



SCHEME OF RESERVATION AND DELEGATION

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DOCUMENT HISTORY

(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)

Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
15/09/17	V2		Chief Executive	Reviewed	
15/11/17	V2	15/11/17	Chief Executive	Ratified	Audit & Corporate Risk Committee
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June 2019	V2.1		Chief Executive Officer	Reviewed	Audit Committee
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5 March 2021	V4.0	08/04/2021	Chief Executive	Revision for 2021/22	Trust Board
08 July 2021	V4.1	08/07/2021	Chief Executive	Addition of approval limit on expenditure delegated to the Finance and Infrastructure Committee. Removal of reference to funds held on Trust (the Isle of Wight NHS Trust Charitable Fund - Governance Document covers this)	Trust Board
08 July 2021	5.0	08/07/2021	Chief Executive	Approved	Trust Board
03 March 2022	6.0	10/03/2022	Director of Governance and Risk	Revision to align to SFIs 2022 V1, change in executive portfolios, consider actions re Mental Health Act	Trust Board
28 February 2023	7.0	11/05/2023	Associate Director of Corporate Governance	Review and revision for 2023/24	Trust Board

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1. INTRODUCTION

The Code of Accountability for NHS Boards requires the Board of Directors to demonstrate the existence of comprehensive governance arrangements which may be delegated and draw up a schedule of decisions reserved to itself and to ensure that management arrangements are in place to allow clear delegation of other responsibilities.

2. PURPOSE

This document sets out the powers reserved to the Board of Directors and the Scheme of Delegation, together with financial limits and approval thresholds. However, the Board of Directors remains accountable for all of its functions, including those which have been delegated.

All powers of the Trust which have not been retained as reserved by the Board of Directors or delegated to a Committee authorised by the Board shall be exercised on behalf of the Board of Directors by the Chief Executive. The Scheme of Reservation and Delegation identifies functions which the Chief Executive will perform personally and those delegated to other directors or officers. All powers delegated by the Chief Executive can be reassumed as required.

The Scheme of Delegation sets out the lowest level at which delegated authority may be exercised within the Trust as approved by the Board of Directors and where appropriate the financial limits which apply.

3. SCOPE

The Scheme of Delegation covers only matters delegated by the Board of Directors to directors and includes delegated procedures for the approval of the expenditure. This should be used in conjunction with specific matters referred to in the Standing Financial Instructions (SFIs) and Standing Orders (SOs) and other established procedures within the Trust.

The Scheme of Delegation covers matters which have been delegated by the Board of Directors to Officers within the Trust.

In the event of an infection outbreak, pandemic or major incident, the Trust recognises that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their manager and all appropriate action must be taken to maintain ongoing patient and staff safety.

4. CAUTION OVER THE USE OF DELEGATED POWERS

Powers are delegated to Directors and Officers on the understanding that they would not exercise delegated powers in a matter that in their judgement was likely to be a cause for public concern.

5. ABSENCE OF DIRECTORS OR OFFICERS TO WHOM POWERS HAVE BEEN DELEGATED

In the absence of a Director or Officer to whom powers have been delegated, those powers shall be exercised by that Director or Officer's superior unless alternative arrangements have been approved by the Board of Directors. If the Chief Executive is absent, powers delegated to him may be exercised by the Chair after taking appropriate advice from the Director of Finance, or Deputy Director of Finance in his absence.

6. DELEGATION TO COMMITTEES

The Board of Directors may determine that certain of its powers shall be exercised by Standing Committees. The composition and terms of reference of such committees shall be that determined by the Board of Directors from time to time taking into account where necessary, the requirements of regulators e.g. NHS England (NHSE). The Board of Directors shall determine the reporting requirements in respect of these committees. In accordance with SO 6.23, committees may not delegate executive powers to sub committees unless expressly authorised by the Board of Directors.

7. DEFINITIONS

“Accountable Officer” means the NHS Officer responsible and accountable for funds entrusted to the Trust. The officer shall be responsible for ensuring the proper stewardship of public funds and assets. For this Trust it shall be the Chief Executive.

“Nominations and Remuneration Committee” means a committee that determines the broad remuneration policy and performance management framework and sets individual remuneration arrangements for the Trust’s Executive Directors.

“Associate non-executive director” means a person appointed to perform specific statutory and non-statutory duties which have been delegated by the Board of Directors for them to perform and these duties have been recorded in an appropriate Board of Directors minute or other suitable record.

