

Section 5: Shetland NHS Board Scheme of Delegation made in terms of Standing Order No 6.2

1 Decisions reserved for the Board

The Scottish Government retains the authority to approve certain items of business. There are other items of the business which can only be approved at a NHS Board meeting, due to either Scottish Government directions or a Board decision in the interests of good governance practice.

The following decisions are reserved for the Board:

- 1.1 Approval and amendment of Standing Orders.
- 1.2 Approval and amendment of Standing Financial Instructions, made in accordance with Standing Order No 6.2(i).
- 1.3 Approval and amendment of a Scheme for Committees, made in accordance with Standing Order No 6.2(b). This includes the establishment of, and terms of reference of all its committees.
- 1.4 The Board shall appoint all committee members and members of the Integration Joint Board.
- 1.5 Approval and amendment of a Scheme of Delegation, made in accordance with Standing Order No 6.2(i).
- 1.6 Approval of NHS Shetland's priorities and organisational values.
- 1.7 Approval of strategies for all the functions that it has planning responsibility for and of key corporate documentation pertaining to (but not limited to):
 - Health and Safety
 - Risk Management
 - Complaints Handling
 - Performance Management
 - Resilience and Business Continuity
- 1.8 Approval of all personnel policies (but not procedures).
- 1.9 Approval of the arrangements for the approval of all other policy documentation.
- 1.10 The Board shall approve the content, format, and frequency of financial and performance monitoring reporting.
- 1.11 Approval of the Annual Operational Plan for submission to the Scottish Government.

- 1.12 Review and approval of the NHS Shetland contribution to the Shetland Community Planning Partnership through the associated improvement plans.
- 1.13 Approval of the Board's Annual Report and Accounts.
- 1.14 Approval of Revenue and Capital Budgets: for non-IM&T capital schemes in excess of £5m (inclusive of VAT, delivery and associated professional fees) and for IM&T schemes in excess of £2m (inclusive of VAT, delivery and associated professional fees), permission must be granted from the Health Department prior to a scheme being approved.
- 1.15 The acceptance of tenders for works, goods or services where the value exceeds £1,000,000 (inclusive of VAT, delivery and associated professional fees)
- 1.16 Approval of the disposal of all property assets including land.
- 1.17 To review the Terms of Reference and appointment of the Internal Auditors.
- 1.18 Approval of arrangements for discharge of Members' responsibilities in relation to non-exchequer funds.
- 1.19 Approval to a change in the establishment of Consultant Medical Staff (in line with the relevant CEL).
- 1.20 The following decisions are reserved for the Non-Executive Members of the Board:
 - Appointment of the Board Chief Executive.
 - Together with the Board Chief Executive, appointment of Directors of the Board.

2 Decisions delegated to Committees and Body Corporates of the Board

- 2.1 The Scheme for Committees sets out the functions which have been delegated to the Audit and Risk Committee, Clinical Governance Committee, Staff Governance Committee, Remuneration Sub-Committee, Reference Committee, and ad hoc Committees to deal with appeals in connection with terms and conditions of employment of staff.
- 2.2 Such other ad hoc Committees as the Board may establish from time to time shall have terms of reference approved by the Board and shall remain in existence for only so long as the Board shall determine is necessary.
- 2.3 The award of tenders costing between £500,000 and £1,000,000 (inclusive of VAT, delivery and associated professional fees) will be delegated to a group comprising the Board Chair, the Board Vice Chair, the Chief Executive and the Director of Finance (this group may exercise this authority whether or not the lowest tender is accepted).
- 2.4 The strategic planning and service responsibilities of the Integration Joint Board are set out in the Integration Scheme for the Shetland Islands Health & Social

Care Partnership (Integration Joint Board). This operates as a separate legal entity and has full autonomy and capacity to act on its own behalf, and can accordingly, make decisions about the exercise of its functions and responsibilities as it sees fit.

3 Decisions delegated to Officers of the Board

3.1 Issuing, receiving, opening tenders and post-tender negotiations - in accordance with Standing Financial Instructions - Board Chief Executive or officer acting on his authority.

3.2 Signing of documents in accordance with Standing Order No 8.

3.3 Delegation of budgets and approval to spend funds In accordance with Standing Financial Instructions -

- Board Chief Executive for all revenue expenditure, or as delegated by him;
- Board Chief Executive for all capital expenditure not exceeding
- £1,046,850 (inclusive of VAT, delivery and associated professional fees) or within the capital expenditure programme approved by the Board, or as delegated by him;
- The Chief Executive or delegated deputy shall represent the Board at the North of Scotland Planning Group (or any successor to this Group). The Chief Executive will have the delegated authority to represent the Board at the Group and to commit revenue expenditure, in line with above, conforming to the procedure set out in NHS Circular HDL (2004)/26. This will be reviewed if the HDL is superseded at any time.

