

NHS Rotherham Clinical Commissioning Group

Governing Body – 6 April 2016

Review of Financial Scheme of Delegation Limits

Lead Executive:	Keely Firth
Lead Officer:	Wendy Allott
Lead GP:	Richard Cullen
Purpose:	
The attached paper is for approval.	
Analysis of key issues and of risks	
<p>The CCG was approved to operate at a level of delegated commissioning for Primary Care from 2015/16. The agreement has always been that the NHSE local contracts team continue to provide a level of support to CCGs which has included managing the contract payments.</p> <p>The national ledger system (all 211 CCGs use Oracle) was not ready for this shift in policy therefore all cash payments went through NHSE ledgers in 2015/16 and the entries were transferred across to the CCG. Moving forward, NHSE have moved at pace with a strategy to ensure that all cash payments are made through the CCG's ledger from 1st April 2016.</p> <p>The capacity is still sat in NHSE therefore in order to facilitate this approach; the CCG needs to give delegated authority to named NHSE employees to access the CCG's ledger to continue to make payments via the financial scheme of delegation attached at Appendix A.</p> <p>There will be a full review of the narrative Standing Orders, Standing Financial Instructions and Scheme of Delegation to be presented to June's governing body which will incorporate these amendments in full. In the meantime and for expediency, there is a requirement to ensure that the financial system be amended so it is fit for the purposes required by NHSE.</p> <p>The overall <u>risk</u> of allowing non CCG employees to use the ledger system is minimal in this situation as the legal position nationally is that NHSE are still accountable for primary care. Therefore the CCG has delegated authority but the overall responsibility rests with NHSE. Any mis-statement of the Primary Care position in the CCG's accounts due to error or misappropriation – whilst requiring investigation - would not be an issue for the CCG alone, NHSE remain accountable.</p> <p>It is only NHSE employees that would be allowed access and this is tightly controlled via an invoice manager process within the system.</p> <p>The attached schedule shows additions highlighted in red.</p>	
Patient, Public and Stakeholder Involvement:	
N/A	
Equality Impact:	
N/A	
Financial Implications:	
N/A	
Human Resource Implications:	
N/A	
Procurement:	

N/A

Recommendations:

Governing Body Members are asked to approve the revised financial scheme of delegation at Appendix A and acknowledge that a full review of all the documents will be presented at June Governing Body.

NHS Rotherham Clinical Commissioning Group - Budgetary Scheme of Reservation and Delegation

Description	CCG Governing Body	Chief Officer (CO)	Deputy CO, Chief Finance Officer, Chief Nurse	Named NHSE Officers /Assistant CO and Heads of Department	Named NHSE Officers /Senior Officers	Named NHSE and CCG Officers (service specific)	Named NHSE and CCG Officers
	LIMIT	LIMIT	LIMIT	LIMIT	LIMIT	LIMIT	LIMIT
Requisitions and invoices for goods and services	CCG budget line for specified service	CCG budget line for specified service	£500,000	£50,000	£10,000	£2,000	£0
Virements	CCG Budget	CCG Budget	£500,000	£50,000	£10,000	£0	£0
Grants to voluntary bodies	CCG budget line for specified service	£50,000	£10,000	£0	£0	£0	£0
Payments to Local Authorities- including Public Health and Grants	CCG budget line for specified service	CCG budget line for specified service	£500,000	£50,000	£0	£0	£0
Writeoffs. Compensations and /or ex-gratia payments	CCG budget line for specified service	CO and CFO jointly up to £30,000	£0	£0	£0	£0	£0
Approval of Final Business Case for capital or PFI *	CCG budget line for specified service	£500,000 *	£0	£0	£0	£0	£0
Acquisition, disposal or change of land and buildings *	CCG budget line for specified service	£500,000 *	£0	£0	£0	£0	£0
* Unlikely to be required under current Health and Social Care Act as schemes will require NHS England or NHS Property Services approval							
Agree litigation	CCG budget line for specified service	£100,000	£25,000	£0	£0	£0	£0
Sign off of annual contracts with NHS Trusts & FT's, non NHS clinical providers & non clinical contracts	CCG budget line for specified service	CCG budget line for specified service	£15,000,000	£0	£0	£0	£0
Monthly NHS Contract payments	CCG budget line for specified service	CCG budget line for specified service	£15,000,000	£50,000	£10,000	£2,000	£0
Monthly non-NHS contract variations	CCG budget line for specified service	CCG budget line for specified service	£15,000,000	£50,000	£10,000	£2,000	£0
Invoices for non clinical services from NHS Trust & FT's and non NHS providers	CCG budget line for specified service	CCG budget line for specified service	£500,000	£50,000	£10,000	£2,000	£0
Invoices for clinical services from non NHS & private organisations	CCG budget line for specified service	CCG budget line for specified service	£500,000	£50,000	£10,000	£2,000	£0
Early Retirement, redundancy and termination settlements	RATS approval and minute required			£0	£0	£0	£0
Purchase of goods or services	Verbal Quotation needed			under £15,000			
	3 competitive quotations needed			£15,000 - £49,999.99			
	Actual tender needed			£50,000 and over			