

South Eastern Health and Social Care Trust Schedule of Delegated Authority

Introduction

As per the SEHSCT Standing Orders and [Standing Financial Instructions](#), the Chief Executive as Accounting Officer can delegate to nominated officers approval limits for the payment of invoices and to contractually commit SEHSCT to costs.

[DoH Circular HSC\(F\) 33 2023](#)* and guidance contained in [Managing Public Money NI](#) conveys the delegated authority to commit and incur expenditure to the limits stated in [Schedule A](#).

The financial limits in the following tabs reflect the values the Chief Executive wishes to delegate authority to commit expenditure, order goods and make payments to various officers of SEHSCT.

This document sets out those officers to whom authority has been delegated and the limits on that authority.

The document will be reviewed on an annual basis. If interim amendments are required, these can be authorised by the Chief Executive.

All expenditure approved within these delegated limits must be within an approved budget.

From time to time, the Chief Executive may initiate measures to constrain expenditure (in addition to the delegated limits set out in this document). Any such measures will override the authority levels in this document, for the period in which they are in operation.

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Related documents

DAO(DoF) 08/21
HE1/24/11697

Superseded Documents:

HSC(F) 23-2023
HSC(F) 04-2022
HSC(F) 52-2016
HSC(F) 07-2016
HSC(F) 67-2012

Authorised by _____

Chief Executive

Date

Schedules

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- [Medical Director](#)

SEHSCT Scheme of Delegated Authority (SODA) in accordance with DoH Circular HSC(F) 33 2023 dated 10th October 2023

It is mandatory for South Eastern Health & Social Care Trust to obtain prior Departmental approval for expenditure above those limits outlined below. Failure to obtain the required DoF approvals will result in regularity and propriety issues. Any expenditure which falls outside a Department's delegated authority and which has not been approved by DoF is deemed irregular and could result in qualified accounts and investigation by PAC.

Schedule A Delegated Limits to Commit SEHSCT to Expenditure
Expenditure Type

Details	Delegated Limit £	Authorised Officer(s)	Comments
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Authorisation to Agree Financial Settlement Values for Claims

Compensation payments for Clinical Negligence (to include interim payments if overall settlement is expected to exceed delegated limits) To include agreement of Periodic Payment Orders (PPOs)	Up to £25,000	Assistant Director of Risk Management and Governance	No agreement of settlement values permitted until DLS advice has been received. The request to settle a claim above £5,000,000 has to be signed by the Chief Executive
	Up to £500,000	Director of Medical Services	
	Up to £800,000	Director of Finance & Estates / Deputy Chief Executive	
	Up to £5,000,000	Chief Executive	
	Over £5,000,000	NICS Department of Health	

			before it is submitted to DoH
Compensation payments following DLS legal advice - (This would include all personal injury and public liability claims)	Up to £75,000	Head of Information Governance or Asst Director of Risk Management	No agreement of settlement values permitted until DLS advice has been received
	Up to £100,000	Director of Medical Services or Director of Finance & Estates / Deputy Chief Executive	
	Over £100,000	Requests to settle a claim up to £100,000 must be sent to NICS Department of Health with the request to settle a claim value signed by Director of Medical Services prior to submission.	
Compensation payments without legal advice	Up to £10,000	NICS Department of Health	The request to settle a claim up to the value of £10,000 must be submitted to DoH
	Over £10,000	NICS Department of Finance via DoH	
Confidentiality Agreements	Nil**	**Prior DoH and DoF approval required in all cases	
Extra-Statutory and Extra-Regulatory payments	Up to £100,000	NICS Department of Health	The request to settle a claim up to the value of £100,000 must be submitted to DoH
	Over £100,000	NICS Department of Finance via DoH	

Authorisation to Commit SEHSCT to Expenditure

Capital Expenditure (excluding Hospital Schemes)	Up to £500,000	Director of Finance & Estates / Deputy Chief Executive	Following approval by the lead Director, all capital business cases must be approved by Director of Finance & Estates with those over £500k to be submitted to EMT for approval. In addition, cases above £2,000k will be submitted to the Finance & Performance Committee for approval. Capital schemes above £2,000k will be presented to Trust Board for noting.
	Up to £2,000,000	Executive Management Team	
	Up to £5,000,000	Finance & Performance Committee	
	Over £5,000,000	NICS Department of Finance via DoH	

Capital Expenditure Hospital Schemes (new build, extension, refurbishment and equipment)	Up to £500,000	Director of Finance & Estates / Deputy Chief Executive	Following approval by the lead Director, all capital business cases must be approved by Director of Finance & Estates with those over £500k to be submitted to EMT for approval. In addition, cases above £2,000k will be submitted to the Finance & Performance Committee for approval. Capital schemes above £2,000k will be presented to Trust Board for noting.
	Up to £2,000,000	Executive Management Team	
	Up to £10,000,000	Finance & Performance Committee	
	Over £10,000,000	NICS Department of Finance via DoH	