“Audit Committee” means a committee which fulfils the functions set out in NHS England’s Code of Governance.

“Board of Directors” – means the Chair, executive directors and non-executive directors of the Trust collectively as a body. The terms **“Trust Board”** or **“Board”** shall also be used.

“Budget” means a resource, expressed in financial terms, proposed by the Board for the purpose of carrying out, for a specific period, any or all of the functions of the Trust.

“Budget holder” means the director or employee with delegated authority to manage finances (Income and Expenditure) for a specific area of the organisation.

“Code of Accountability” is a code of practice which forms the basis on which NHS organisations should seek to fulfil the duties and responsibilities conferred upon them by the Secretary of State.

“Trust” means the Isle of Wight NHS Trust

“Chair of the Board (or Trust)” is the person appointed by the Secretary of State for Health to lead the Board and to ensure that it successfully discharges its overall responsibility for the Trust as a whole. The expression “the Chair of the Trust” shall be deemed to include the Vice-Chair of the Trust if the Chair is absent from the meeting or is otherwise unavailable.

“Chief Executive” means the chief officer of the Trust.

“Commissioning” means the process for determining the need for and for obtaining the supply of healthcare and related services by the Trust within available resources.

“Committee” means a committee or sub-committee created and appointed by the Trust.

“Committee members” means persons formally appointed by the Board to sit on or to chair

specific committees.

“Contracting and procuring” means the systems for obtaining the supply of goods, materials, manufactured items, services, building and engineering services, works of construction and maintenance and for disposal of surplus and obsolete assets whether a procurement process has been undertaken or not. Contracting implies rights and obligations for the Trust.

“Director of Estates” means the person undertaking the executive responsibility of advising the Board on estates and facilities matters.

“Director of Finance” means the person undertaking the executive responsibility of advising the Board on financial matters.

“Director Responsible for Corporate Governance” means a person appointed to provide advice to the Board and the Chair on corporate governance issues and to monitor the Trust’s compliance with the law, Standing Orders, the requirements of the Care Quality Commission, NHS England and Department of Health and Social Care guidance.

“Director of Nursing” means the person undertaking the executive responsibility of advising the Board on matters relating to nursing, midwifery and clinical care.

“Finance and Infrastructure Committee” means a committee that reviews financial reporting, financial management, and standing and provides assurance to the Board on all significant performance aspects relating to finance and infrastructure.

“Deputy Director of Finance” means the officer that can act with the full authority of the Director of Finance in the absence of, or as nominated by, the Director of Finance.

“Member” means executive or non-executive member of the Board as the context permits. Member in relation to the Board does not include its Chair.

“Membership, Procedure and Administration Arrangements Regulations” means NHS Membership and Procedure Regulations (SI 1990/2024) and subsequent amendments.

“Nominated officer” means an officer charged with the responsibility for discharging specific tasks within Standing Orders and Standing Financial Instructions.

“Non-officer member” means a member of the Trust who is not an officer of the Trust and is not to be treated as an officer by virtue of regulation 1(3) of the Membership, Procedure and Administration Arrangements Regulations.

“Officer” means employee of the Trust or any other person holding a paid appointment or office with the Trust.

“Officer member” means a member of the Trust who is either an officer of the Trust or is to be treated as an officer by virtue of regulation 1(3) (i.e. the Chair of the Trust or any person nominated by such a Committee for appointment as a Trust member).

“Quality & Performance Committee” means a committee whose functions are concerned with the arrangements for the purpose of monitoring and improving the quality of healthcare for which the Isle of Wight NHS Trust has responsibility.

“SFIs” means Standing Financial Instructions.

“SOs” means Standing Orders.

“Vice-Chair” means the non-officer member appointed by the Board to take on the Chair’s duties if the Chair is absent for any reason.

“People and Organisational Development Committee” means a committee that provides assurance to the Board on all aspects of people and organisational development supporting the provision of safe, high quality patient-centred care.

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8. SCHEME OF RESERVATION

General Enabling Provision

The Board may determine any matter, for which it has delegated or statutory authority, in full session within its statutory powers.

The Board has delegated all decisions and powers as indicated in the scheme of delegated authorities set out below, except for those decisions and powers described in this schedule of decisions reserved to the Board of Directors.

