

1. Operational Delegated Limits

Section	Description	Reserved By:																	Other named ICB Officer (or as per ICB authorised signatory list)		
		Integrated Care Board (ICB)	Audit Committee	Remuneration Committee	Finance, Investment & Resources Committee	Strategy & Transformation Committee	Quality & Performance Committee	System Primary Care Committee	Place Committees	Children and Young Peoples Committee	Womens Hospital Services in Liverpool Committee	Research and Innovation Committee	Pharmacy Services Regulations Committee	Northwest Specialised Commissioning Services Joint Committee	ICB Chief Executive	ICB Executive Director of Finance	ICB Deputy Director of Finance	ICB Executive Directors (Nursing / Medical)		Other ICB Directors (Named as Applicable)	Place Directors
A	ACCEPTANCE OF GIFTS, HOSPITALITY & SPONSORSHIP (Governance Lead to maintain a register of declared gifts and hospitality received)														Gifts over £50	Gifts over £50		Gifts up to £50	Gifts up to £50	Gifts up to £50	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
B	LITIGATION CLAIM PAYMENTS Medical negligence and other litigation payments made on the advice of NHS Resolution	Over £1,000,000													Up to £1,000,000	Up to £500,000					
C	LOSSES & SPECIAL PAYMENTS ICB to maintain a register of losses and special payments (including bad debts to be written off). All payments to be reported to the Audit Committee.	Over £500,000			Up to £500,000										Up to £100,000	Up to £50,000	Up to £5,000				
D	PETTY CASH FLOAT																				
D1	Authorisation to set up float														Over £300	Over £300	Up to £300				
D2	Replenish petty cash float																				Head of Financial Services (or equivalent role)
D3	Issue petty cash															Up to £50	Up to £50				Associate Director of Finance (Place)
E	CREDIT CARD																				
E1	Account signatories (who can make changes to the account, authorise additional card holders, amend card limit)														X	X	X				
E2	Authorise single transaction (single transaction limit: £2,500)														X	X	X	X	X	X	X
F	REQUESTING GOODS & SERVICES: NON-HEALTHCARE																				
F1	Utilisation of External Agency Staff (based on total expected cost as per below notes) Supporting notes: a) Prior approval from the ICB Vacancy Panel must be sought for all consultancy requests regardless of value. b) Prior approval from NHSE must be sought for: - any appointments over £500 per day, or - any appointments for over a 6-month period, or - any appointment with significant influence (e.g. ICB roles). c) prior to recruitment will must conduct and sign off with relevant Director acknowledgement of NHS compliance and/or status confirmation and in line with agreed ICB HRSS policy	Over £500,000			Up to £500,000										Up to £150,000	Up to £150,000	Up to £25,000	Up to £25,000	Up to £25,000	Up to £25,000	Up to £25,000

