

Agenda Item: **15/i**

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:

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.

The current scheme of delegation was agreed at the Board Meeting on 10 December 2019.

Corporate Priorities and Strategic Aims:

This report address the Board's performance in addressing two key Board Corporate Objectives:

- •To provide best value for resources and deliver financial balance
- •To ensure sufficient organizational capacity, capability and resilience

Key Issues:

The Boards scheme of delegation has a number changes made to the financial level to managers which reflects inflation and service needs.

The Endowment Committee consider their scheme of delegation on 6 October 2020 and proposed no changes to their scheme of delegation.

The Audit Committee reviewed these proposals at their meeting on 24 November 2020.

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 Bocontrolled and allocated in line	
Assets and Property:		
Environmental:		
Risk Management:		
Policy and Delegated Authority:		
Previously considered by:	Endowment Committee Audit Committee	6 October 2020 24 November 2020
"Exempt / private" item	Not applicable	

	DELEGA	TED LIMI			R INDIVIDU	AL INV	OICES																		
Last Reviewed: Board Meeting 10/12/2019			В	OARD FUNDS								E	NDOWME	NT FUND	S (see **	below)									
	Non-NHS	Revenue	Revenue		SLA / Contract			Genera					Halcrow		Daniel	Daniel				Brae		Ronas,	Theatres,	Maternity	MRI
	Revenue	Spend with	Spend	Agreement	Payment Sign	SIC		Endow	Equiment	Funds Not			Memorial		Sinclair	Sinclair		John	Comm		1 Health	Renal and	Resus	and Child	Scanner
	Spend	NHS Bodies	H.I.T.S ***	Sign off	off	Invoices	Capital	me nt		Specified			Fund		Hospital	Comm		Sinclair			Education		and OPD	Health	Appeal
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Chief Exec.(or nominated deputy as approved by Chair)	250,000	500,000	300,000	8,000,000	750,000	800,000	499,000	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 Public Health	50,000	50,000	0	0	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Director Of Finance	100,000		300,000	8,000,000		800,000	250,000	10,000	10,000	10,000					5,000								5,000	5,000	10,000
Director Of Community Health and Social Care Director of Nursing, Acute and Specialist Services	50,000 50,000		0		50,000	0	0		5,000	5,000	5,000 0			2,000	2,000	2,000	0	2,000 5,000		2,000	2,000	2,000	2,000	2,000	5,000
Director Of Human Resources and Support Services	50,000		0		30,000	l o	l o		0,000	0,000	0	2,000	0	2,000	2,000		0	5,000		0 0	0	2,000	2,000	2,000	5,000
Medical Director	10,000		0	1	o o	0	ŏ			0	0	ŏ	0	0	0		0	0	i i	0 0	0	0	0	0	0
Board Chair	5,000		Ö	Č	Ö	Ö	ő	i	Ö	0	ő	ő	0	Ö	0	i	o o	Ö	Ó	0 (0	0	0	0	0
Consultant Public Health	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Public Health Principal	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Alcohol & Drug Development Officer	5,000	0	0	C	0	0	0		0	0	0	0	0	0	0	(0 0	0) (0	0	0	0	0
Head of Finance & Procurement	100,000		100,000	C	750,000	0	0		0				0	0	0	(0	0) (0		0	0	0
Dental Director	50,000		0	0	0	0	0		0	0	0	0	0	0	0		0	0) (0 (0	0	0	0	0
Primary Care Manager	5,000		0	1 0		0	0	ļ ,	1 0	0	0	0	0	0	0	'	1 0	0) () (0	0	0	0	0
Director of Pharmacy Chief Nurse Community	100,000 5,000		0			0	0			0	0	0	0	U	0	2.000	0	0	3 000	2,000	0	0	0	0	0
Dental Services Business Manager	5,000		0	,	il i	0	0) 0	0	n	0	0	0	2,000	0 0	"	2,000	2,000	0 0	0	0	0	0
Mental Health Service Manager	5,000		1 0	1	il n	l o	0	1	il i	0	0	n	1 0	0	0	1	ol o	1 6	i	ŏ	il i	0	0	0	. 0
Pharmacy Manager	100,000		Ö	Č	i ö	ő	ŏ	ì	o o	Ö	ő	ŏ	ő	ő	ő	ì	o o	ŏ	Ď	o i	o o	0	0	0	Ö
Pharmacist - General Pharmacuetical Services	120,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Physiotherapy Manager	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Occupational Therapy Manager	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Speech & Language Therapy Manager	5,000		0	C	0	0	0		0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Podiatry Manager	5,000		0	9	0	0	0		0	0	0	0	0	0	0		0	0) (0 (0	0	0	0	0
Orthotics Manager	5,000		0		0	0	0			0	0	0	0	0	0		0	0) (0 (0	0	0	0	0
