

<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	<p>Business Cases / Proposals (Including Change in Clinical Policies)</p> <p>Financial limits reflect total contract values, if recurrent funding, then 3 times the annual value should be used for the purpose of financial approval limits.</p>	<p>Non- Healthcare and Non-Pay / Request for Funding and Contracts (Including Corporate Expenditure)</p> <p>Financial limits reflect total contract values. If recurrent funding required, then the cost of the commitment is the total of the contract period and should be used for the purpose of financial approval limit.</p>	<p>Procurements</p> <p>Financial limits reflect total contract values. If recurrent funding required, then the cost of the commitment is the total of the contract period and should be used for the purpose of financial approval limit.</p> <p>Procurements which do not result in any change of provider, are funded recurrently and there are no material variations do not need to go for approval, only information. This assumes that a procurement exercise is undertaken. Or alternatively the waiver process is followed.</p>		<p>Waiver Authorisation</p>	<p>Health Service Contracts (NHS and Non-NHS Providers)</p> <p>This section is associated with the signature on contractual documents. It assumes appropriate governance has been undertaken in respect of a business case, procurement exercise or waiver.</p>		<p>Individualised Commissioning (LD, MH, CHC, Children's)</p> <p>Financial limits reflect the expected annual cost of the package</p> <p>Individualised commissioning limits are only applicable to designated managers / senior managers / executives with responsibility for MH, LD, CHC and Children's, including jointly funded packages. Individuals with this responsibility will be recorded (and reviewed periodically).</p>	
<p>Committee Name or Post / Points to note</p>	<p>To commit resources for commissioned healthcare services (including decommissioning & disinvestment decisions)</p>	<p>(To commit resources that are NOT service costs or staff costs, e.g. non-healthcare contracts)</p> <p>Consideration required for NHS England requirements such as for Consultancy Expenditure.</p>	<p>To commit resources for healthcare and non-healthcare services through launching a procurement exercise</p>	<p>To commit resources for healthcare and non-healthcare services as a result of a procurement exercise which has already been approved as part of a recent business case, which is within the agreed funding levels</p>		<p>Contract Sign off Value</p>	<p>All Contract Variations</p>	<p>Non Healthcare (e.g. supported living)</p>	<p>Healthcare Placements/ Packages</p>
<p>Notes</p>				<p>The award of contracts</p>					
ICB Executive Team	£500,000 and up to £100m	N/a	£500,000 and up to £100m	All procurements					
ICB Executive Director and Chief Finance Officer and Chief Executive (All three signatures required)	Up to £500,000	N/a	Up to £500,000						N/a
Chief Executive	Up to £150,000 (With CFO engagement)	All discretionary, non-healthcare and non-pay spend (with CFO engagement)	Up to £500,000 (With CFO engagement)		All waivers	All contracts (With CFO engagement)		Up to £100,000 (With CFO engagement)	
ICB Executive Director + Chief Finance Officer or Chief Executive	Up to £150,000	N/a	Up to £500,000						
Chief Finance Officer	Up to £150,000	All discretionary, non-healthcare and non-pay spend (with CE engagement)	Up to £500,000		All waivers	All contracts	All variations	Up to £100,000	Package agreed greater than £310,000
ICB Executive Director or Director of Health & Care Integration (Only for responsible budget areas assigned)	Up to £100,000		Up to £100,000						Package greater than £310,000
Director of Health & Care Integration and Place and Programme Finance Lead (Both signatures required) (Only for responsible budget areas assigned)	TBC		TBC						TBC
Finance Officer VSM		N/a			All waivers (As nominated in writing by the L&SC ICB CFO)	All contracts (As nominated in writing by the L&SC ICB CFO)	All contracts (As nominated in writing by the L&SC ICB CFO)		N/a
Finance Officer Band 9		N/a			N/a	N/a	N/a		N/a

