

HSCIC LEVELS OF DELEGATED AUTHORITY

05/03/2014

v0.12

All new commitments that are materially novel, contentious or high risk must be approved by the Board irrespective of value (at EMT director discretion)

HSCIC controlled operating revenue expenditure
(administrative and programme revenue: delegated approval levels)

Ref		HSCIC Board	CEO	Director Finance & Corporate Services	Other EMT Directors	Assistant Director Finance (ADF) / Head of Finance (HF)	Director of Business Services (Estates & Facilities only)	Head of Procurement* / Commercial# / Director of Communications † (as appropriate)	Programme Directors/ Function Heads	Cost Centre Budget Managers
R1	Investment Decisions: eg. business cases (SOC, OBC) including admin element of DH funded programmes	Over £2m	Up to £2m	Up to £500k	Up to £250k	Up to £250k (ADF)			Up to £100k	Up to £100k
R2	Commitment of Resources: includes new contracts, contract extensions, CCNs, FBCs, MOUs & SLAs (when consistent with latest approved business case)	Over £4m	Up to £4m	Up to £2m	Up to £250k	Up to £250k (ADF)	Up to £250k		Up to £100k	Up to £100k
R3	Establish payment mechanism (Purchase Requisition) (when resourced appropriately committed)			Any value	Up to £250k	Up to £250k (ADF)	Up to £250		Up to £100k	Up to £100k
R4	Single Tender	Over £100k	Up to £100k	Up to £50k				Up to £25k*		
R5	Signing of new MoUs, SLAs for the provision of goods / services	Over £2m	Up to £2m	Up to £500k	Up to £250k				Up to £100k	Up to £100k
R6	Professional Services Business Cases (interim managers, specialist contractors & other professional services)		Endorsed by CEO- authority to proceed rests with DH**							
R7	Consultancy Services		Up to £20k (whole life value)							
R8	Administrative invoices Non POs								Over £500k	Up to £500k

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R9	Staff Loans & Imprests (per person) for advance of travel expenses, season ticket purchase, bicycle purchase			Up to £20k (per person, per year)					Up to £5k (per person, per year)	
R10	i) Staff Redundancy costs ii) Pay in Lieu of Notice	i) up to £100k ii) up to £50k								
R11	Special payments, extra-contractual, extra-statutory, compensation and ex-gratia payments, special severance & retention payments	No delegated authority to HSCIC (rests with DH)								
R12	Communications - paid for communications activity, including events, conferences, printing, publications, marketing and advertising (not recruitment)							Up to £20k†		
R13	Advance Payments	No delegated authority to HSCIC (rests with DH)								
R14	Contingent Liabilities eg guarantees, letters of comfort etc (excluding associated Special Payments)		Up to £250k (per case)							
R15	Sales Invoices (unlimited subject to DH sponsor team agreement)					Unlimited (HF)				
R16	Contract Termination / Exit (total value of contract; subject to Procurement / Commercial advice)	Over £2m	Up to £2m	Up to £250k				Up to £100k*#		
R17	Fruitless Payments					Unlimited (HF)##				

** For certain requirements exemptions may be available allowing CEO sign-off - seek advice from Procurement

novel, contentious or repercussive cases should be referred to the Department of Health for approval

DH controlled expenditure
(programme delegated endorsement levels)

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E1	Programme Expenditure: includes strategic outline cases(SOC), outline business cases(OBC), full business cases(FBC) ICT spend approval,		Any value							
E2	New Contract/Contract Extension/CCN/POR		Over £1m		Up to £1m				Up to £500k	
E3	Escrow				Over £500k				Up to £500k	
E4	Invoice				Over £10m				Up to £10m (if no Prog Head)	Up to £10m (Programme Heads only; with Head of Prog Fin approval)
E5	MoU/Income/Single Tender Justification		Over £250k	Up to £250k						
E6	Professional Services Business Cases		Any value							