Annex 1

LEVELS OF DELEGATED AUTHORITY

HSCIC controlled expenditure

(administrative and programme revenue: delegated <u>approval</u> levels)

	HSCIC Board		Director Finance & Corporate Services	Other EMT Directors	Assistant Director Finance	Director of Business Services	Head of Procurement	Programme Directors/ Function Heads	Cost Centre Budget Managers
Administrative Expenditure: includes new contracts, contract extensions, CCNs, business cases, POs & ICT spend	Over £2m	Up to £2m	Up to £250k	Up to £250k	Up to £250k	Up to £250k		Up to £100k	Up to £100k
Single Tender Memorandum of Understanding (MoU). Service Level Agreement /Sales Contract	Over £100k	•	Up to £50k Up to £250k				Up to £25k		
Professional Services Business Cases (interim managers, specialist contractors & other professional services) **		Endorsed by CEO- authority to proceed rests with DH							
Consultancy Services		Up to £20k							
Administrative invoices Non POs			Over £500k	Up to £500k					
Administrative invoices with POs								Over £500k	Up to £500k
Staff Loans & Imprests (per person) for advance of travel expenses, season ticket purchase, bicycle purchase			Up to £20k (per person)					Up to £5k (per person)	
i) Staff Redundancy costs ii) Pay in Lieu of Notice	i) up to £100k ii) up to £50k								

	HSCIC Board	CEO	Director Finance & Corporate Services	Other EMT Directors	Assistant Director Finance	Director of Business Services	Head of Procurement	Programme Directors/ Function Heads	Cost Centre Budget Managers
Special payments, extra- contractual, extra-statutory, compensation and ex-gratia payments, special severance & retention payments	No delegated authority to HSCIC								
Communications - paid for communications activity, including events, conferences, printing, publications, marketing and advertising (not			Up to £20k					Up to £5k*	
Advance Payments	No delegated authority to HSCIC								
Contingent Liabilities <i>(per case)</i> eg guarantees, letters of comfort etc		Up to £250k							
Income (unlimited subject to DH sponsor team agreement)		over £250k	Up to £250k						

* Director of Communications

** Seek procurement team advice for services funded through external income or approved transition cases

HSCIC controlled expenditure (capital: delegated <u>approval</u> levels)

	HSCIC Board	CEO	Director Finance & Corporate Services	Other EMT Directors	Assistant Director Finance	Director of Business Services	Head of Procurement	Programme Directors/ Function Directors	Cost Centre Budget Managers
New ICT systems that support administration (whole life costs)	Up to £1m		Up to £500k			Up to £100k			
New ICT systems that support programmes (whole life costs)	Up to £5m		Up to £1m						
Asset Disposal (including formal write off value)			up to £500k						
New property leases, renewals of existing leases, non-exercise of lease break options, new builds, leaseback, freehold sales.	No delegated authority to HSCIC								
Administrative expenditure for capital purchases		Over £500k	Up to £500k	Up to £250k		Up to £250k			

DH controlled expenditure

(programme delegated <u>endorsement</u> levels)

	HSCIC Board	CEO	Director	Other EMT	Assistant	Director of	Head of	Programme	Cost Centre
			Finance &	Directors	Director	Business	Procurement	Directors/	Budget
			Corporate Services		Finance	Services		Function Heads	Managers
Programme Expenditure:		Any value						TICUCO	
includes strategic outline									
cases(SOC), outline business									
cases(OBC), full business									
cases(FBC) ICT spend approval,									
advance payments									
New Contract/Contract		Over £1m		Up to £1m				Up to £500k	
Extension/CCN/POR									
Escrow/Invoice		Over £1m		Up to £1m				Up to £500k	
MoU/Income/Single Tender		Over £250k	Up to £250k						
Justification									
Professional Services Business		Any value							
Cases									