

Last Reviewed: Board Meeting 12/12/2023	DELEGATED LIMIT OF AUTHORITY FOR INDIVIDUAL INVOICES						
	BOARD FUNDS						
	Non-NHS Revenue Spend £	Revenue Spend with NHS Bodies £	Revenue Spend H.I.T.S *** £	SLA / Contract Agreement Sign off £	SLA / Contract Payment Sign off £	SIC Invoices £	Capital £
Chief Exec.(or nominated deputy as approved by Chair)	250,000	500,000	300,000	8,000,000	750,000	1,600,000	997,000
Director Of Public Health	50,000	50,000	0	0	0	0	0
Director Of Finance	100,000	500,000	300,000	8,000,000	750,000	1,600,000	500,000
Director Of Community Health and Social Care	50,000	50,000	0	0	50,000	0	0
Director of Nursing, Acute and Specialist Services	50,000	50,000	0	0	50,000	0	0
Director Of Human Resources and Support Services	50,000	50,000	0	0	0	0	0
Medical Director	10,000	10,000	0	0	0	0	0
Board Chair	5,000	0	0	0	0	0	0
Consultant Public Health	5,000	0	0	0	0	0	0
Public Health Principal	5,000	0	0	0	0	0	0
Alcohol & Drug Development Officer	5,000	0	0	0	0	0	0
Head of Finance & Procurement	100,000	50,000	100,000	0	750,000	0	0
Financial Accountant	5,000	0	0	0	0	0	0
Patient Travel Officers	0	0	1,000	0	0	0	0
Dental Director	50,000	0	0	0	0	0	0
Primary Care Manager	5,000	0	0	0	0	0	0
Director of Pharmacy	100,000	100,000	0	0	0	0	0
Chief Nurse Community	5,000	0	0	0	0	0	0
Dental Services Business Manager	5,000	0	0	0	0	0	0
Mental Health Service Manager	5,000	0	0	0	0	0	0
Principal Pharmacist: Secondary Care	100,000	100,000	0	0	0	0	0
Lead Pharmacist - Primary Care	120,000	0	0	0	0	0	0
Physiotherapy Manager	5,000	0	0	0	0	0	0
Occupational Therapy Manager	5,000	0	0	0	0	0	0
Speech & Language Therapy Manager	5,000	0	0	0	0	0	0
Podiatry Manager	5,000	0	0	0	0	0	0
Orthotics Manager	5,000	0	0	0	0	0	0

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Dietetics Manager	5,000	0	0	0	0	0	0
Practice Managers at 8 Board run practices	5,000	0	0	0	0	0	0
Head of ICT	30,000	0	0	0	0	0	30,000
Information	1,000	0	0	0	0	0	0
Head of Information Governance	1,000	0	0	0	0	0	0
Human Resources Manager	5,000	0	0	0	0	0	0
Occupational Health Manager	5,000	0	0	0	0	0	0
Clinical Governance Manager	1,000	0	0	0	0	0	0
Health & Safety Manager	5,000	0	0	0	0	0	0
Head of Talent Development & Culture	5,000	0	0	0	0	0	0
Learning and Development Manager	5,000	0	0	0	0	0	0
Elective Services Manager: Acute and Specialist Services	5,000	5,000	0	0	0	0	0
Chief Nursing Acute and Specialist Services	5,000	0	0	0	0	0	0
Patient Flow Manager	5,000	5,000	0	0	0	0	0
Child Health Manager	5,000	0	0	0	0	0	0
Laboratory Services Manager	30,000	0	0	0	0	0	0
Medical Imaging Manager	5,000	0	0	0	0	0	0
Physiological Measurements	5,000	0	0	0	0	0	0
Audiology Manager	5,000	0	0	0	0	0	0
Ward 1 Senior Charge Nurse	5,000	0	0	0	0	0	0
Ward 3 Senior Charge Nurse	5,000	0	0	0	0	0	0
Maternity Senior Charge Nurse	5,000	0	0	0	0	0	0
Specialist Nursing Lead	5,000	0	0	0	0	0	0
Out Patients Senior Charge Nurse	5,000	0	0	0	0	0	0
Theatres Senior Charge Nurse	5,000	0	0	0	0	0	0
A&E Senior Charge Nurse	5,000	0	0	0	0	0	0

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Central Decontamination Unit Senior Charge Nurse	5,000	0	0	0	0	0	0
Renal Services Senior Charge Nurse	5,000	0	0	0	0	0	0
Oncology Nurse	5,000	0	0	0	0	0	0
GBH Pain Relief Outpatients	1,000	0	0	0	0	0	0
Pre Assessment Clinic Senior Charge Nurse	1,000	0	0	0	0	0	0
Medical Records Manager	5,000	0	0	0	0	0	0
Decontamination Lead/Infection Control Manager	5,000	0	0	0	0	0	0
Corporate Services Manager	10,000	5,000	0	0	0	0	0
Head of Estates	30,000	50,000	0	0	0	0	100,000
Maintenance Manager	10,000	0	0	0	0	0	50,000
Facilities Manager	10,000	0	0	0	0	0	0
Lead Healthcare Scientist	10,000	0	0	0	0	0	50,000

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 Chair of the Board and Chair 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 Head of Procurement (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.**

Last Reviewed: Endowments 25/10/2022	DELEGATED LIMIT OF AUTHORITY FOR INDIVIDUAL INVOICES																
	ENDOWMENT FUNDS (see ** below)																
	General Endowment	GBH General / Equipment Fund	Other Hospital Funds Not Specified	Other Non Hospital Funds not Specified	GBH Cancer	Andrew Smith of Isleburgh House Scholarship & Gilbert Halcrow Memorial Fund	Cancer	Daniel Sinclair Hospital	Daniel Sinclair Comm	John Sinclair	Comm Nursing	Brae Garden Fund	Health Education	Ward 3, Renal and A&E	Ward 1, Theatres, Resus and OPD	Maternity and Child Health	MRI Scanner Appeal (note b addition)
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
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	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	10,000	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	0	2,000	0	2,000	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	5,000	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	2,000	2,000	0	0	0	0	0
Head of Talent Development & Culture (See note a)	1,000	0	0	0	0	1,000	0	0	0	0	0	0	0	0	0	0	1,000
Learning and Development Manager (See note a)	1,000	0	0	0	0	1,000	0	0	0	0	0	0	0	0	0	0	1,000
Elective Services Manager: Acute and Specialist Services	0	1,000	0	0	2,000	0	5,000	2,000	0	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	0	0	0	0	2,000	2,000	0	0
Child Health Manager	0	0	0	0	0	0	0	0	0	2,000	0	0	0	0	0	2,000	0

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Note a: Head of Talent Development & Culture and Learning and Development Manager, scheme of delegation solely relates to processing the staff training and travel expenses within these funds that have been approved by the Trustee training review group or Director of Finance.

Note b: Director of Finance and Chief Executive shall be granted delegated authority to approve the preferred tender option for the purchase of the MRI Scanner within the resource envelope of this specific fund.