

DETAILED SCHEME OF DELEGATION

POLICY NUMBER:	FP11
VERSION NUMBER:	4 (old numbering v5)
KEY CHANGES FROM PREVIOUS VERSION	N/A, Annual review
AUTHOR:	Head of Financial Accounts
CONSULTATION GROUPS:	Audit Committee
IMPLEMENTATION DATE:	April 2017
AMENDMENT DATE(S):	September 2020
LAST REVIEW DATE:	September 2018, November 2018, September 2019
NEXT REVIEW DATE:	September 2021
APPROVAL BY AUDIT COMMITTEE:	September 2020
RATIFICATION BY BoD:	September 2020

POLICY SUMMARY
<p>This document provides a business and financial framework within which all officers of the trust are expected to work. This document should be read in conjunction with the trust's constitution, standing financial instructions, scheme of delegations and supporting finance procedures.</p> <p>Failure to comply can result in disciplinary action.</p>
<p>The Trust monitors the implementation of an compliance with this policy in the following ways:</p> <p>Internal audit workplan External audit workplan Local counter fraud specialist Audit committee</p>

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is
 Executive Chief Finance Officer**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST
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DETAILED SCHEME OF DELEGATION

BM	Budget Managers
HoE	Head of Estates / Property Management
CE	Chief Executive
DCE	Deputy Chief Executive
ECFO	Executive Chief Finance Officer
DCFO	Deputy Chief Finance Officer
HoFM	Head of Financial Management
HoFA	Head of Financial Accounts
DHoFA	Deputy Head of Financial Accounts
HoP	Head of Purchasing
AD	Assistant / Deputy Directors or direct report to a Director
Dir	Director or direct report to Executive Director (but not a formal member of the BoD)
ED	Executive Director
EoC	Executive Operational Committee
BoD	Board of Directors
PIT	People, Innovation and Transformation Committee
FPC	Finance and Performance Committee
CPPG	Capital Projects Programme Group

The above titles may change as restructures are undertaken. Equivalent job titles may need to apply in terms of the authority being delegated and where this is uncertain, approval from the finance department should be sought.

In the event that staff to which authority has been delegated are absent, then approval / authority reverts to line manager or equivalent (and related) post.

All limits quoted are assumed to include VAT irrespective of whether this is reclaimable or not.

FP11 - DETAILED SCHEME OF DELEGATION

	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
1 MANAGEMENT OF BUDGETS		
a At individual budget level (pay and non-pay)	BM	SFI Section 3 / FP03-01 Budgetary Control
b At service level	AD, Dir or ED	
c For the totality of services covered by the Assistant Director (or equivalent) or Service Director	Dir, ED or CE	
d For all other areas (including, but not limited to, utility bills, phone bills, inter-NHS invoices, lease car invoices, which may be charged to a delegated budget or control account)	DCFO / HoFM / HoFA / DHoFA	
e Approving expenditure up to an increase of 10% on the tender price or £20k whichever is the lower.	DCFO / Dir / ED	
f Approving expenditure as above, but up to a maximum of £100k.	CE	
g Approving expenditure as above, but over £100k	BoD	
2.1 NON-PAY REVENUE AND CAPITAL EXPENDITURE – REQUISITIONING, ORDERING AND PAYMENTS OF GOODS AND SERVICES		
a i) Up to an individuals authorised signatory limit but not exceeding £4,999	Other Staff	SFI Section 9 / FP01-03 Requisitioning of Goods and Services
ii) Requisitions / invoices up to £9,999	BM	
iii) Requisitions / invoices up to £24,999 or up to individuals authorisation limit (whichever is lowest)	AD	
iv) All requisitions / invoices from £25,000 to £49,999	Dir / ED DCFO and ED	