Regulations and Control

1. Approval of Standing Orders, the Schedule of decisions reserved to the Board of Directors and Scheme of delegated authorities (this Schedule of Reservation and Delegation), and Standing Financial Instructions.
2. Suspension of Standing Orders.
3. Variation or amendment of the Standing Orders, Scheme of Reservation and Delegation, and Standing Financial Instructions.
4. Receipt of notification of any decisions made under the emergency powers and urgent decision making powers taken by the Chair and Chief Executive in accordance with SO 6.28.2 or decisions taken by written resolution outside of Board meetings (SO 6.28.3).
5. Approval of a scheme of delegation of powers from the Board to committees (this Schedule of Reservation and Delegation).
6. Receipt of the declaration of Board of Directors members' interests that may conflict with those of the Trust, and determination of the extent to which those interests should affect the conduct of the meeting.
7. Establishment of committees as required by statute and/or the needs of the Trust, and the adoption of associated terms of reference and reporting arrangements.
8. Receipt of reports from the committees' meetings and take appropriate action.
9. Approval of arrangements for dealing with complaints.
10. Confirmation and/or enactment of the recommendations of the Trust's committees where the committees do not have relevant delegated powers.
11. Approval of arrangements relating to the discharge of the Trust's responsibilities as a bailer for patients' property.
12. Ratification of instances of failure to comply with Standing Orders brought to the Chief Executive's attention in accordance with SO 6.30
13. Discipline of members of the Board or employees who are in breach of statutory requirements or Standing Orders.

Appointments/Dismissal

1. Appointment of the Vice Chair of the Board.
2. Confirmation of the appointment of representatives of the Trust to outside statutory bodies.

Strategy, Plans and Budgets

1. Adoption of the strategic aims and objectives of the Trust.
2. Approval of the Trust's policies and procedures for the management of risk unless delegated for approval to the Director responsible for risk

3. Approval of capital investment up to £15,000,000
4. Approval of revenue expenditure (other than under NHS contracts) amounting to, or likely to amount to, over £1,000,000 for the period of the contract or within the financial year.
5. Approval of the Trust's annual operating plan.
6. Approval of the opening of bank accounts, on the recommendation of the Finance & Infrastructure Committee.
7. Approval of proposals in individual cases for the write off of losses or making of special payments above the limits of delegation to the Chief Executive, Director of Finance, Finance and Infrastructure Committee, and Audit Committee.
8. Approval of officers who are able to make short term borrowings on behalf of the Trust.

Policy Determination

1. Approval of those Trust policies for governance and risk that require consideration by the Board, as determined by the Director Responsible for Governance, who has overall responsibility for approval of policies and procedures.
2. Approve procedures for the declaration of interests and for declaration of hospitality and sponsorship.
3. Ensure proper and widely publicised procedures for voicing complaints and concerns about misadministration.
4. Approval of policies for managing breaches of Code of Conduct, and other ethical concerns.

Audit

1. Receipt of the annual management letter from the external auditor and agreement of proposed action taking account of the advice, where appropriate, of the Audit Committee.
2. Receipt of an annual report from the Internal Auditor and agreement of action on recommendations where appropriate taking account of the advice of the Audit Committee.

Annual Reports and Accounts

1. Endorse the Annual Governance Statement for inclusion in the Annual Report.
2. Approval of the Trust's Annual Report and Annual Accounts following receipt of the annual audit report from the external auditor in respect of the Financial Accounts.
3. Approval of the Trust's Quality Account following receipt of the annual audit report from the external auditor in respect of the Quality Account.

9. SCHEME OF DELEGATION

Delegated matters in respect of decisions which may have a far-reaching effect must be reported to the Chief Executive. The delegation shown below is the lowest level to which authority is delegated. All other powers are reserved to the Board of Directors. The exercise of delegated authority must be consistent with the powers of the Board of Directors as contained in statute and Department of Health and Social Care (DHSC) guidance. All items concerning finance must be carried out in accordance with Standing Financial Instructions and Standing Orders.

