

	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 recruitment)			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 approval 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 <u>administration</u> (whole life costs)	Up to £1m		Up to £500k			Up to £100k			
New ICT systems that support <u>programmes</u> (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 endorsement levels)**

	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
Programme Expenditure: includes strategic outline cases(SOC), outline business cases(OBC), full business cases(FBC) ICT spend approval, advance payments		Any value							
New Contract/Contract Extension/CCN/POR		Over £1m		Up to £1m				Up to £500k	
Escrow/Invoice		Over £1m		Up to £1m				Up to £500k	
MoU/Income/Single Tender Justification		Over £250k	Up to £250k						
Professional Services Business Cases		Any value							