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F2	Utilisation of Consultancy (based on total expected cost as per below notes). Supporting Notes: a) Prior approval from the ICB Vacancy Panel must be sought for all consultancy requests regardless of value. b) Prior approval from NHSE must be sought for: Any expenditure above £50,000, or Any appointments over £600 per day, or Any appointments for over a 6 month period, or Any appointment with significant influence (e.g. ICB roles) c) prior to recruitment HR must conduct and sign off with relevant Director acknowledgement of IR35 compliance and/or status confirmation and in line with agreed ICB IR35 policy	Over £500,000			Up to £500,000										Up to £150,000	Up to £150,000		Up to £25,000	Up to £25,000	Up to £25,000	
F3	Services including IT, maintenance, and support services (over lifetime of contract) where not included within agreed annual budgets	Over £2,000,000			Up to £2,000,000										Up to £1,000,000	Up to £500,000		Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
F4	Approval of non-healthcare payments within agreed budget *With appropriate consideration of procurement requirements														Over £2,000,000	Up to £2,000,000	Up to £500,000	Up to £500,000	Up to £500,000	Up to £500,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
G	RELOCATION EXPENSES In line with Policy approved by ICB Remuneration Committee													Over £8,500	Up to £8,500						
H	DECISION TO APPROVE 'NEW' INVESTMENT BUSINESS CASES																				
H1	Where funding is: a) available and identified within agreed financial plan or b) from additional notified resource allocations (e.g. new in year) c) other identified income streams (e.g. other agencies / recharges)	Over £10,000,000			Up to £10,000,000	Up to £1,000,000 *Primary Care Related									Up to £5,000,000	Up to £3,000,000	Up to £1,000,000	Up to £1,000,000	Up to £1,000,000	Up to £1,000,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
H2	Where not included in approved financial plan (but still subject to ICB Executive / Place Leadership Team Approval) NB any material underspend / variation from plan at individual budget holder level cannot be reinvoiced / redirected (see Virolment Policy - Section 1) without Executive team approval due to overall financial management requirements of the ICB.	Over £5,000,000			Up to £5,000,000	Up to £500,000 *Specialised services related									Up to £500,000	Up to £500,000		Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
H3	Primary Care Capital Expenditure Approval (within ICB allocation) NB - Capital Plan to be approved by the ICB for each financial year	Over £1,000,000				Up to £1,000,000 *Primary Care Related									Up to £1,000,000 (in urgent cases)	Up to £500,000 (in urgent cases)					
I	CONTRACTING																				
I1	Signing of Healthcare Contracts including S75 agreements. S75 approval via place governance processes in line with S75 agreements operational policy. (Annual Contract Value)														Over £500,000,000	Up to £500,000,000	Up to £75,000,000				Up to £100,000,000
I2	Approval of Healthcare Contract Payments All healthcare contract payments must be supported by signed contract (see I1).														As per agreed plan / budget value	As per agreed plan / budget value	As per agreed plan / budget value		As per agreed plan / budget value	As per agreed plan / budget value	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
I3	Signing of Non-Healthcare Contracts (Annual Contract Value)														Over £3,000,000	Up to £3,000,000	Up to £1,000,000		Up to £1,000,000	Up to £1,000,000	Up to £300,000

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J	APPROVAL OF OTHER HEALTHCARE PAYMENTS WITHIN BUDGET See authorised signatory list for approval limits for other officers.														Over £1,000,000	Up to £1,000,000	Up to £100,000	Up to £250,000	Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
K	QUOTATIONS AND TENDERS HEALTHCARE / NON-HEALTHCARE																				
K1	Approval of ICB Procurement Plan				X																
K2	Procurement route decision Whether to put Healthcare Services Out to Tender in line with the options contained within the Healthcare Provider Selection Regime (2023) Regulations (Annual Contract Value)	X (For Need or Contentious issues escalated by FR Committee)			X From £5,000,000 with Need or Contentious Procurement route decisions to be escalated to the Board Up to £3,000,000	Up to £3,000,000									Up to £5,000,000	Up to £3,000,000	Up to £1,000,000	Up to £663,000	Up to £663,000	Up to £663,000	
NEW	Decision to put Non-Healthcare goods and services out to competitive procurement (Total contract value)	X (For Need or Contentious issues escalated by FR Committee)			X From £5,000,000 with Need or Contentious Procurement route decisions to be escalated to the Board										From threshold up to up to £4,000,000	From threshold up to up to £3,000,000	From threshold up to £1,000,000				
K3	Approval of Quotations for Non-Healthcare expenditure (total value)																				£20,000 to procurement thresholds specified in the Public Contract Regulations (2015) element 66(4)(b) , Non-Healthcare £213k in line with delegated limits for expenditure type Minimum of three written quotes required
K4	Quotation Waiver Approval for Non-Healthcare goods and services (Total Contract Value) – see attached financial policy on tendering when permissible)																				£20,000 to procurement thresholds (currently Healthcare £663k); Non-Healthcare £213k in line with delegated limits for expenditure type
K5	Procurement for Non-Healthcare goods and services through approved national / local framework agreement (in line with call off rules) (Total Contract Value)																				From £20k to delegated budgeted limit for expenditure type (with approval from procurement team) Above delegated budgeted limits, subject to Finance, Investment & Resources Committee Approval
K6	Tender Waiver Approval for Non-Healthcare goods and services																				In line with limits for procurement route decisions N.B. Reporting of All Tender Waiver Approval to Audit Committee
K7	Opening of Tender Documentation (where not received electronically) (at least 2 people from list)														X	X	X	X			
L	VIREMENT																				Relating to a transfer of funds from an unspent or underspent budget to another, within virement rules to allow greater financial flexibility in using available resources All Transfers must be: • affordable within budget; and • agreed by both budget holders Virements may not be used to create new budgets
L1	Within Existing Approved Pay or Non-Pay Budgets														Over £1,000,000	Up to £1,000,000	Up to £500,000		Up to £250,000	Up to £250,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
L2	With regards to transfers from reserves (including distribution of new in-year resource / capital allocations)															Up to £70,000,000	Up to £25,000,000				As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
M	DISPOSALS AND CONDEMNATION All assets disposed at market value.	Over £50,000													Up to £50,000	Up to £10,000	Up to £5,000				
N	CHARITABLE FUNDS (Not applicable to ICB)																				
O	HUMAN RESOURCES																				
O1	Approve HR Decisions Not Covered by ICB HR Policies or Is Exceptional To Policies (e.g. additional compassionate leave or exceptional carry forward of leave days)														X	X	X	X	X	X	