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
1. Management of Budgets		
Responsibility for keeping expenditure within budgets: a) At specialty/department level b) For the totality of a Division c) Corporate Function Revenue Budget Virement · All virements between pay and non-pay · All other virements within single cost centre · All other virements between cost centres	Designated Budget Holder Divisional Director/ Director of Operations Relevant Executive Director Director of Finance Designated Budget Holder Designated Budget Holder of all affected areas	SFIs Section 3
2. Non-Pay Revenue Expenditure		
Manual or Electronic Payments (CHAPS and Faster Payments) Used for urgent payments to staff for underpayment of salary and urgent payment of overdue supplier invoices All Other Revenue requisitions, orders, and invoices* · ≤ £10,000 – requires up to 3 written quotations at the discretion of procurement - informal	Director of Finance or Senior Finance Management Team Assistant Operational Manager (or equivalent) per authorised signatory list**	SFIs section 10 SFIs section 7

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<ul style="list-style-type: none"> · <= £50,000 – requires 3 written quotations and a ratification report prepared by Procurement – formal · < £150,000 – requires 3 written quotations and a ratification report prepared by Procurement – formal · > £150,000 to £250,000 – requires 3 written quotations and a ratification report prepared by Procurement – formal · > £250,000 to £1,000,000– requires 3 written quotations and a ratification report prepared by Procurement – formal 	<p>Care Group Director/Manager (or equivalent) or department manager/head for Corporate Functions per authorised signatory list **</p> <p>Executive Director/Director</p> <p>Chief Executive + Executive Director</p> <p>Director of Finance on instruction of the Finance & Infrastructure Committee</p>	<p>SFIs section 7 Appendix 1</p>
<ul style="list-style-type: none"> · >£1,000,000 – requires 3 written tenders and a ratification report prepared by Procurement - formal <p>*All requisitions must have the highest level of Divisional Sign off as well as the relevant Committee/Board sign off.</p>	<p>Chief Executive or Director of Finance (on the instruction of the Trust Board)</p> <p>** within their authorised budget areas only</p>	
3. Capital Purchases & Schemes		
<p>a) All capital schemes or capital purchases must be listed in the Board of Directors approved capital programme and must be agreed with the Director of Finance prior to implementation or purchase. All schemes are subject to satisfactory Business Case approval by the appropriate Committee.</p> <ul style="list-style-type: none"> <= £250,000 · £250,000 - £1,000,000 · £1,000,000 - £15,000,000 · > £15,000,000* 	<p>Director of Finance, Deputy Director of Finance (in consultation with Capital Investment Group)</p> <p>Chief Executive or Director of Finance (in consultation with the Executive Management Team Plus)</p> <p>Chief Executive or Director of Finance (on the instruction of the Board of Directors)</p> <p>NHS England</p>	<p>SFIs section 13</p>

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<p>b) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations</p> <p>c) Granting and termination of leases within the Trust's delegated limit</p> <p>d) Transfers between Revenue/Capital</p>	<p>Director of Estates</p> <p>Chief Executive or Director of Finance</p> <p>Director of Finance</p>	
4. Waiving of Competition and Contract Signature		
<p>a) Healthcare Service Level Agreements</p> <p>b) Signing of contracts with suppliers following approval of expenditure in line with the Detailed Scheme of Delegation</p>	<p>Chief Executive or Director of Finance</p> <p>Chief Executive or Director of Finance</p>	<p>SFIs Section 8</p> <p>SOs Section 8.4</p>
5. Setting of Fees and Charges		
<p>a) Private Patient, Overseas Visitors, Trading Accounts, Income Generation, and other patient related services</p> <p>b) Price of NHS Contracts/Service Agreements</p>	<p>Director of Finance</p> <p>Chief Executive / Director of Finance</p>	<p>SFIs section 6.2</p> <p>SFIs section 8</p>
Charges for all NHS Contracts based on national tariff (where available) or locally agreed prices		
6. Engagement of Staff Not On the Establishment and Professional Advisers		
<p>a) Non-Medical Consultancy Staff Where aggregate commitment in any one year (or total commitment) is more than £150,000 Where aggregate commitment in any one year (or total commitment) is more than £150,000 but less than £250,000</p> <p>b) Engagement of Trust's Solicitors</p> <p>c) Temporary & Bank staff</p>	<p>Executive Director</p> <p>Chief Executive</p> <p>Medical Director</p> <p>In accordance with Trust procedures</p>	<p>SFIs section 7</p>
7. Petty Cash Disbursements		
	<p>Director of Finance *. * Set out arrangements</p>	SFIs section 6.4
8. Expenditure on Charitable Funds		
<ul style="list-style-type: none"> See the Isle of Wight NHS Trust Charitable Fund - Governance Document 		
9. Maintenance / Operation of Bank Accounts		
	<p>Director of Finance * * Set out arrangements and authorised Signatory for Bank</p>	SFIs section 5
10. Agreements/Licences For Use of Trust Property		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
a) Preparation and signature of all property transactions	Chief Executive / Director of Finance* *Set out arrangements	SFIs section 10.6.2
b) Extensions to existing leases	Director of Finance or delegated officer	SFIs Section 6.2
c) Letting of existing premises to outside organisations	Director of Finance or delegated	
d) Approval of rent based on professional assessment	Director of Finance	
11. Condemning & Disposal of Assets and Supplies		
a) Condemning · Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively: <ul style="list-style-type: none"> • Items on asset • Items not on asset register 	Care Group Manager and Director of Finance/Deputy Director of Finance Care Group Manager and Director of Finance/Deputy Director of Finance	SFIs Section 15
b) Disposal · In accordance with Supplies Procedures	Care Group Manager and Director of Finance/Deputy	SFIs Section 15
12. Losses, Write-off & Compensation		
a) Loss of cash including theft, overpayment <ul style="list-style-type: none"> • Less than £5,000 • Over £5,000 and up to £25,000 • Over £25,000 b) Fruitless Payments (including abandoned Capital Schemes) <ul style="list-style-type: none"> • Up to £50,000 • Over £50,000 c) Bad Debts and Claims Abandoned - Private Patients, Overseas Visitors & Other <ul style="list-style-type: none"> • Less than £5,000 • Over £5,000 and up to £25,000 • Over £25,000 • Up to £25,000 d) Damage to Buildings. Fittings, furniture etc	All need to be reported to the Audit Committee Director of Finance Two Executive Directors Chief Executive and two Executive Directors Two Executive Directors Chief Executive and two Executive Directors Chief Executive and Director of Finance Director of Finance Two Executive Directors Chief Executive and two Executive Directors Two Executive Directors	SFIs section 15

