

## Board of Directors (in Public) Item 5.4i

**Subject:** Scheme of Reservation and Delegation  
**Date of meeting:** Tuesday 8<sup>th</sup> January 2019  
**Prepared by:** Frankie Morris, Deputy Chief Finance Officer  
**Presented by:** Claire Wilson, Chief Finance Officer  
**Purpose of the report:** For approval

BAF Ref	Impact on BAF
3.1,3.2	No impact on BAF

### 1. Executive Summary

The Corporate Governance Manual was reviewed in Quarter 1 2018/19, a number of changes were proposed and approved at the Audit Committee and then ratified by Board of Directors in September 2018. Following implementation, there are two small changes that need to be made to improve operational efficiency.

The Board of Directors are asked to approve the two changes proposed. Given timing of committee meetings, it has not been possible for the Audit Committee to review these changes but the Audit Chair is supportive of the proposal.

### 2. Background

The Board of Directors approved the new scheme of reservation and delegation in its meeting in September 2018. Following implementation of the new financial approval limits, it has been identified that a small number of changes are required in order support operational efficiency in Theatres, Cath lab and the membership office.

### 3. Proposed changes

(a) To increase delegated approval for Band 8a and Band 7 staff in Cath Labs and Band 6 in Theatres given the cost of consumables in these areas. The revised limits will avoid backlogs of orders requiring approval at a more senior level and that essential equipment arrives in a timely manner.

(b) To increase delegated approval for Band 5 in the Membership office to support approval of low value expenses to be approved in a more operationally efficient way.

The revised limits for non-pay expenditure would be as follows:

- Band 8a (if relevant to role) – up to £25,000
- Band 7 (if relevant to role) – up to £10,000
- Band 6 (if relevant to role) – up to £2,500
- Band 5 (if relevant to role) – up to £300

### 4. Recommendations

Board of Directors are asked to approve the change to the Scheme of Reservation and Delegation as set out in section 3 above.