Engagement of External	All external consultancy business cases, regardless of value, must be submitted to the Department of Health's Finance Policy & Accountability Unit prior to the appointment of any consultancy individual or firm. Only once Ministerial approval has been received can an external consultant be appointed by SEHSCT.
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Management Consultants			
Losses (cash loss write off, bookkeeping losses, exchange rate fluctuations, fruitless payments property in store or in use due to a deliberate act.)	Up to £30,000	Director of Finance & Estates / Deputy Chief Executive	
	Over £30,000	NICS Department of Health	
Losses – Waived of Abandoned claims	Up to £10,000	Director of Finance & Estates	
	Up to £100,000	NICS Department of Health	
	Over £100,000	NICS Department of Finance via DoH	
Special Payments / Ex Gratia Payments Note comment re remedies for Complaints	Up to £5,000	Asst Director of Financial Services	Ex Gratia Payments following a complaint limited to £500. DoH limit also £500.
	Up to £10,000	Director of Finance & Estates / Deputy Chief Executive	
	Up to £100,000	NICS Department of Health	
	Over £100,000	NICS Department of Finance via DoH	
	Up to £10,000	Asst Director of Corporate Risk & Governance	

Ex Gratia Payments Directed by Ombudsman	Up to £50,000	NICS Department of Health
	Over £50,000	NICS Department of Finance via DoH

EU Expenditure (for which the Special EU Programmes Body is responsible)	Per Delegated Limit	Managers or Asst Directors to the value of their Delegated Limit	See Schedule B for delegated limits of Directors Note the Chairman is able to commit SEHSCT to incurring expenditure of up to £5m. If approval of any single invoice of more than £5m is required, the Chairman's approval limits are to be temporarily increased to allow approval of that 1 invoice.
	Per Delegated Limit	Any Other Director up to their Delegated Limit	
	Up to £900,000	Deputy Chief Executives	
	Up to £1,000,000	Chief Executive	
	Up to £5,000,000	Chairman	
	Over £5,000,000	NICS Department of Finance via DoH	

Gifts SEHSCT make to an individual or Organisation	£250 to any 1 individual or entity	Director of Finance & Estates / Deputy Chief Executive	Collective value is the total made to more than 1 individual or entity
	£5,000 collectively	Director of Finance & Estates / Deputy Chief Executive	
	More than £250 to any 1 individual or entity	NICS Department of Finance via DoH	
	More than £5,000 collectively to a number of individuals or entities	NICS Department of Finance via DoH	

Grants:	Revenue	up to £750,000 per annum	Director of Finance & Estates / Deputy Chief Executive
		More than £750,000 per annum	NICS Department of Finance via DoH
	Capital	up to £750,000 in total	Director of Finance & Estates / Deputy Chief Executive
		More than £750,000 in total	NICS Department of Finance via DoH

Grant Overpayments	Nil	Prior DoH & DoF approval required in all cases if it is intended not to recover the overpayment
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I.T. Projects (Total Cost of both Revenue & Capital)	Up to £250,000	Director of Finance & Estates / Deputy Chief Executive	<p>All Business Cases require approval by Lead Director & Director of Finance & Estates. Business Cases over £500k to be submitted to EMT for endorsing before onward submission to DHCNI or NICS DoF. In addition, cases above £2,000k to be submitted to the Finance & Performance Committee for endorsing prior to onward submission to DHCNI or NICS DoF for approval.</p> <p>Cases above £2,000k to be presented to Trust Board for noting they will be submitted to DHCNI or NICS DoF for approval.</p>
	Up to £5,000,000	Digital Health Care NI	
	Over £5,000,000	NICS Department of Finance via DoH	

Overseas Travel for staff excl Chief Executive	Up to £25,000	Director of People & Organisational Development	Values apply to a single employee or group of employees travelling on SEHSCT business
	Over £25,000	Director of Finance & Estates / Deputy Chief Executive	

Overseas Travel for Chief Executive	Fully delegated	Chairman
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Salary Overpayments (Foregoing the recoupment of overpayments of pay, pensions and allowances)	Up to £1,000	Asst Director of Financial Services
	Up to £20,000	NICS Department of Health
	Over £20,000	NICS Department of Finance via DoH

Salary Losses - (The write off of losses relating to social security benefits, grants, subsidies arising from miscalculation, misinterpretation or missing information The failure to make adequate charges for use of public property or services or loans The write off of losses relating to pay, allowances, superannuation benefits where losses have arisen due to causes such as non-disclosure by beneficiary/fraud)	Prior DoH & DoF approval required in all cases
Special Severance Payments	Prior DoH & DoF approval required in all cases
Pay remits	As per Finance Director Letter – Pay remit approval process and guidance

Authorisation to Commit SEHSCT to Contracts and Procurement Related Expenditure

Leases for Office Accommodation or Storage (excluding offices outside NI)	Prior DoH & DoF approval required in all cases
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Contracts with other Public Sector/HSC Bodies Total Value over duration of Contract (e.g. Trusts, HSCB, NIHE, Supporting People, Other NICS Departments)	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Independent Sector Acute Providers	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Independent Sector Residential & Nursing Homes	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Independent Sector Domiciliary Care	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Independent Sector - Day care & Community/Voluntary Bodies	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Contracts with Republic of Ireland Health and Social Care Providers	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £1,000,000	Director of Planning, Performance & Informatics
	Up to £3,500,000	Director of Finance & Estates / Deputy Chief Executive
	Up to £5,000,000	Chief Executive
	Over £5,000,000	Chairman