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
<ul style="list-style-type: none"> • Over £25,000 <p>e) Compensation payments made under legal obligation</p> <ul style="list-style-type: none"> • Up to £500,000 • Over £500,000 <p>f) Extra contractual payments to contractors</p> <ul style="list-style-type: none"> • Up to £25,000 • Over £25,000 <p>g) Ex-Gratia Payments – patients, staff, and visitors for loss of personal effects</p> <ul style="list-style-type: none"> • Up to £5,000 • Over £5,000 to £25,000 • Over £25,000 <p>h) For clinical negligence (following legal advice)</p> <ul style="list-style-type: none"> • Up to £500,000 • Over £500,000 <p>i) For personal injury involving negligence (following legal advice)</p> <ul style="list-style-type: none"> • Up to £500,000 • Over £500,000 <p>j) Other clinical negligence and personal injury claims, and other claims except maladministration</p> <ul style="list-style-type: none"> • Up to £25,000 • Over £25,000 	<p>Chief Executive and two Executive Directors</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p> <p>Director of Finance or nominee</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p> <p>Two Executive Directors</p> <p>Chief Executive and two Executive Directors</p>	
13. Reporting of Incidents to the Police		
a) Where a criminal offence other than fraud is suspected	Director of Finance	SFIs section 15.2
b) Where a fraud against the Trust or theft of Trust property is involved	Director of Finance	SFIs Section 15.2
14. Receiving Hospitality		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
Approving the acceptance of hospitality by employees except for trivial gifts as defined in the NHS England guidance 'Managing Conflicts of Interest in the NHS' (Publications Gateway Reference 06419)	Director Responsible for Corporate Governance	SFIs section 19 SOs section 7.1
15. Maintenance & Update of Trust Financial Procedures		
	Director of Finance	SFIs section 1
16. Investment of Funds		
Exchequer/Trust	Director of Finance	SFIs section 12
17. Personnel & Pay		
a) Authority to fill funded post with permanent staff	Chief Executive who may nominate Designated Budget Holder	SFIs section 9 People Policies
b) <u>Upgrading & Regrading</u> All requests for upgrading /regrading shall be dealt with in accordance with Trust Procedures and in line with agreed budgets. For all other personnel and pay issues please refer to the appropriate People policy or the HR Department.	Designated Budget Holder	People Policies
18. Authorisation of New Drugs		
	Formulary and Medicines Committee	
19. Authorisation of Sponsorship deals		
	Chief Executive or nominated Officer	
20. Authorisation of Research Projects		
	Medical Director	
21. Authorisation of Clinical Trials		
	Medical Director	
22. Insurance Policies and Risk Management		
	Director Responsible for Corporate Governance	SFIs sections 21
23. Patients & Relatives Complaints		
a) Overall responsibility for ensuring that all complaints are dealt with effectively	Chief Executive	
b) Responsibility for ensuring complaints relating to a care group are investigated thoroughly.	Director of Nursing, Midwifery and AHPs	
24. Relationships with Press		
a) Non-Emergency General Enquiries	Director of Communications and Engagement	
b) Emergency · Within Hours	Chief Executive or Director of Communications and Engagement	