FP11 - DETAILED SCHEME OF DELEGATION

<ul style="list-style-type: none"> v) All requisitions / invoices from £50,000 to £99,999 vi) All requisitions / invoices from £100,000 to £249,999 vii) All requisitions / invoices from £250,000 to £999,999 viii) All requisitions / invoices over £1 million ix) Placing official orders on receipt of a signed valid requisition up to £249,999 x) Placing official orders on receipt of a signed valid requisition over £250,000 b Non-pay expenditure in excess of allocated resources and which is not subject to funding under delegated powers of virement. (Subject to the limits specified above in (a). 	<p style="text-align: center;">ECFO or CE</p> <p style="text-align: center;">ECFO and CE Reserved for Board and verification against Register of Interest</p> <p style="text-align: center;">HoP</p> <p style="text-align: center;">HoP and CE / ECFO / DCFO / HoFM / HoFA</p> <p style="text-align: center;">Dir, ED or CE</p>	
2.2 BUDGET VIREMENTS		
<ul style="list-style-type: none"> a Virements within a cost centre / directorate <ul style="list-style-type: none"> i) Within pay / non-pay lines (but excluding transfers between pay and non-pay) up to £100,000 ii) Within pay / non-pay lines above £100,000 and all transfers between pay and non-pay lines b Virements between directorates <ul style="list-style-type: none"> i) Within pay / non-pay lines (but excluding transfers between pay and non-pay) up to £100,000 ii) Within pay / non-pay lines above £100,000 and all transfers between pay and non-pay lines 	<p style="text-align: center;">BM</p> <p style="text-align: center;">Dir or ED</p> <p style="text-align: center;">BM</p> <p style="text-align: center;">Dir or ED</p>	<p style="text-align: center;">SFI Section 3 / FP03-01 Budgetary Control</p>

3 CAPITAL EXPENDITURE		
<p>a Approval of the release of funds to individual capital schemes from the capital allocations approved by BoD as part of the Operational / Annual Plan each year and ability to vire between capital allocations,</p> <p>i) Up to £999,999</p> <p>ii) Over £1,000,000</p> <p>b Approval of any new capital allocations not included in Operational Plan, and any requests which exceed total capital allocated in Operational Plan</p> <p>c Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations.</p> <p>d Financial monitoring and reporting on all capital scheme expenditure.</p> <p>e Leasing of equipment and other assets, where the overall value (average value X number of years) is:</p> <p>i) Up to £49,999</p> <p>ii) Up to £999,999</p> <p>iii) Over £1 million</p>	<p>CE or ECFO</p> <p>PIT</p> <p>PIT</p> <p>ECFO / DCFO / Lead Director for estates / HoE</p> <p>ECFO / DCFO</p> <p>ED</p> <p>CE or ECFO</p> <p>CE and ECFO</p>	<p>SFI Section 11</p>

<p>4 REQUIREMENTS FOR QUOTATION, TENDERING AND CONTRACT PROCEDURES FOR EXPENDITURE / INCOME PROPOSALS, WHETHER CAPITAL OR REVENUE, PURCHASES OR DISPOSALS</p>		
<p>In line with EU terms, limits are based on the value for the length of the contract.</p> <p>In the interest of ensuring that a wide range of contractors have the opportunity to submit competitive tenders, each competitive tender should provide for the opportunity for at least one contractor to bid that has not tendered within the preceding 12 months. Contracts will be advertised on the 'Contract Finder' website in line with current DH limits.</p> <p>The use of framework agreements should be considered where appropriate.</p> <p>All quotes and Bid Request/Option Appraisal/FBC should be appended to order when raised.</p> <ul style="list-style-type: none"> a Obtaining a minimum of 3 written quotations for all goods/services over £10,000 and up to £24,999. b Obtaining a minimum of 3 written quotations for goods/services from £25,000 to £99,999 including a clear auditable selection process and Bid Request form recommended by CPPG where applicable c <ul style="list-style-type: none"> i) Invite a minimum of 5 bidders (where available) to submit written competitive tenders for goods/services from £100,000 to £999,999 (in line with EU limits) and Options Appraisal form recommended by CPPG where applicable ii) Invite a minimum of 5 bidders (where available) to submit competitive tenders for goods / services above £1,000,000 (in line with EU limits) and Full Business Case recommended by CPPG where applicable d New business developments and Income Generation opportunities. The ability to approve tender submissions where; <ul style="list-style-type: none"> i) Annual Tender price up to 2.5% of Trust annual income. 	<p>CE and ECFO</p>	<p>SFI Section 11 / Standing Orders Section 9</p> <p>SFI Section 20</p>

