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 expenditure

(administrative and programme revenue: 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 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 £100k over £250k	Up to £50k Up to £250k				Up to £25k		
Professional Services Business Cases (interim managers, specialist contractors & other professional services) ** Consultancy Services		Endorsed by CEO- authority to proceed rests with DH Up to £20k							
Administrative invoices Non POs			Over £500k	Up to £500k				Over £500k	Up to £500k
Administrative invoices with POs Staff Loans & Imprests (per person) for advance of travel expenses, season ticket purchase, bicycle purchase			Up to £20k (per person)					Over £500k Up to £5k (per person)	Up to £500k
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 recruitment)			Up to £20k					Up to £5k*	
Advance Payments	No delegated authority to HSCIC								
Contingent Liabilities (per case) 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 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	3311333						
New Contract/Contract Extension/CCN/POR		Over £1m		Up to £1m				Up to £500k	
Escrow/Invoice		Over £1m		Up to £1m Over £500k				Up to £500k	
MoU/Income/Single Tender Justification		Over £250k	Up to £250k						
Professional Services Business Cases		Any value							