<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	<p>Business Cases / Proposals (Including Change in Clinical Policies)</p> <p>Financial limits reflect total contract values, if recurrent funding, then 3 times the annual value should be used for the purpose of financial approval limits.</p>	<p>Non- Healthcare and Non-Pay / Request for Funding and Contracts (Including Corporate Expenditure)</p> <p>Financial limits reflect total contract values. If recurrent funding required, then the cost of the commitment is the total of the contract period and should be used for the purpose of financial approval limit.</p>	<p>Procurements</p> <p>Financial limits reflect total contract values. If recurrent funding required, then the cost of the commitment is the total of the contract period and should be used for the purpose of financial approval limit.</p> <p>Procurements which do not result in any change of provider, are funded recurrently and there are no material variations do not need to go for approval, only information. This assumes that a procurement exercise is undertaken. Or alternatively the waiver process is followed.</p>		<p>Waiver Authorisation</p>	<p>Health Service Contracts (NHS and Non-NHS Providers)</p> <p>This section is associated with the signature on contractual documents. It assumes appropriate governance has been undertaken in respect of a business case, procurement exercise or waiver.</p>		<p>Individualised Commissioning (LD, MH, CHC, Children's)</p> <p>Financial limits reflect the expected annual cost of the package</p> <p>Individualised commissioning limits are only applicable to designated managers / senior managers / executives with responsibility for MH, LD, CHC and Children's, including jointly funded packages. Individuals with this responsibility will be recorded (and reviewed periodically).</p>	
<p>Committee Name or Post / Points to note</p>	<p>To commit resources for commissioned healthcare services (including decommissioning & disinvestment decisions)</p>	<p>(To commit resources that are NOT service costs or staff costs, e.g. non-healthcare contracts)</p> <p>Consideration required for NHS England requirements such as for Consultancy Expenditure.</p>	<p>To commit resources for healthcare and non-healthcare services through launching a procurement exercise</p>	<p>To commit resources for healthcare and non-healthcare services as a result of a procurement exercise which has already been approved as part of a recent business case, which is within the agreed funding levels</p>		<p>Contract Sign off Value</p>	<p>All Contract Variations</p>	<p>Non Healthcare (e.g. supported living)</p>	<p>Healthcare Placements/ Packages</p>
<p>Notes</p>				<p>The award of contracts</p>					
<p>On Call Managers</p>								<p>Up to £5,000</p>	<p>Band 8d and above = Package agreed up to £310,000 Band 8c = package agreed up to £260,000.</p>
<p>Place Based Partnership Boards</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>	<p>TBC</p>					

Colour Key:

- Light Green = Board / Committee/ Forums
- Light Orange = Senior ICB Officer or Locality Officer Approval
- White = Finance Officers
- Blue = Non Finance Officers
- Bright Green = On Call Approval
- Yellow = Locality Committee Approval

				FOR FINANCE USE ONLY:		FOR FINANCE USE ONLY:				
Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred. General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified. Individualised commissioning Limits reflect the expected annual cost of the package.	Individual Funding Requests (Financial limits reflect the annual cost)	Purchase Orders approval (approval of requisitions) and by exception Invoice Payment approval. (All expenditure must be approved in accordance with columns B,K)		Capital Expenditure	Employee Costs	Payroll Financial Approval	All Losses, Special Payments, Consolatory Payments (All expenditure to be approved must be in line with NHSE guidance and SFIs)	NHS Legal Claims	Travel Expenses (Financial limit for an individual monthly claim)	Fi
		ISFE authorisation limit	Non Contracted Activity Approval (As nominated in writing by the L&SC ICB CFO)							
Notes			Delegated limits for CSU up to £1,000					NB: Legal Services and Claims Management Policy TBC		
ICB Executive Team							All Losses up to £100,000			
ICB Executive Director and Chief Finance Officer and Chief Executive (All three signatures required)										
Chief Executive	Up to £250,000 (With CFO engagement)	Greater than £1m (With CFO engagement)	Greater than £1m (With CFO engagement)	All expenditure (With CFO engagement)	Sign off changes to employee details (with CFO engagement)				Up to £1,000	
ICB Executive Director + Chief Finance Officer or Chief Executive										
Chief Finance Officer	Up to £150,000	Greater than £1m	Greater than £1m	All expenditure	Sign off changes to employee details	Authorise HR Forms for Financial Approval	All Losses up to £50,000		Up to £1,000	Greater than £100m
ICB Executive Director or Director of Health & Care Integration (Only for responsible budget areas assigned)		Up to £1m	Up to £1m						Up to £1,000	
Director of Health & Care Integration and Place and Programme Finance Lead (Both signatures required) (Only for responsible budget areas assigned)										
Finance Officer VSM		Up to £1m	Up to £1m		Sign off all changes to employee details (As nominated in writing by the L&SC ICB CFO)	Authorise HR Forms for Financial Approval			Up to £1,000	Up to £100m
Finance Officer Band 9		Up to £750,000	Up to £750,000		N/a	Authorise HR Forms for Financial Approval			Up to £1,000	Up to £75m