FP11 - DETAILED SCHEME OF DELEGATION

<ul style="list-style-type: none"> ii) Annual Tender price between 2.5% and 5% of Trust annual income iii) Annual Tender price on Sole Supplier cumulatively on a number of different projects above 5% of Trust annual income. iv) All transactions deemed to be significant in terms of a de minimus limit of £10m (per annum) and the Trusts risk management framework (and in addition to above delegated approval) require involvement of Council of Governors e Approval of contract in reference to new business ventures 	<p>PIT</p> <p>BoD</p> <p>BoD</p>	
<p>5 SETTING OF FEES AND CHARGES (subject to 4e for new business / tender opportunities)</p>		
<ul style="list-style-type: none"> a Overseas visitors, income generation and other ad-hoc patient related services b Price of NHS Contract Charges for all NHS legally binding contracts be they block, cost per case, cost and volume or spare capacity 	<p>ECFO and Operational ED's</p> <p>CE and ECFO</p>	<p>SFI Section 6 and 7</p>
<p>6 ENGAGEMENT OF STAFF NOT ON THE ESTABLISHMENT</p>		
<ul style="list-style-type: none"> a Booking of medical locums b Booking of nursing agency staff c Booking of AHP agency staff d Booking of all other agency staff 	<p>Medical Director / Deputy Medical Director</p> <p>Executive Nurse / ED Operations / Operational Directors</p> <p>ED Operations / Operational Directors</p> <p>ECFO / DCFO</p>	<p>HR40 Deployment of Temporary Workers Policy</p>

FP11 - DETAILED SCHEME OF DELEGATION

e Breaching of agency cap and thresholds	ED	
7 EXPENDITURE ON CHARITABLE AND ENDOWMENT FUNDS		
a Up to £5,000 per request or up to individuals charitable fund authorised limit	Fund Manager or nominated deputy	SFI Section 16 / FP09/03 Charitable Funds
b Up to £5,000 per request	Fund / Service Director	
c Up to £10,000 per request	Charitable Fund Committee	
d Above £10,000 per request or above authorisation limit	BoD	
e Overall financial management of Charitable Funds	Financial Trustee	
f Overall management of Charitable Funds	BoD	
8 AGREEMENT / LICENSES OF TRUST OWNED PROPERTIES		
a Extensions to existing leases	ECFO / Lead Director for Estates / HoE	FP05/01 Leasing Procedure
b Letting of premises to outside organisations	ECFO and CE	
c Approval of rent based on professional assessment	ECFO	
d Preparation and signature of all tenancy agreements / licences for all staff subject to Trust Policy on accommodation to staff	HoE / Lead Director for Estates	

FP11 - DETAILED SCHEME OF DELEGATION

<p>9 CONDEMNING AND DISPOSAL</p>		
<p>a Items of equipment which are obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively:</p> <p>i) Individual items not on the asset register</p> <p>ii) Individual items on the asset register up to £10,000</p> <p>iii) Individual items on the asset register up to £100,000</p> <p>iv) Individual items on the asset register above £100,000</p> <p>b Land and buildings which are surplus to Trust requirements or held for sale</p>	<p>BM / Facilities</p> <p>DCFO (& noting to Audit Committee)</p> <p>ECFO (& noting to Audit Committee)</p> <p>Audit Committee (& noting to BoD)</p> <p>BoD (as detailed in Operational / Annual Plan)</p>	<p>SFI Section 13 / FP05/02 / RMPG13c</p>
<p>10 DEBTOR WRITE OFFS / OTHER WRITE OFFS / LOSSES AND SPECIAL PAYMENTS</p>		
<p>a Up to £10,000 per item</p> <p>b Between £10,000 and £99,999</p> <p>c Over £100,000 per item</p> <p>d Special Severance Payments (irrespective of value)</p>	<p>DCFO (& noting to Audit Committee)</p> <p>ECFO (& noting to Audit Committee)</p> <p>Audit Committee (& noting to BoD)</p> <p>HM Treasury</p>	<p>SFI Section 13 / FP09/01</p>