Dietetics Manager Practice Managers at 8 Board run practices	5,000 5,000		, i		0	0	U		0	0	0	U	0	0	0		0	0) (0	0	0	U	U
Head of ICT	20.000		0	1	0	0	20,000	-		0 0	0	0	0	0	0		0 0	0		,	0 0	0	0	0	0
Information	1.000		l ö	1	i o	0	20,000	6		0	0	ň	0	0	0		i o	0	i	0 0	0	0	0	0	0
Human Resources Manager	5,000		Ö	Č	il ö	ő	Ö	ì	o o	0	ő	ŏ	Ö	ő	0	i	o o	Ö	Ó	0 0	0	0	0	0	. 0
Occupational Health Manager	5,000		0	C	0	0	0	Ċ	0	0	0	0	0	0	0	Ċ	0	0) (0 (0	0	0	0	0
Clinical Governance Manager	1,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Health & Safety Manager	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Staff Development Manager	5,000		0	C	0	0	0	1,000		0	0	0	0	0	0	(0	0) (0	0	0	0	0
Elective Services Manager: Acute and Specialist	5,000		0	0	0	0	0		1,000			2,000	0	0	2,000		2,000) (0 (0			0	. 0
Chief Nursing Acute and Specialist Services Patient Flow Manager	5,000		0	0	0	0	0		1,000	0	0	2,000	0	0	2,000		2,000	0) (0 (0	2,000	2,000	0 000	0
Child Health Manager	5,000 5,000		"		<u> </u>	0	U) 0) 0	0	U	0	U	0		0	0	, () (0	0	0	2,000 2,000	
Laboratory Services Manager	30,000		0	,		0	0			0	0	0	0	0	0		0	0) (0	0	0	2,000	0
Medical Imaging Manager	5,000		l o	,	il ö	0	ň	6		0	0	ň	l o	ő	0		i i	0		n i	1 0	0	0	0	. 0
Physiological Measurements	5,000		0	Č	o o	ő	0	i		0	0	ŏ	0	0	0		o o	0	j i	0 0	0	0	0	0	. 0
Audiology Manager	5,000		0	C	o o	0	0		0	0	0	0	0	0	0		0	0) (0 (0	0	0	0	0
Ward 1 Senior Charge Nurse	5,000	0	0	C	0	0	0		0	0	0	0	0	0	0	C	0	0) (0 (0	0	0	0	0
Ward 3 Senior Charge Nurse	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Maternity Senior Charge Nurse	5,000		0	C	0	0	0		0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Specialist Nursing Lead	5,000		0	0	0	0	0		0	0	0	0	0	0	0		0	0) (0 (0	0	0	0	0
Out Patients Senior Charge Nurse	5,000		0	0	0	0	0		0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Theatres Senior Charge Nurse	5,000 5,000		0		0	0	0) 0	0	U	U	0	U	0		0	0) (ט נ	0	0	0	U	U
A&E Senior Charge Nurse Central Decontamination Unit Senior Charge Nurse	5,000		0		0	0	0) 0	0	0	U	0	0	0		0	0	, ,) (0	0	0	0	U
Renal Services Senior Charge Nurse	5,000		1 6			0	0			0	0	0	0	0	0		0	0) (0	0	0	0	0
Oncology Nurse	5,000		i i	il d	i n	n	n	ì	j n	n	0	2,000	l n	2,000	0	ì	o n	i	j č	Ď i	o n	0	0	0	ň
GBH Pain Relief Outpatients	1,000		i o	i č	o o	ő	0	ì	o a	0	0	0	Ö	2,550	0	ì	o o	ă	0	0 0	0	0	0	0	. 0
Pre Assesment Clinic Senior Charge Nurse	1,000		0	Č) o	0	0	,	0	0	0	0	0	0	0	i	0	O) i	0 0	0	0	0	0	0
Medical Records Manager	5,000		0	C	0	0	0	(0	0	0	0	0	0	0	(0 0	0) (0 (0	0	0	0	0
Decontamination Lead/Infection Control Manager	5,000		0	0	0	0	0	(0	0	0	0	0	0	0	(0	0) (_	0	0	0	0	0
Corporate Services Manager	10,000	5,000	0	C	0	0	0	(0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	0
Endowments Fundraising Manager	0	0	0	0	0	0	0	1,000	0	0	0	0	0	0	0	(0	0) (0 (0	0	0	0	5,000
Head of Estates	20,000		0	0	0	0	100,000		0	0	0	0	0	0	0		0	0		0 (0	0	0	0	0
Maintenance Manager	10,000		0	1 0	0	0	50,000	9) 0	0	0	0	0	0	0	,	0	0) (0 (0	0	0	0	0
Facilities Manager	10,000 10,000		0		1 0	0	50 000	ļ ,	1 0	0	0	0	0	0	0	'	1 0	0) () (1 0	0	0	0	0
Lead Healthcare Scientist	10,000	. 0	1 0		J 0	. 0	000,000	(ו ע	0	ı U	ı 0	1 0	0	0		<u> </u>) (J (ט וע	. 0	0	U	0

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)																
		GBH Other Other Non Gilbert Wa												Ward 3,	Ward 1,			
	General	General /	Hospital	Hospital		Halcrow		Daniel	Daniel				Brae		Ronas,	Theatres,	Maternity	MRI
	Endow	Equiment	Funds Not	Funds not	GBH	Memorial		Sinclair	Sinclair	A Smith	John	Comm	Garden	Health	Renal and	Resus	and Child	Scanner
	me nt	Fund	Specified	Specified	Cancer	Fund	Cancer	Hospital	Comm	Bed	Sinclair	Nursing	Fund	Education	A&E	and OPD	Health	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	(
Director of Nursing, Acute and Specialist Services	0	5,000	5,000	0	2,000	0	2,000	2,000		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	(
Staff Development Manager (See note 1)	1,000	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	(
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	(
Patient Flow Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	(
Child Health Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	(
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.