

## **Additional Financial Controls & Temporary Suspension of Scheme of Delegation**

**Effective 25<sup>th</sup> August 2015**

### **INSTRUCTIONS TO ALL STAFF**

#### **Guidance on Specific Pay & Non-Pay Areas**

Note: Senior Manager is defined as a *budget holding* member of SMT in these circumstances.

Note: Deputy CFO may substitute for CFO if necessary.

#### **Pay**

- Review of all temporary staff to be undertaken by CFO & Deputy CFO with budget holder.
- All vacancies to require SMT approval. Procedure to be followed will be circulated separately. Vacancies where an offer has been through the recruitment process will be honoured. Vacancies where an offer is yet to be made to be reviewed.
- Review of all temporary and recent (within the last 12 months) changes in contracts, extensions, increase in hours/sessions/days.

#### **Non-Pay**

- Training/Study/Conferences – all spend requires Chief Officer level (written) approval.
- External premises & room hire for meetings & events – West Offices and all other no-cost options to be explored fully and utilised wherever possible. Senior Manager approval needed for any external premises or room hire booking.
- Consultancy – CFO approval only.
- Travel & Accommodation – associated with normal work business (including meetings away from VoY area) as per current policy & processes. Associated with training/study/conferences as per relevant bullet above. Other – CFO only. Consider travel arrangements and car sharing if multiple people attending meetings, or review meeting attendance.
- Legal & professional fees, PR & advertising – CFO only.
- Office Equipment (inc. IT) – Senior Manager level approval needed.
- External print/design – CFO only.
- Postpone office redesign and move until business critical re CS staff.

#### **Scheme of Delegation (SoD)**

Refer to the current Scheme of Delegation Version 4 July 2015 under the Financial Governance section on the website with the following temporary amendments to take effect 25<sup>th</sup> August 2015 until further notice. If not explicitly outlined below, the current Scheme of Delegation applies.

<http://www.valeofyorkccg.nhs.uk/publications/>

- 1. Management of Budgets:
  - Budget virement – suspension of budget holder and senior manager level with all virements to be approved by Deputy Chief Finance Officer or above.
- 3. Non Pay Expenditure
  - Delegated authority to approve business cases – suspension of first level ‘up to £25,000’. SMT (to include CFO or Deputy CFO) approval required initially for all business cases and non-pay spend (to be minuted for audit trail). Other levels as current SoD.

- Placing of orders – suspension of authority currently delegated to ‘all’ provided within budget and subject to tender rules. Delegated senior manager level budget holders only can authorise the placing of an order up to £10,000. Above this, SMT approval is needed (meeting to include CFO or Deputy CFO). Admin staff may still propose, prepare and process orders, but senior manager must be evidenced in writing before the order is placed.
- 4. Tendering & Contract Procedures
  - Waiving of requirement to obtain quotations and tenders subject to Detailed Financial Policies – change to *Chief Finance Officer* approval required.
  - Awarding, authorisation and responsibility for contracts for non-pay and subsequent variations. Extensions or rolling over – suspension of first level ‘up to £50,000’ by relevant senior manager. All up to £250,000 and other levels to require Chief Clinical Officer AND Chief Finance Officer.
- 5. Authorisation for Payment
  - FOR CLARITY – remains as current SoD as these apply when goods and services have been procured in line with procedures in sections 3 & 4 above.
  - Authorisation for any payment that has not been through the above procedure can only be authorised by the Chief Finance Officer at any value regardless of when commitment to spend was made.
- 6. Capital Schemes
  - All spend to be authorised by Chief Finance Officer.
- 9. Engagement of Staff not on the Establishment
  - Non-medical consultancy staff – commitment less than £100,000 – Chief Finance Officer only. Commitment greater than £100k remains with Governing Body.
  - Booking of bank or agency staff (including temporary staff) – suspension of budget holder and Head of Finance delegation. SMT approval needed (in writing via minutes).
- 12. Losses, Write-offs & Compensation
  - Any ex-gratia payments at any value and any write-off of debtors to be authorised by the Chief Finance Officer.
- 13. Petty Cash Disbursements
  - Expenditure up to £75 per item – suspension of budget holder delegation, now refers to Senior Manager for approval.
  - Expenditure over £75 – only to be authorised by CFO or Deputy CFO.
- 16. Personnel and Pay
  - a) Authority to fill funded post – suspension of budget holder delegation – now requires SMT written (via minutes) approval. Procedure to be followed to be circulated separately.
  - c) Establishments – suspension of Head of Finance and Senior Manager delegation – now requires SMT written (via minutes) approval.
  - d) Pay – authority to sign-off HR and pay forms to be senior manager budget holder level and above only.
  - g) Study Leave – Chief Officer level (written) approval only.
  - h) Removal expenses – authorisation for new appointments by CFO only.
  - j) Authorised Car and Mobile Phone Users – CFO only.
  - k) Renewal of Fixed Term Contract – SMT approval needed.