FP11 - DETAILED SCHEME OF DELEGATION

<p>e Financial remedy to a complaint:</p> <p>i) A direct quantifiable loss of up to £50</p> <p>ii) A direct quantifiable loss of over £50 / All non-quantifiable losses</p> <p>iii) All financial remedies approved by the Ombudsman</p>	<p>Director ECFO, NED & Lead Director for Complaints</p> <p>Director / ED for relevant service</p>	<p>CPG2 (Appendix 2)</p>
<p>11 REPORTING OF INCIDENTS TO THE POLICE</p>		
<p>Where a criminal offence is suspected of a non-fraud nature</p>	<p>Dir / AD / Managers, ECFO, DCFO or nominated deputy</p>	<p>SFI Sections 2 and 13</p>
<p>12 PETTY CASH DISBURSEMENTS</p>		
<p>a Expenditure up to £100</p> <p>b Expenditure in excess of £100</p> <p>c Reimbursement of clients' money</p>	<p>Petty Cash Holder</p> <p>Approval of CE / ECFO / DCFO</p> <p>Welfare & Cashier Officer</p>	
<p>13a RECEIVING GIFTS</p>		
<p>a Gifts from current or potential suppliers / contractors:</p> <p>i) Low cost branded promotional items (e.g. pens / post-its) up the value of £6 can be accepted and do not need to be declared</p> <p>ii) Anything else should be declined whatever their value</p> <p>b Gifts from other sources (e.g. patients, families, service users):</p> <p>i) All cash and vouchers to individuals to be declined</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	

FP11 - DETAILED SCHEME OF DELEGATION

<ul style="list-style-type: none"> ii) Modest gifts of less than £50 can be accepted and need not be declared iii) Gifts over £50 can be accepted on behalf of the Trust (not by individual) with the approval of the Service Director and must be declared 	<p>All staff</p> <p>Director & Declaration Form</p>	
13b ACCEPTING HOSPITALITY		
<ul style="list-style-type: none"> a Meals and Refreshments: <ul style="list-style-type: none"> i) Under £25 can be accepted and need not be declared ii) Between £25 and £75 can be accepted and must be declared iii) Over £75 are to be routinely declined iv) In exceptional circumstances, over £75 can be accepted with the approval of the Service Director and must be declared b Travel and Accommodation: <ul style="list-style-type: none"> i) Modest offers related to attendance at events can be accepted and must be declared ii) In exceptional circumstances, other offers which go beyond modest or are of the type the Trust would not usually offer can be accepted with the approval of the Service Director and must be declared 	<p>All staff</p> <p>All staff & Declaration Form</p> <p>All staff</p> <p>Director (in writing) & Declaration Form</p> <p>All staff & Declaration Form</p> <p>Director (in writing) & Declaration Form</p>	
13c OTHER INTERESTS / DECLARATIONS (ALL TO BE DECLARED)		
<ul style="list-style-type: none"> a Outside employment b Shareholdings and other ownership issues c Patents / intellectual property rights 	<p>All staff & Declaration</p> <p>All staff & Declaration</p> <p>All staff & Declaration</p>	