Contracts in a Foreign Currency other than Euro, Yen or Dollar exceeding £2m	Up to £500,000	Asst Director of Contracts & Commissioning
	Up to £2,000,000	Director of Planning, Performance & Informatics
	Over £2,000,000	NICS Department of Finance via DoH

Direct Award Contracts	Up to £1,000,000	Director of Finance & Estates / Head of Pharmacy* (*Drugs Purchases Only)	If contract is inclusive of VAT the goods, services & delivery cost must be less than £833,333
	Over £1,000,000	NICS Department of Health	

Award of Contracts - Formal procurement and tendering processes with CoPE Support	Fully Delegated	Contract Adjudication Group members
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Revenue Business cases	Up to £500,000	Director of Finance & Estates / Deputy Chief Executive	All Business Cases require approval by Lead Director & Director of Finance & Estates. Business Cases over £500k to be submitted to EMT for approval. In addition, cases above £2,000k to be submitted to the Finance & Performance Committee for approval. Cases above £2,000k to be presented to Trust Board for noting.
	Up to £2,000,000	Executive Management Team	
	More than £2,000,000	Finance & Performance Committee	

Authorisation to approve expenditure during periods of Business Continuity Planning

Authorising weekly Supplier Payments file For submission to BSO AP to ensure payment to suppliers	Fully delegated	Director of Finance & Estates <i>If not available, then either of the following post holders:</i> Director Planning, Performance & Informatics Director of People and Organisational Development	Only authorised to ensure payments to suppliers to allow for service continuity during periods of FPL System Outage
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Schedule B The Authorised Signatories Framework for Approval of Payments or Procurement Orders

Post	Approval Limit
Chairman	3,500,000
Chief Executive	1,000,000
Deputy Chief Executive's (Currently Director of Nursing & Director of Finance & Estates)	900,000
Director of Finance & Estates	800,000 (see also Deputy Chief Executive limit)
Director of Primary Care and Older People	500,000
Director of Planning, Performance and ICT	500,000
Director of Medical Services	500,000
Director Of Nursing and User Experience	250,000 (see also Deputy Chief Executive limit)
Director of Unscheduled Care, Medicine & Cancer	250,000
Director of Surgery, Elective Care, Maternity & Paeds	250,000
Director of Childrens Services and Social Work	250,000
Director of Adults and Healthcare in Prison	250,000
Director of People and Organisational Development	250,000

Record of amendments

<i>Reference</i>	<i>Page</i>	<i>Note of amendment</i>	<i>Approved by</i>	<i>Date published</i>
Finance Incident Response Plan	13	Authorisation to approve expenditure during periods of Business Continuity Planning - Authorising Weekly Supplier Payments file	Chief Executive – Roisin Coulter	09/08/22
As advised by DoF	3	Compensation payments for Clinical Negligence Medical Director replacing Director of People & OD	Chief Executive – Roisin Coulter	01/09/23
As advised by DoF	4	Compensation payments following DLS legal advice Medical Director replacing Assistant Director of HRCS	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	4	Compensation payments without legal advice	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	4	Extra-Statutory and Extra-Regulatory payments	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	4	Confidentiality Payments	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	5	Engagement of External Management Consultants	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023 & Finance & Performance Committee 26 June 2023	5	Capital Expenditure (Exc. Hospital Schemes)	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023 & Finance & Performance Committee 26 June 2023	5	Hospital Schemes	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	5	Losses – write offs	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	6	Losses – Waived of Abandoned Claims	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	6	Special Payments / Ex-Gratia	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	6	Ex-Gratia Financial Remedy Payments	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	6	EU Programme expenditure	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023 & Finance & Performance Committee 26 June 2023	8	IT Projects	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	9	Salary Losses	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023	9	Salary Losses	Chief Executive – Roisin Coulter	01/09/23

HSC(F) 23-2023	9	Pay remits	Chief Executive – Roisin Coulter	01/09/23
HSC(F) 23-2023 & Finance & Performance Committee 26 June 2023	13	Revenue Business Cases	Chief Executive – Roisin Coulter	01/09/23
Organisational Structure	14	Authorising weekly Supplier Payments file	Chief Executive – Roisin Coulter	01/09/23
Organisational Structure	15	The Authorised Signatories & Limits	Chief Executive – Roisin Coulter	01/09/23
Amendment – HSC(F) 33-2023	4	Compensation payments for Clinical Negligence <i>DoH amended to have full delegated authority</i>		
Amendment – HSC(F) 33-2023	9	I.T. projects <i>Digital Health Care NI amended to have approval up to £5m</i>		
Amendment - HE1/24/116973	4	Compensation payments for Clinical Negligence <i>Chief Executive amended to reflect increase in delegated limit as per DoH circular</i>		