3.4 Operation of all detailed financial matters, including bank accounts and banking procedures

Subject to limits set by the Standing Financial Instructions - Director of Finance or as delegated by him.

3.5 Management of non-exchequer funds

Subject to Standing Financial Instructions and decisions of the Endowments Committee - Director of Finance or as delegated by him.

3.6 Arrangements for the management of land, buildings and other assets belonging to or leased by the Board

Subject to Standing Financial Instructions, directions and guidance issued by the Scottish Government and statutory requirements as laid out in the NHS Scotland Property Transactions Handbook - Board Chief Executive or as delegated by him.

3.7 Management and control of stocks

Subject to Standing Financial Instructions - Director of Finance or as delegated by him.

3.8 Management and control of computer systems and facilities

Subject to Standing Financial Instructions in respect of computer systems for finance and related activities - day-to-day operation is the responsibility of the Director of Finance or as delegated by him.

3.9 Recording, monitoring and authorising of payments under losses and compensation regulations

3.10 Subject to Standing Financial Instructions - Director of Finance, except authorising payments in connection with litigation which is the responsibility of the Board Chief Executive.

3.11 Making Ex-Gratia Payments

Subject to Statutory Directions - Board Chief Executive, except for items concerning patient's property up to a limit of £100 which is delegated to the Director of Nursing and Acute Services and the Director of Community Health and Social Care.

3.12 Health & Safety Arrangements

Responsibility for ensuring all statutory requirements are met is delegated to the Chief Executive or as delegated by him.

3.13 Governance Statement

The Chief Executive is responsible for approving the Annual Governance Statement prepared by the Director of Finance and endorsed by the relevant Board committees.

3.14 Data Protection Arrangements

Subject to Standing Financial Instructions, the Director of Finance is responsible for the security of finance and related computer systems; the Director of HR & Support Services has overall responsibility for the security of computer installations and equipment; the Medical Director is the Caldicott Guardian and has overall responsibility for matters concerned with patient confidentiality; and the Director of Finance acts as the Board's Senior Risk Information Officer (SIRO). The Chief Executive (or officer acting on his authority) is the Data Protection Officer.

3.15 Freedom of Information

Responsibility for ensuring all statutory requirements are met is delegated to the Director of Finance.

3.16 Insurance Arrangements

Subject to Statutory Directions, the Director of Finance has overall responsibility.

3.17 Mental Health (Care and Treatment) (Scotland) Act 2003 – List of s22 Approved Medical Practitioners

Responsibility for approving Medical Practitioners as having special experience in the diagnosis or treatment of mental disorder is delegated to the Medical Director.

3.18 Other Matters

All other matters, not specified above, are the responsibility of the Board Chief Executive or as delegated by him.