FP11 - DETAILED SCHEME OF DELEGATION

d Loyalty interests	All staff & Declaration	
e Accepting sponsorship	Director in conjunction with Trust Secretary	
f Sponsored research	Research & Innovations Department	CLP19
g Sponsored posts	HR Department	
h Clinical private practice	All staff & Declaration	CP48 / CPG48
13d DONATIONS TO EPUT CHARITY		
a From current / potential suppliers should be declined	All staff	Charitable Funds Policy & Procedure
b In exceptional circumstances, such donations can be accepted with the approval of the Service Director and must be declared	Director & Declaration Form	
c Other donations / legacies can be accepted	All staff	
13e OTHER INTERESTS / DECLARATIONS (ALL TO BE DECLARED)		
At every stage of procurement, steps should be taken to identify and manage conflicts of interest to ensure and to protect the integrity of the process. Records will be kept that show a clear audit trail of how conflicts have been identified and managed. Conflicts of interest must be declared.	All staff & Declaration	CP8 / CPG8
14 IMPLEMENTATION OF INTERNAL / EXTERNAL AUDIT AND LCFS RECOMMENDATIONS		
	Directors	SFI Section 2
15 MAINTENANCE AND UPDATE OF TRUST FINANCIAL PROCEDURES		
a Approval of finance policies and procedures	Audit Committee	

FP11 - DETAILED SCHEME OF DELEGATION

16 INVESTMENT OF FUNDS			
a	Investment of Exchequer Funds (day to day)	DCFO	SFI Section 5
b	Investment of Charitable Funds	Charitable Funds Committee	SFI Section 16 / FP09/03a (appendix 1)
17 PERSONNEL AND PAY			SFI Section 8
a	Additional Increments The granting of additional increments to staff within budget	Deputy Director of HR / Remuneration Committee	HR57 / HRP57
b	Upgrading and Regrading All requests for upgrading / regrading shall be dealt with in accordance with Trust Procedure and there shall be no provision beyond this for regrading of posts	ED responsible for People Management	Job Matching and Evaluation Policy and Procedure HR15 / HRP15
c	Establishments		
i)	Additional staff to the agreed establishment with specifically allocated finance	AD	
ii)	Additional staff to the agreed establishment without specifically allocated finance	CE and ECFO	
d	Pay		
i)	Authority to complete standing data forms effecting pay, new starters, variations and leavers	Deputy Director for HR or nominated deputy / Directors / BM or Manager with delegated authority	
ii)	Authority to complete and authorise positive reporting forms / finalise rotas in Health Roster	AD / Directors / BM or Manager with delegated	

FP11 - DETAILED SCHEME OF DELEGATION

	iii) Authority to authorise overtime	authority AD / Directors / BM or Manager with delegated authority	
e	Travel and Subsistence Expenses		
	i) Authority to approve up to three months following month in which expense was incurred	AD / BM or Manager with delegated authority	
	ii) Authority to approve if over three months following month in which expense was incurred	ECFO and Deputy Director for HR	
f	Leave		
	i) Approval of annual leave	Line / Departmental Manager	
	ii) Approval of carry forward of annual leave up to a maximum of 7 days	AD	
	iii) Approval of carry forward of annual leave up to a maximum of 10 days	Director	
	iv) Approval of carry forward of more than 10 days of annual leave where there has been no long term absence in the year	Remuneration Committee	
	v) Approval of carry forward of more than 10 days of annual leave where there has been absence due to maternity / long term sickness	AD / BM / Director or Manager with delegated authority	Employee Wellbeing & Management of Sickness Absence (HR26 / HRPG26b), Maternity & Adoption, Paternity, Parental Leave & Shared Leave Procedure (HRPG24b)

FP11 - DETAILED SCHEME OF DELEGATION

vi)	Compassionate leave (see HR Policy for limits)	AD	Leave Policy HR24 / Special Leave Procedure HRPG24c
vii)	Special leave arrangements including paternity and carers leave (see HR Policy for limits)	AD / Director	Special Leave Procedure HRPG24c
viii)	Leave without pay	Director	Special Leave Procedure HRPG24c
ix)	Medical staff leave of absence	Medical Director & CE	
x)	Time off in lieu	Approval in line with departmental guidance	Time Off In Lieu Policy & Procedure HR47 / HRPG47
xi)	Maternity leave – paid and unpaid	Automatic approval with guidance	Leave Policy HR24 / HRPG24b
g	Sick Leave		
i)	Reinstatement of half pay in accordance with S14.9 of AfC terms and conditions of service	Director in conjunction with Director responsible for People Management	Employee Wellbeing & Management of Sickness Absence Policy / Procedure HR26 / HRPG26b
ii)	Return to work part time on full pay to assist recovery	Director in conjunction with Occupational Health Department	
iii)	Extension of sick leave on full pay or half pay in accordance with Section 14.12 of AfC terms and conditions	Director responsible for People Management and CE	

