

Board of Directors' Meeting: 13 March 2025

Agenda item		057/25	
Report Title		Minor clarification of Appendix A, Standing Financial Instructions	
Executive Lead		Anna Milanec, Director of Governance	
Report Author		Anna Milanec, Director of Governance	
CQC Domain:		Link to Strategic Goal:	Link to BAF / risk:
Safe	√	Our patients and community	BAF 5, BAF 11
Effective	√	Our people	
Caring	√	Our service delivery	Trust Risk Register id:
Responsive	√	Our governance	
Well Led	√	Our partners	
Consultation Communication		N/A	
Executive summary:		<p>Following some confusion, this note provides clarification as to an entry on Appendix A – Authorisation Limits, to the SFI's (approved January 2025 by the Board) relating to the delegation provided to the Director of HTP in the amount of £250K regarding 'Compensatory Events'.</p> <p>In the absence of the Director of Finance, the Deputy Director of Finance (Strategic) has confirmed that the amount of £250K is the limit per transaction, together with all other criteria stated, i.e. this is not an annual limit.</p>	
Recommendations for the Board:		The Board of Directors is asked to note the contents above and to take assurance from the clarification provided.	
Appendices		Appendix 1: Appendix A, Standing Financial Instructions, November 2024	

APPENDIX A

Authorisation Limits

PERSONNEL	CHEQUES/ BACS/ CHAPS	CAPITAL EXPENDITURE*,** Note 4/6	REVENUE EXPENDITURE/BUDGET VIREMENT Note 1/2/3	ASSET DISPOSALS
		Inclusive of VAT	Inclusive of VAT	Inclusive of VAT
BOARD OF DIRECTORS (AS GROUP)	See Bank Mandate	Up to £5,000,000 Note 3	Unlimited***	Unlimited***
CHIEF EXECUTIVE		Up to £500,000	Up to £500,000	Up to £100,000
DIRECTOR OF FINANCE		Up to £250,000	Up to £250,000	Up to £100,000
EXECUTIVE DIRECTORS AND OTHER DIRECTORS AS DESIGNATED BY CHIEF EXECUTIVE		Nil	Up to £150,000	Up to £5,000
DIRECTOR OF HTP		£250,000****	Nil	Nil
DIRECTOR OF ESTATES		Up to £50,000 Note 6	Up to £50,000	Up to £5,000
DIGITAL DIRECTOR		Up to £50,000	Up to £50,000	Up to £5,000
DEPUTY CHIEF OPERATING OFFICER			Up to £75,000	Up to £5,000
CHIEF PHARMACIST (drugs only)		Nil	Up to £100,000	Nil
DIVISIONAL DIRECTORS AND CORPORATE DEPUTIES		Nil	Up to £50,000	Up to £5,000
ESTATES HEADS OF SERVICE		Up to £10,000 Note 6	Up to £10,000	Up to £1,000
SENIOR CAPITAL ACCOUNTANT		Up to £10,000	Nil	Nil
CENTRE MANAGERS / DIVISIONAL NURSING DIRECTORS/HEADS OF SERVICE		Nil	Up to £10,000	Up to £1,000
ASSISTANT CENTRE MANAGERS/MATRONS/ASSISTANT HEADS OF SERVICE		Nil	Up to £5,000	Nil
WARD MANAGER AND OPERATIONAL MANAGER		Nil	Up to £1,000	Nil
SUPERVISORS			Up to £500	
SENIOR PHARMACISTS (drugs only)			Up to £50,000	

* For expenditure within the approved capital programme

**Business cases must be approved for items in the approved capital programme over £0.25m in line with the above

***Within delegated NHS England powers

**** This authorisation relates exclusively to Compensatory Events, defined as “enabling adjustments to the Prices and Completion date due to unforeseen changes or risks” and included as a key mechanism within the NEC4 Engineering and Construction Contract.