Last Reviewed: Board Meeting 10/12/2024	DELEGATED LIMIT OF AUTHORITY FOR INDIVIDUAL INVOICES						
	BOARD FUNDS						
	Non-NHS Revenue Spend £	Revenue Spend with NHS Bodies £	Revenue Spend H.I.T.S **** £	SLA / Contract Agreement Sign off £	SLA / Contract Payment Sign off £	SIC Invoices £	Capital £
Chief Exec.(or nominated deputy as approved by	250,000	500,000	300,000	8,000,000	750,000	1,600,000	1,046,850
Director Of Public Health	50,000	50,000	0	0	0	0	0
Director Of Finance	100,000	500,000	300,000	8,000,000	750,000	1,600,000	1,046,850
Director Of Community Health and Social Care	50,000	50,000	0	0	50,000	0	0
Director of Nursing, Acute and Specialist Services	50,000	50,000	0	0	50,000	0	0
Director Of Human Resources and Support Services	50,000	50,000	0	0	0	0	0
Medical Director	10,000	10,000	0	0	0	0	0
Board Chair	5,000	0	0	0	0	0	0
Consultant Public Health	5,000	0	0	0	0	0	0
Public Health Principal	5,000	0	0	0	0	0	0
Alcohol & Drug Development Officer	5,000	0	0	0	0	0	0
Head of Finance & Procurement	100,000	50,000	100,000	0	750,000	0	0
Financial Accountant	5,000	0	0	0	0	0	0
Patient Travel Officers	0	0	1,000	0	0	0	0
Deputy Chief Officer of the IJB	50,000	50,000	0	0	50,000	0	0
Director of Pharmacy	100,000	100,000	0	0	0	0	0
Principal Pharmacist: Secondary Care	100,000	100,000	0	0	0	0	0
Lead Pharmacist - Primary Care	120,000	0	0	0	0	0	0
Primary Care Manager	5,000	0	0	0	0	0	0
Chief Nurse Community	5,000	0	0	0	0	0	0
Mental Health Service Manager	5,000	0	0	0	0	0	0
Dental Director	50,000	0	0	0	0	0	0
Dental Services Business Manager	5,000	0	0	0	0	0	0
Physiotherapy Manager	5,000	0	0	0	0	0	0
Occupational Therapy Manager	5,000	0	0	0	0	0	0
Speech & Language Therapy Manager	5,000	0	0	0	0	0	0
Podiatry Manager	5,000	0	0	0	0	0	0
Orthotics Manager	5,000	0	0	0	0	0	0
Dietetics Manager	5,000	0	0	0	0	0	0
Practice Managers at 9 Board run practices	5,000	0	0	0	0	0	0
Head of ICT	30,000	0	0	0	0	0	30,000
Information	1,000	0	0	0	0	0	0
Head of Information Governance	1,000	0	0	0	0	0	0
Human Resources Manager	5,000	0	0	0	0	0	0
Occupational Health Manager	5,000	0	0	0	0	0	0
Clinical Governance Manager	1,000	0	0	0	0	0	0
Health & Safety Manager	5,000	0	0	0	0	0	0
Learning and Development Manager	5,000	0	0	0	0	0	0
Chief Nursing Acute and Specialist Services	5,000	0	0	0	0	0	0
Patient Flow Manager	5,000	5,000	0	0	0	0	0
Child Health Manager	5,000	0	0	0	0	0	0
Laboratory Services Manager	30,000	0	0	0	0	0	0
Medical Imaging Manager	5,000	0	0	0	0	0	0
Physiological Measurements	5,000	0	0	0	0	0	0
Chief Audiologist	5,000	0	0	0	0	0	0
Ward 1 Senior Charge Nurse	5,000	0	0	0	0	0	0
Ward 3 Senior Charge Nurse	5,000	0	0	0	0	0	0
Maternity Senior Charge Nurse	5,000	0	0	0	0	0	0
Specialist Nursing Lead	5,000	0	0	0	0	0	0
Out Patients Senior Charge Nurse	5,000	0	0	0	0	0	0
Theatres Senior Charge Nurse	5,000	0	0	0	0	0	0
A&E Senior Charge Nurse	5,000	0	0	0	0	0	0
Central Decontamination Unit Senior Charge Nurse	5,000	0	0	0	0	0	0
Renal Services Senior Charge Nurse	5,000	0	0	0	0	0	0
Oncology Nurse	5,000	0	0	0	0	0	0
GBH Pain Relief Outpatients	1,000	0	0	0	0	0	0
Pre Assessment Clinic Senior Charge Nurse	1,000	0	0	0	0	0	0
Medical Records Manager	5,000	0	0	0	0	0	0
Decontamination Lead/Infection Control Manager	5,000	0	0	0	0	0	0
Corporate Services Manager	10,000	5,000	0	0	0	0	0
Head of Estates	30,000	50,000	0	0	0	0	100,000
Maintenance Manager	10,000	0	0	0	0	0	50,000
Facilities Manager	10,000	0	0	0	0	0	0
Lead Healthcare Scientist	10,000	0	0	0	0	0	50,000

NOTES:

1. All expenditure must be within approved annual budget limits

2. Delegated authority does not negate the need to follow Standing Financial Instructions regarding tender processes, use of national

3. All delegated staff can nominate a deputy to approve *PECOS orders whilst they are on leave. *(Professional Electronic Commerce Online System).

4. If an invoice is received out with the Director of Finance and Chief Executive standard delegated limit they can in exceptional circumstances jointly authorise the invoice up to their combined delegated limit value but must also inform and advise both the Chair of the Board and Chair of the Audit committee of the proposed action and the reason why this payment was considered an exceptional case.

5. Values can be temporary adjusted during the year to reflect changes in circumstances but formal approval of these changes should be sought at next Audit Committee Meeting.

** All endowment expenditure must be in line with the wishes of the donor or the aims of the endowment fund. CEO and DoF will have additional authority to counter-sign up to £15k for single items that match a specific donation. The Head of Procurement (or any other supplies officer as nominated by him or the Director of Finance) will have authority to process orders on behalf of the officers listed above.

*** Highland and Island Travel Scheme (HITS) and Staff Travel Debit/Credit Reimbursement invoice or Direct Invoices from transport supplier and patient claims with relevant supporting documentation.