between £5,000 and £24,999

	a.3) Senior Officer a.4) EDoF or CEO	3.) Requisitions between £25,000 and £49,999 4.) Requisitions over£50,000
(I) 10.1	a.) EDoF b.) FPP c.) Board	a.) To approve business cases up to £249,999 b.) To approve business cases between £250,000 and £1,999,999 c.) To approve business cases exceeding £2,000,000

9. PART 3 - COMMISSIONER - SCHEME OF DELEGATION IMPLIED BY: STANDING FINANCIAL INSTRUCTIONS

SFI Ref	Delegated To	Duties Delegated (Including delegated financial limits)
(I) 3.2	a.) Budget holder/manager b.) DDoCT c.) DDoCT + DDoF + EDoQS d.) CEO + EDoF	Virements within Agreed Budgets Approval of budget virements/movements within approved revenue and capital budgets. a.) £50,000 b.) £250,000 cumulative spend c.) £500,000 cumulative spend d.) Over £500,000 cumulative spend
(I) 6	a.) Budget Holder/Manager/Head of Services b.) Exec Director/Finance Manager c.) Finance Controller/Director of Commissioning Finance	Sales Orders and Credit Notes Approval of sales orders and credit notes to third parties for services provided or recharges made by the ICB. a.) £0 - £49,999 b.) £50,000 – £250,000 c.) Up to £2,000,000

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	d.) CFO	d.) Over £2,000,000
(III) 1	a.) b.) c.) Budget holder	Quotation, tendering & contract procedures a.) Informal Price Testing for goods/services between £0 to £9,999 b.) Obtaining 3 written quotations for goods/services between £10,000 to £49,999 c.) Competitive Tendering exceeding £50,000
(I) 10.1	a.) CEO/CFO b.) CEO/CFO c.) FPC d.) Board e.) FPC f.) Board	Approval of Business Cases a.) Existing Budget - Unlimited b.) Additional Investment - Up to £1,000,000 c.) Additional Investment – Up to £2,500,000 d.) Over £2,500,000 e.) New Investment – Up to £2,500,000 f.) New Investment – Up to £2,500,000
NEW	a.) CEO/CFO b.) FPC c.) Board	Approval of Business Cases for Decommissioning Delegated authority to approve business cases for decommissioning of existing services. a.) Up to £1,000,000 b.) Up to £2,500,000 c.) Over £2,500,000
NEW	a.) FPC b.) Board	Approval of Business Cases for Disinvestment a.) Up to £2,500,000 b.) Over £2,000,000
NEW	a.) Head of Contracts b.) Associate Director of Finance/Head of Primary Care Contracts and Commissioning (Primary Care contracts)/Executive Directors/CEO/CFO – within budget	Contract awards, signatures and variations a.) Up to £2,000,000 b.) Unlimited

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NEW		Purchase requisitions, purchase credit notes, invoices, non-purchase order invoices and mandate payments
a.)	Budget Holder /Manager/ Head of Service	a.) £0 - £49,999
b.)	Executive Director / Finance Manager	b.) £50,000 - £250,000
c.)	Finance Controller/ Director of Commissioning Finance	c.) Up to £2,000,000
d.)	CEO/CFO	d.) Over £2,000,000

NEW

Approval of Mental Health inpatient packages and Section 117 aftercare packages.

Weekly NHS Contribution (£)	Authorisation
Up to £2000	Clinical Quality Assurance Manager/Senior Clinical Quality Assurance Manager
Between £2001 - £7,500	Head of Quality Deputy Lead Nurse
Between £7,501 - £15,000	Associate Director Mental Health Provider Collaborative Deputy Director of Commissioning & Transformation Director of Quality
£15,001 - £25,000	Executive Directors including Director of Quality
£25,001 - £50,000	Chief Executive Officer Director of Finance
£50,001 +	Commissioning Committee