FP11 - DETAILED SCHEME OF DELEGATION

h	Extended Study Leave or Study Leave Outside the UK		
i)	Study leave outside the UK	Relevant Remuneration Committee & Workforce Development Approval Panel	Whitley Council / NHS T&Cs (AFC) & CE / Study Leave Policy HR18
ii)	Medical staff study leave (UK)	Workforce Development Approval Panel	Trainee & Trust Grade Doctors Procedure HRPG18c
iii)	All other study leave (UK)	Workforce Development Approval Panel	Study Leave Policy & Procedure HR18 / HRPG18a/b
iv)	General study leave	Line Manager	
i	Relocation Expenses		
	Authorisation of payment of relocation expenses incurred by officers taking up new appointments (providing consideration was promised at interview)		HR57 / HRPG57
i)	Up to £8,000	Director	
ii)	Over £8,000	CE	
j	Grievance Procedure		
	All grievance cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of a HR Advisor must be sought when the grievance reaches the level of a Director.	Director for People Management	HR2 / HRPG2a / HRPG2b
k	Authorised Mobile Phone Users		
i)	Requests for new posts to be authorised as mobile telephone users	Director (plus Director	

FP11 - DETAILED SCHEME OF DELEGATION

		for IT)	
l	Renewal of Fixed Term Contract	Director in accordance with Recruitment & Retention Policy (HR57)	HR57 / HRPG57
m	Redundancy	Director responsible for People Management & ET in accordance with Staff Affected by Organisational Change Policy	Organisational Change Policy and Procedure HR1 / HRPG1a
n	Ill-Health Retirement Decisions to pursue retirement on the grounds of ill-health	AD in conjunction with Occupational Health and HR Department	HR26 / HRPG26b
o	Dismissal	In accordance with Trust Procedure	HR27 / HRPG27a/ HRPG27b/ HR26/ HRPG26b
18	AUTHORISATION OF NEW DRUGS		
a	With additional implications of up to £4,999 per annum (compared with existing therapy)	Medicines Management Group	
b	With additional implications of over £5,000 per annum (compared with existing therapy)	ET	
19	AUTHORISATION OF SPONSORSHIP DEALS		
a	Authorisation of clinical sponsorship deals	CE, Medical Director, Medicines Management Group	CLP51
b	Authorisation of other sponsorship deals	Director / ED / CE	

FP11 - DETAILED SCHEME OF DELEGATION

20	AUTHORISATION OF RESEARCH PROJECTS	Research Governance Group	
21	AUTHORISATION OF CLINICAL TRIALS	Research Governance Group	
22	INSURANCE POLICIES AND RISK MANAGEMENT	CE and ECFO	
23	PATIENTS AND RELATIVES COMPLAINTS		
a	Overall responsibility for ensuring that all complaints are dealt with effectively	Lead Director for Complaints	CP2
b	Responsibility for ensuring complaints relating to a directorate are investigated thoroughly	AD	
c	Medico-legal complaints – co-ordination of their management	Lead Director for Clinical Negligence / Insurance	
24	RELATIONSHIPS WITH PRESS		
a	Non-emergency general enquiries		CP51
i)	Within hours	Head of Communications	
ii)	Outside hours	Director on Call	
b	Emergency enquiries		
i)	Within hours	Head of Communications	
ii)	Outside hours	Director on Call	