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02	Decisions As Set Out Within HR Policies (where there is some management discretion e.g. study leave authorisation)														X	X		X	X	X	
03	Approval of Operational Structure (re staffing and departments), and in accordance with organisation change policy														X						
04	Approval of Appointment to Posts Below Executive Directors (following approval at Vacancy Panel)															X	X	X	X	X	X
05	Approval of the below arrangements as required by the ICB: <ul style="list-style-type: none"> Approval of the arrangements for discharging the ICB statutory duties as an employer Approve human resources policies for ICB employees and for other persons working on behalf of the ICB Approve any other terms and conditions of services for ICB AFC employees Approve disciplinary arrangements for ICB employees Approve arrangements for staff appointments (excluding matters detailed within the Constitution) Approve the ICB's organisational development plans 				X (Following endorsement of the People Committee)																
P	EXTERNAL COMMUNICATIONS & REPORTING																				
P1	Approve Complaints, Responses and Letters to Politicians and Media Responses														X				X (Assistant Chief Executive)		X (Associate Director of Corporate Affairs & Governance)
P2	Approve Public Consultation Material														X				X (Assistant Chief Executive)		
P3	Approve Public & Staff Engagement Material Inc Website														X				X (Assistant Chief Executive)		
P4	Approve FOI Responses and Subject Access Requests																		X (Assistant Chief Executive)		X (Associate Director of Corporate Affairs & Governance)
P5	Approve Annual Engagement & Communication Plan	X																			
Q	FINANCE Approval of Operational Policies as required by the organisation				X																
R	INDIVIDUAL PACKAGES OF CARE Approval of Individual Packages of Care (Annual Value)																			Over £260,000	As delegated by Chief Executive/ CFO at the limits outlined within the Authorised Signatory List
S	INFORMATION GOVERNANCE																				
S1	Approve Digital and Data programmes Data Protection Impact Assessments (DPIA), Information / Data Sharing agreements and Data Processing Agreements																	X (SRO and Caldicott Guardian)			X (ICB Data Protection Officer, SRO and Caldicott Guardian, or their deputies)
S2	Approve Confidentiality Advisory Group (CAG) Applications																	X (SRO and Caldicott Guardian)			X (ICB Data Protection Officer, Deputy SRO and Deputy Caldicott Guardian)
S3	Approve NHS Digital Data Access Requests (DARs) – Data Sharing Agreements, Data Sharing Framework Contracts																	X (SRO)			
S4	Data Security and Protection Toolkit submissions approval																	X (SRO)			X (Deputy SRO)
S5	Privacy Notices																	X (SRO and Caldicott Guardian)			X (ICB Data Protection Officer, Deputy SRO or Deputy Caldicott Guardian)