				FOR FINANCE USE ONLY:			FOR FINANCE USE ONLY:			
<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	Individual Funding Requests (Financial limits reflect the annual cost)	Purchase Orders approval (approval of requisitions) and by exception Invoice Payment approval. (All expenditure must be approved in accordance with columns B,K)		Capital Expenditure	Employee Costs	Payroll Financial Approval	All Losses, Special Payments, Consolatory Payments (All expenditure to be approved must be in line with NHSE guidance and SFIs)	NHS Legal Claims	Travel Expenses (Financial limit for an individual monthly claim)	Fi
Committee Name or Post / Points to note		ISFE authorisation limit	Non Contracted Activity Approval (As nominated in writing by the L&SC ICB CFO)		Changes to substantive staff costs. Payroll details (ESR and Payroll forms)	HR Forms - budget confirmation				Sign -Off Regular Contract Invoices and monthly payment schedules As nominated in writing by the L&SC ICB CFO (including statutory payovers)
Notes			Delegated limits for CSU up to £1,000					NB: Legal Services and Claims Management Policy TBC		
On Call Managers										
Place Based Partnership Boards										

- Colour Key:
- Light Green = Board / Committee/ Forums
 - Light Orange = Senior ICB Officer or Locality Officer Approval
 - White = Finance Officers
 - Blue = Non Finance Officers
 - Bright Green = On Call Approval
 - Yellow = Locality Committee Approval

	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FINANCE ONLY	FINANCE ONLY	FOR FINANCE USE ONLY:
<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	Finance - Cash and Activity		Raise Sales Invoices		Purchasing	Budget Virements Between Cost Centres
<p>Committee Name or Post / Points to note</p>	Statement of Financial Position (SoFP) - Payover (including statutory payovers)	Cash Draw Down	Approval of invoices and credit note requests	Conversion of Requisitions	Approval of PO Variances	
<p>Notes</p>		Financial control				
L&SC ICB Board						
Remuneration Committee Remuneration Panel for Non Execs - have to stay within the national framework						
Establishment Group						
Audit Committee						
Quality Committee - Assurance Committee						
Finance & Performance Committee Assurance Committee						
Primary Care Commissioning Committee						
People Board - no financial delegation - just oversight of delivery of the workforce strategy						

	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FINANCE ONLY	FINANCE ONLY	FOR FINANCE USE ONLY:
<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	Finance - Cash and Activity		Raise Sales Invoices		Purchasing	Budget Virements Between Cost Centres
<p>Committee Name or Post / Points to note</p>	Statement of Financial Position (SoFP) - Payover (including statutory payovers)	Cash Draw Down	Approval of invoices and credit note requests	Conversion of Requisitions	Approval of PO Variances	
<p>Notes</p>		Financial control				
ICB Executive Team						
ICB Executive Director and Chief Finance Officer and Chief Executive (All three signatures required)						
Chief Executive						
ICB Executive Director + Chief Finance Officer or Chief Executive						
Chief Finance Officer	Over £10m	Greater than £700m	Greater than £1m			Greater than £100m
ICB Executive Director or Director of Health & Care Integration (Only for responsible budget areas assigned)						
Director of Health & Care Integration and Place and Programme Finance Lead (Both signatures required) (Only for responsible budget areas assigned)						
Finance Officer VSM	Up to £10m	Greater than £700m	Up to £1m		Up to £5000	Up to £50m
Finance Officer Band 9	Up to £5m	Up to £700m	Up to £750,000	£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £5000	Up to £50m

