

Section	Description	Reviewed By:																					
		Integrated Care Board (ICB)	Audit Committee	Remuneration Committee	Finance, Investment & Resources Committee	Executive Committee	Quality & Performance Committee	System Primary Care Committee	Shaping Care Together Joint Committee	Place Committees	Children and Young Peoples Committee	Women's Hospital Services in Liverpool Committee	Research and Innovation Committee	Pharmacy Services Regulations Committee	Northwest Specialist Commissioning Services Joint Committee	ICB Chief Executive	ICB Executive Director of Finance & Contracting	ICB Chief System Improvement & Delivery officer	ICB Deputy Director of Finance & Contracting	ICB Executive Directors (Nursing / Medical)	Other ICB Directors (Named as Applicable)	Place Directors	Other named ICB Officers (or as per ICB authorised signatory list)
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 over £50		Gifts up to £50	Gifts up to £50	Gifts up to £50	As delegated by Chief Executive / Dof as the entity authorised 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 (CFO 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 £500,000	Up to £50,000		Up to £5,000				
D	PETTY CASH FUND																						
D1	Authorisation to set up float															Over £500	Over £500		Up to £500				
D2	Replenish petty cash float																						Head of Financial Services (or equivalent) (SGL)
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 limits)															X	X		X				
E2	Authorise single transaction (single transaction limit £2,500)															X	X		X	X	X	X	X
F	REQUISITIONING 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 NHS 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 HR must conduct and sign off with relevant Director acknowledgement of RICS compliance and/or status confirmation and in line with agreed ICB RICS policy	Over £500,000			Up to £500,000											Up to £550,000	Up to £150,000	Up to £150,000	Up to £10,000	Up to £10,000	Up to £10,000	Up to £10,000	

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F2	Utilisation of Consultancy (based on total expected cost as per below notes). Supporting Notes: a) Their approval from the ICB Vacancy Panel must be sought for all consultancy requests regardless of value. b) Their approval from NHS must be sought for: Any expenditure above £50,000; or 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 NHS must conduct and sign off with relevant Director acknowledgement of NHS compliance and/or status confirmation and in line with agreed ICB NHS policy	Over £500,000			Up to £500,000											Up to £150,000	Up to £150,000	Up to £150,000		Up to £10,000	Up to £10,000	Up to £10,000	
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 £500,000		Up to £100,000	Up to £100,000	Up to £100,000	
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 £2,000,000	Up to £100,000	Up to £100,000	Up to £100,000	Up to £100,000	As delegated by Chief Executive / JGP 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 to: 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		Up to £1,000,000 *Primary Care Related	Up to £10,000,000							Up to £10,000,000	Up to £5,000,000	Up to £1,000,000	Up to £3,000,000	Up to £100,000	Up to £100,000	Up to £100,000	As delegated by Chief Executive / JGP 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 re-allocated / redirected (see Investment 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 *Primary Care Related	Up to £5,000,000							Up to £5,000,000	Up to £500,000	Up to £500,000		Up to £20,000	Up to £20,000	Up to £20,000	
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 £300,000 (in urgent cases)						
I	CONTRACTING																						
I1	Signing of Healthcare Contracts including STS agreements. STS approval via place governance processes in line with STS agreements operational policy. (Annual Contract Value)															Over £500,000,000	Up to £500,000,000		Up to £75,000,000				
I2	Approval of Healthcare Contract Payments All healthcare contract payments must be supported by signed contract (see 1).															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 per agreed plan / budget value	As delegated by Chief Executive / JGP 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 £100,000	Up to £100,000	

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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 £1,000,000	Up to £100,000	Up to £50,000	Up to £50,000	Up to £50,000	As delegated by Chief Executive / Dof at the limits outlined within the Authorised Signatory List	
E	QUOTATIONS AND TENDERS: HEALTHCARE / NON-HEALTHCARE																							
K1	Approval of ICB Procurement Plan				X																			
K2	Procurement route decision - in line with the options contained within the Healthcare Provider Selection Regime (2023) Regulations (Annual Contract Value)	X (For Novel or Contentious issues escalated by FIR Committee)			X From £3,000,000 with Novel 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 £5,000,000	Up to £3,000,000	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 Novel or Contentious issues escalated by FIR Committee)			X From £3,000,000 with Novel or Contentious Procurement route decisions to be escalated to the Board											From threshold up to up to £5,000,000	From threshold up to up to £3,000,000	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 Procurement Act 2023 (PA23) (currently £215k including VAT) 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 detailed financial policy on tendering when permissible		£20,000 to procurement thresholds (currently Non Healthcare £214k) 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 ICB)															X	X	X	X	X				
L	VIREMENT		Relating to a transfer of funds from an unspent or under-spent 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 £50,000	Up to £50,000		
L2	With regards to transfers from resource (including distribution of new in-year resource / capital allocations)																Up to £70,000,000		Up to £25,000,000					
M	DISPOSALS AND CONSIGNMENT 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																							
Q1	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	X		

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Q2	Decisions As Set Out Within HR Policies (where there is some management discretion e.g. study leave authorisation)															X	X			X	X	X	
Q3	Approval of Operational Structure (ie staffing and departments), and in accordance with organisation change policy					X										X							
Q4	Approval of Appointment to Posts Below Executive Directors (following approval at Vacancy Panel)																X		X	X	X	X	X
Q5	Approval of the below arrangements as required by the ICB: - 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 A&C employees - Approve disciplinary arrangements for ICB employees - Approve arrangements for staff appointments (including matters detailed within the Constitution) - Approve the ICBs 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 FDI 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	X																	
R	INDIVIDUAL PACKAGES OF CARE																						
R1	Approval of Individual AACCC Packages of Care (Annual Value)																						As delegated by Chief Executive / Dof at the limits outlined within the Authorised Signatory List
R2	Approval of Mental Health and Learning Disability Packages of Care (complex and S117)																						As delegated by Chief Executive / Dof 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)