FP11 - DETAILED SCHEME OF DELEGATION

25	INFECTIOUS DISEASES AND NOTIFIABLE OUTBREAKS	Duty Officer / Director on Call / ED for Operations	
26	EXTENDED ROLE ACTIVITIES		
	Approval of nurses to undertaken duties / procedures which can properly be described as beyond the normal scope of Nursing Practice	CE, Medical Director and Executive Nurse	
27	PATIENT SERVICES		
	a Variation of operating and clinic sessions within existing numbers, i) Outpatients ii) Other	EDs in consultation with Medical Director EDs in consultation with Medical Director	
28	FACILITIES FOR STAFF NOT EMPLOYED BY THE TRUST TO GAIN PRACTICAL EXPERIENCE		
	Professional recognition, honorary contracts and insurance of medical staff Work experience students	Director Director	
29	REVIEW OF FIRE PRECAUTIONS	Fire Safety Officer	
30	REVIEW OF ALL STATUTORY COMPLIANCE LEGISLATION AND HEALTH AND SAFETY REQUIREMENTS, INCLUDING CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	Health and Safety Manager	

FP11 - DETAILED SCHEME OF DELEGATION

31	REVIEW MEDICINES AND HEALTHCARE PRODUCTS REGULATORY AUTHORITY (MHRA) AND DRUG ALERTS ISSUED BY THE CENTRAL ALERTING SCHEME	Chief Pharmacist / Accountable Officer for Controlled Drugs	
32	REVIEW COMPLIANCE WITH ENVIRONMENTAL REGULATIONS (EG THOSE RELATING TO CLEAN AIR AND WASTE DISPOSAL)	HoE and AD's	
33	REVIEW OF TRUSTS COMPLIANCE WITH THE DATA PROTECTION AND FREEDOM OF INFORMATION ACTS	Lead AD / Lead Director for Data Protection & FOI	
34	MONITOR PROPOSALS FOR CONTRACTURAL ARRANGEMENTS BETWEEN THE TRUST AND OUTSIDE BODIES	Lead Director for Contracting	
35	REVIEW THE TRUSTS COMPLIANCE WITH ACCESS TO RECORDS ACT	Lead Director for Information	
36	REVIEW OF THE TRUSTS COMPLIANCE CODE OF PRACTICE FOR HANDLING CONFIDENTIAL INFORMATION IN THE CONTRACTING ENVIRONMENT AND THE COMPLIANCE WITH SAFE HAVEN PER EL(92)60	Lead Director for Information	
37	THE KEEPING OF A DECLARATION OF INTERESTS REGISTER	Trust Secretary / ED	SO Section 6
38	ATTESTATION OF SEALINGS IN ACCORDANCE WITH STANDING ORDERS AND USE OF SEAL	Trust Chair & CE	SO Section 12
39	THE KEEPING OF A REGISTER OF THE USE OF THE TRUST SEAL	Trust Secretary	SO Section 12
40	THE KEEPING OF THE HOSPITALITY REGISTER	CE and Directors for their respective services	
41	RETENTION OF RECORDS	Lead Director for Information	SFI Section 18

FP11 - DETAILED SCHEME OF DELEGATION

42	CLINICAL AUDIT	Quality Committee	
43	OPENING OF TENDERS		SO Section 9
a	Responsibility for ensuring conflict of interest forms are completed	Contracts Department	
b	Responsibility for reviewing audit trail of current and closed tenders	Contracts Department	
44	CARRY OUT DUTIES RELATING TO FRAUD AND CORRUPTION	Local Counter Fraud Specialist / ECFO	
45	AUTHORISING, MANAGING AND PROCESSING CLINICAL NEGLIGENCE AND INSURANCE CLAIMS		
a	Day to day management of clinical negligence and insurance claims	Lead Director for Clinical Negligence / Insurance	
b	Authorisation of payments for clinical negligence and insurance claims,		
i)	Up to £10,000	Lead AD	
ii)	Up to £50,000	Lead Director for Clinical Negligence / Insurance	
iii)	Above £50,000	As per limits in section 2.1	
46	LEASE CARS		
a	Authority to designate post as eligible for a lease car (not a salary sacrifice car)	Director	
b	Requisitions and ordering of leased vehicles on receipt of authorisation from manager	DCFO / HoFA / HoFM / DHoFA	

FP11 - DETAILED SCHEME OF DELEGATION

c Payment of invoices and signing of contracts	DCFO / HoFA / HoFM / DHoFA	
47 LEGAL SERVICES		
Authority to engage any of the Trust's panel law firms	Persons authorised in legal protocol	