	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FINANCE ONLY	FINANCE ONLY	FOR FINANCE USE ONLY:
<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	Finance - Cash and Activity		Raise Sales Invoices		Purchasing	Budget Virements Between Cost Centres
<p>Committee Name or Post / Points to note</p>	Statement of Financial Position (SoFP) - Payover (including statutory payovers)	Cash Draw Down	Approval of invoices and credit note requests	Conversion of Requisitions	Approval of PO Variances	
<p>Notes</p>		Financial control				
Finance Officer Band 8D	Upto £5m	Up to £500m	Up to £600,000	£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £5000	Up to £50m
Finance Officer Band 8C	Upto £3m	Up to £500m	Up to £500,000	£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £5000	Up to £50m
Finance Officer Band 8B		N/a	Up to £50,000	£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £5000	Up to £50m
Finance Officer Band 8A			Up to £50,000	£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £200	Up to £50m
Finance Officer Band 7				£999,999,999 (To include an ability to adjust the value up or down by £200)	Up to £200	
Finance Officer Band 6					Up to £200	
Finance Officer Band 5						
Other Officer VSM (Only for responsible budget areas assigned)						
Other Officer Band 9 (Only for responsible budget areas assigned)						
Other Officer Band 8D (Only for responsible budget areas assigned)						
Other Officer Band 8C (Only for responsible budget areas assigned)						
Other Officer Band 8B (Only for responsible budget areas assigned)						
Other Officer Band 8A (Only for responsible budget areas assigned)						
Other Officer Band 7 (Only for responsible budget areas assigned)						
Other Officer Band 6 (Only for responsible budget areas assigned)						
Other Officer Band 5 (Only for responsible budget areas assigned)						
Other Officer Band 4 (Only for responsible budget areas assigned)						

	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FOR FINANCE USE ONLY:	FINANCE ONLY	FINANCE ONLY	FOR FINANCE USE ONLY:
<p>Approval Limits With the exception of individualised commissioning, all limits reflect the total expected cost of the decision, regardless of which financial year the costs will be incurred.</p> <p>General: All limits referred to are for those budgets delegated, with the exception of ICB Board members, where limits apply across all ICB budgets unless specified.</p> <p>Individualised commissioning Limits reflect the expected annual cost of the package.</p>	Finance - Cash and Activity		Raise Sales Invoices	Purchasing		Budget Virements Between Cost Centres
<p>Committee Name or Post / Points to note</p>	Statement of Financial Position (SoFP) - Payover (including statutory payovers)	Cash Draw Down	Approval of invoices and credit note requests	Conversion of Requisitions	Approval of PO Variances	
<p>Notes</p>		Financial control				
<p>On Call Managers</p>						
<p>Place Based Partnership Boards</p>						

- Colour Key:
- Light Green = Board / Committee/ Forums
 - Light Orange = Senior ICB Officer or Locality Officer Approval
 - White = Finance Officers
 - Blue = Non Finance Officers
 - Bright Green = On Call Approval
 - Yellow = Locality Committee Approval

Financial Scheme of Delegation

	Introduction
	The proposed scheme of delegation allows the L&SC ICB to ensure that its business is conducted in an efficient manner, at the same time ensuring expenditure is approved and controlled effectively.
	Additional Controls
1	In order to ensure maximum control and accountability officers will only be allowed to approve or incur expenditure against designated budgets.
2	All budget holders will need to sign for their respective budgets.
3	All budget holders will be given the appropriate financial training and informed of their responsibilities in managing budgets.
4	A distinction has been drawn between healthcare and non healthcare related expenditure in setting the scheme of delegation.
5	All healthcare contracts have been approved by the Chief Executive, the Chief Financial Officer or Committee. In order to ensure efficient payment and financial control, the scheme of delegation permits finance officers to approve the monthly block payments without the need to seek approval from the Chief Executive, the Chief Financial Officer or Committee.
6	Mangers on the Silver on call rota will be given permission to incur expenditure on behalf of the L&SC ICB in relation to health care and non health care expenditure as per the delegated limits.

PROCUREMENT ROUTE	
<p>The quote/tender requirement for each contract shall be determined by the total contract value. The contract value of each contracting opportunity must be a genuine pre-estimate of the total contract value, inclusive of VAT (i.e., three-year contract of £50,000 per year = total contract value of £150,000). Contract values must not be deliberately split/disaggregated to avoid the need to consider competition.</p>	
<p>To comply with the procurement regulations, and to ensure equity to all sectors, the ICB will ensure full compliance with the following thresholds:</p>	
Contract Value (over the full term of the contract)	Quote/tender requirement
Less than £20,000	One written quote
	No formal process is required, although best value for money should be sought at all times and purchases should be from a reputable source.
	ICB to have oversight with advice sought from local contract leads or ICB directly if required.
Between £20,000 and £75,000	A minimum of three quotations must be sought.
	Quotations should be in writing but not subject to formal receipt process and can be posted or emailed.
	ICB to have oversight with advice sought from local contract leads or ICB directly if required.
Between £75,000 and the Public Contracts Regulations threshold, applicable at the time.	A minimum of three tenders must be sought.
	All opportunities must be advertised on the Contracts Finder Procurement Portal.
	Tender process to be conducted using an e-tendering platform.
	Prior approval must be sought from the ICB.
Equal to or above the Public Contracts Regulations threshold, applicable at the time.	Compliance with the Public Contract Regulations 2015 (as amended). This includes Competitive tendering process via Find a Tender Service and Contracts Finder.
	Sign-off must be sought from ICB beforehand.
Any contract value where a relevant and appropriate Framework Agreement or Dynamic Purchasing System exists	Direct award or further competition according to the terms of each Framework Agreement or Dynamic Purchasing System

