

Meeting:	Shetland NHS Board
Date:	15 th December 2020
Report Title:	Corporate Governance Handbook: Section 5 Scheme of Delegation
Reference Number:	Board Paper 2020/21/50
Author / Executive Lead/ Job Title:	Colin Marsland, Director of Finance

Decisions / Action required:	
The Board is asked to approve the revised scheme of delegation for budget holders that forms section 5 of the board's corporate handbook.	
High Level Summary:	
<p>The scheme of delegation should be reviewed annually to ensure that proper controls are in place that reflect the management structure of the organisation and allow appropriate delegation of financial resources in-line with approved budgets.</p> <p>The current scheme of delegation was agreed at the Board Meeting on 10 December 2019.</p>	
Corporate Priorities and Strategic Aims:	
<p>This report address the Board's performance in addressing two key Board Corporate Objectives:</p> <ul style="list-style-type: none"> •To provide best value for resources and deliver financial balance •To ensure sufficient organizational capacity, capability and resilience 	
Key Issues:	
<p>The Boards scheme of delegation has a number changes made to the financial level to managers which reflects inflation and service needs.</p> <p>The Endowment Committee consider their scheme of delegation on 6 October 2020 and proposed no changes to their scheme of delegation.</p> <p>The Audit Committee reviewed these proposals at their meeting on 24 November 2020.</p>	
Implications :	
Service Users, Patients and Communities:	
Human Resources and Organisational Development:	

Equality, Diversity and Human Rights:					
Partnership Working					
Legal:					
Finance:	Ensures the resources of the Board are appropriately controlled and allocated in line with our objectives.				
Assets and Property:					
Environmental:					
Risk Management:					
Policy and Delegated Authority:					
Previously considered by:	<table border="1"> <tr> <td>Endowment Committee</td> <td>6 October 2020</td> </tr> <tr> <td>Audit Committee</td> <td>24 November 2020</td> </tr> </table>	Endowment Committee	6 October 2020	Audit Committee	24 November 2020
Endowment Committee	6 October 2020				
Audit Committee	24 November 2020				
“Exempt / private” item	Not applicable				

Notes:

1. All expenditure must be within approved annual budget limits
 2. Delegated authority does not negate the need to follow Standing Financial Instructions regarding tender processes, use of national contracts etc (see Standing Financial Instructions on the intranet) Limits for officers can be varied in-year with the agreement of Director of Finance and Chief Executive (then ratified by the Board annually)
 3. All delegated staff can nominate a deputy to approve *PECOS orders whilst they are on leave. *(Professional Electronic Commerce Online System).
 4. If an invoice is received out with the Director of Finance and Chief Executive standard delegated limit they can in exceptional circumstances jointly authorise the invoice up to their combined delegated limit value but must also inform and advise both the Chairman of the Board and Chairman of the Audit committee of the proposed action and the reason why this payment was considered an exceptional case.
 5. Values can be temporary adjusted during the year to reflect changes in circumstances but formal approval of these changes should be sought at next Audit Committee Meeting.
- ** All endowment expenditure must be in line with the wishes of the donor or the aims of the endowment fund. CEO and DoF will have additional authority to counter-sign up to £15k for single items that match a specific donation. The Transport & Purchasing Manager (or any other supplies officer as nominated by him or the Director of Finance) will have authority to process orders on behalf of the officers listed above.
- *** Highland and Island Travel Scheme (HITS) and Staff Travel Debit/Credit Reimbursement invoice or Direct Invoices from transport supplier only.

DELEGATED LIMIT OF AUTHORITY FOR INDIVIDUAL INVOICES																		
ENDOWMENT FUNDS (see ** below)																		
	General Endowment £	GBH General / Equipment £	Other Hospital Funds Not Specified £	Other Non Hospital Funds not Specified £	GBH Cancer £	Gilbert Halcrow Memorial Fund £	Cancer £	Daniel Sinclair Hospital £	Daniel Sinclair Comm £	A Smith Bed £	John Sinclair £	Comm Nursing £	Brae Garden Fund £	Health Education £	Ward 3, Ronas, Renal and A&E £	Ward 1, Theatres, Resus and OPD £	Maternity and Child Health £	MRI Scanner Appeal £
Chief Exec.(or nominated deputy as approved by Chair)	2,000	2,000	2,000	2,000	2,000	0	2,000	2,000	2,000	2,000	5,000	2,000	2,000	1,000	2,000	2,000	2,000	5,000
Director of Finance	10,000	10,000	10,000	5,000	5,000	5,000	2,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	10,000
Director of Community Health and Social Care	0	0	0	5,000	2,000	6,000	2,000	0	2,000	0	2,000	2,000	2,000	2,000	0	0	0	0
Director of Nursing, Acute and Specialist Services	0	5,000	5,000	0	2,000	0	2,000	2,000	0	0	5,000	0	0	0	2,000	2,000	2,000	5,000
Chief Nurse Community	0	0	0	0	0	0	0	0	2,000	0	0	2,000	2,000	0	0	0	0	0
Staff Development Manager (See note 1)	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elective Services Manager: Acute and Specialist	0	1,000	0	0	2,000	0	0	2,000	0	2,000	0	0	0	0	2,000	2,000	0	0
Chief Nursing Acute and Specialist Services	0	1,000	0	0	2,000	0	0	2,000	0	2,000	0	0	0	0	2,000	2,000	0	0
Patient Flow Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0
Child Health Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0
Fundraising Manager (See note 2)	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000

Note 1: Staff Development Manager, scheme of delegation within the General Fund is solely relates to the budget delegated to the staff travel scholarship fund.

Note 2: The Fund Raising Manager is a non-recurrent post and delegated authority will cease at the end of the fundraising campaign.