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
Outside Hours	Duty Hospital Manager or Executive Director	
25. Infectious Diseases & Notifiable Outbreaks		
	Duty Hospital Manager & Director of Nursing or Head of Infection Control	
26. Extended Role Activities		
Approval of Nurses to undertake duties / procedures which can properly be described as beyond the normal scope of Nursing Practice.	Director of Nursing	
27. Patient Services		
Variation of operating and clinic sessions within existing numbers and all proposed changes in bed allocation and use.	Chief Operating Officer, Acute and Ambulance Director of Community, Mental Health and Learning Disabilities	
28. Facilities for staff not employed by the Trust to gain practical experience		
Professional Recognition & Insurance of Medical Staff, honorary contracts, work experience students	Director of People and Organisational Development or delegated officer	
29. Review of fire precautions		
	Director of People and Organisational Development or nominated deputy	
30. Review of all statutory compliance legislation		
Health and Safety requirements including control of Substances Hazardous to Health Regulations Employment Law	Director of People and Organisational Development or nominated deputy Director of People and Organisational Development	
31. Inventory		
An inventory must be maintained of property with a life of > 1 year and a value of between £1,000 and £5,000. Assets over this value will appear in the Capital Assets register	Care Group Manager or designated officer	SFIs section 14.2
32. Review of Medicines Inspectorate Regulations		
	Medical Director	
33. Review of compliance with environmental regulations, for example those relating to clean air and waste disposal.		
	Director of Estates	
34. Review of Trust's compliance with the Data Protection Act		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
	Chief Digital Information Officer	
35. Review the Trust's compliance with the Access to Records Act		
	Chief Digital Information Officer	
36. The keeping of a Declaration of Interests Register		
	Director Responsible for Corporate Governance	
37. Attestation of sealings in accordance with Standing Orders		
	Director Responsible for Corporate Governance	
38. The keeping of a register of Sealings		
	Director Responsible for Corporate Governance	
39. The keeping of the Hospitality Register		
	Director Responsible for Corporate Governance	
40. Ensuring compliance with regulations in respect of the retention of records		
	Chief Digital Information Officer	
41. Clinical Audit		
	Medical Director	
42. Patients' Property		
Release of patients' property where: Value of deceased patients' property <=£5,000 - forms of indemnity required.	Director Responsible for Corporate Governance	SFIs section 17 Patients' Property Policy
Value of deceased patients' property >£5,000 - production of Probate or Letters of Administration	Chief Operating Officer – Acute & Ambulance	Patients' Property Policy
43. Deprivation of Liberty Safeguards		
Urgent Authorisation for Deprivation of Liberty and requesting a Standard DoLS Authorisation	Ward Sisters and Deputies Modern Matrons Bed Managers/Clinical Site Coordinators Senior Manager on call	Schedule 1a to the Mental Capacity Act 2005
44. Patients subject to the Mental Health Act (MHA)		

DELEGATED MATTER	AUTHORITY DELEGATED TO	REFERENCE DOCUMENTS
Review of patients subject to the Mental Health Act (Reg. 37.7)	Panel consisting of at least 3 MHA Review Managers as constituted by the Director of Community, Mental Health and Learning Disabilities	Mental Health Act
<p>All other functions of the Mental Health Act including:</p> <ul style="list-style-type: none"> • receipt and acceptance of applications for admission under Part II MHA (Reg 3. (2)); • formal scrutiny for the purpose of requesting any necessary rectifications (Reg 4. (3)); • transfer of patients from hospital to hospital or guardianship (Regs. 7, 8 & 9); • provision of information to patients subject to MHA and their nearest relative (Reg.26); • inspection and opening of postal packet (Section 134. (7) and Reg. 29). 	Mental Health Act Committee as constituted by the Director of Community, Mental Health and Learning Disabilities	Mental Health Act