PUBLIC CONTRACT REGULATIONS 2015: THRESHOLDS FROM 1 JANUARY 2022 (INCLUSIVE OF	
Public works contracts	£5,336,937
Public supply and services contracts	£213,477
Light Touch Regime for Services	£663,540

<p>There should be consultation with the Finance team to confirm the applicability of VAT when calculating the expected value of a contract and with procurement team to validate assumptions as to which threshold applies.</p>
<p>Wherever possible the ICB should procure supplies and services through NHS and public sector framework agreements. Such frameworks can offer a compliant procurement route to direct award or a pre-qualified supply base through which further competition may be conducted, in accordance with the framework terms of use.</p>
<p>The ICB must adhere to NHS England Policy and Guidance for procurement of Management Consultancy Services and Agency Staff.</p>
<p>All procurement processes must have the relevant governance process sign off before commencement and the contract award must be authorised in accordance with the ICBs' Scheme of Reservation and Delegation</p>

SINGLE TENDER WAIVERS

Single Tender Waivers (STW) could be applied to the purchase of goods, the direct award of contract for a new service and the extension of an existing contract where there is no provision for extension.

The waiving of competitive tendering procedures should be done in a timely manner and not be used to deliberately avoid competition, or for administrative convenience, or to award further work to a provider originally appointed through a competitive procedure where this would breach the procurement regulations. In the event that ICB officers have a requirement to consider a direct award they should seek advice and guidance from ICB before committing the ICB to enter into a contract arrangement or to commit a ICB to expenditure.

Where a ICB officer wishes to apply for an exemption, they shall do so in accordance with the ICB's Standing Financial Instructions or Prime Financial Policies:

- Tender waivers to be approved in line with the Financial Scheme of Delegation and reported to the Audit Committee.

All decisions arising from an approved Competition Waiver will be reported to the ICB Audit Committee. Waivers can be requested in the following circumstances:

- Very exceptional circumstances where the Accountable Officer decides that formal tendering procedures would not be practicable, and the circumstances are detailed in an appropriate ICB Committee record.
- Specialist expertise/product is required and is available from only one source.
- The task is essential to complete the project and arises as a consequence of a recently completed assignment and engaging a different provider for the new task would be inappropriate.
- There is a clear benefit to be gained from maintaining continuity with an earlier project. However, in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering.
- The provision of legal advice and services providing that any legal firm or partnership commissioned by the ICB is regulated by the Law Society for England and Wales for the conduct of their business (or by the Bar Council for England and Wales in relation to the obtaining of Counsel's opinion) and are generally recognised as having sufficient expertise in the area of work for which they are commissioned.
- A consortium arrangement is in place and a lead organisation has been appointed to carry out tendering activity on behalf of the consortium members.
- The timescale genuinely precludes competitive tendering. **It is important to note that failure to plan the work properly would not be regarded as a justification for a single tender.**

Where a request for STW is made relating to a proof of concept or pilot project, the waiver request must include details of the process and timeline for the proof-of-concept evaluation including exit plan if service does not continue.

The process and required template are covered under **Appendix C – Single Tender Waiver Form and Single Tender Process.**

The ICB will require assurance about potential providers and are required to undertake a due diligence process proportionate to the nature and value of the contract. Where this applies to a direct award or material contract variation, financial and quality assurance checks of suppliers and providers will be expected to be undertaken before entering into a contract which will assess the suitability of the provider using the following criteria:

Financial viability

Economic standing

Corporate social responsibility

Clinical capacity and capability (where applicable)

Clinical governance (where applicable)

Quality/accreditation

Compliance with the Public Sector Equality Duty