



NHS DUMFRIES & GALLOWAY

SCHEME OF DELEGATION

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1. Schedule of Decisions Reserved for Full Board

The following items may only be approved by decision of the full Board:

Item	Description
1.1	Updates and changes to Board Standing Orders
1.2	The establishment, terms of reference, reporting arrangements and membership of Board Committees
1.3	Scheme of Delegation (SoD)
1.4	All strategic plans relating to Dumfries and Galloway wide services or major service changes proposed for locality services with the approval of the Integrated Joint Board
1.5	The annual revenue budget and three year financial plan;
1.6	The 5 year capital plan, the annual capital budget, and individual business cases over £500,000
1.7	Approval of the Annual report and accounts
1.8	Acquisition and disposal of any land and property by DGHB and recommendations to the Scottish Government relating to the closure or change of use of hospitals
1.9	Variation to a PFI/NPD contract agreement
1.10	Authority to commit revenue expenditure for which no provision has been made in approved plans/budgets > £1m
1.11	Approval of Capital Business Cases £0.5m - £3m within SG delegated limits
1.12	Approval of Capital Business Cases > £3m to go forward to SGHSCD for approval

2. Schedule of Delegation arising from Extraordinary Events

Where an urgent decision is required that cannot, without loss to the organisation, wait until the next Board (or Performance Committee as having deferred authority from the Board to approve time critical issues that fall outwith the bi-monthly Board cycle.) but is outwith the normal delegated limits the Chief Executive will consult with the Chairman.

The Chairman, having regard to the materiality of the issue will recommend one of the following courses of action:

- call a Special Board meeting or;
- telephone consultation with the required number of Board members or;
- Chairman's action on the matter.

Where a decision is reached either through chairman's action or telephone consultation with a limited number of Board members the matter will be presented to the next available Board for ratification.

3. Authority Delegated to Board Standing Committees	
Item	Audit and Risk Committee
3.1	<ul style="list-style-type: none"> • Provide assurance that all aspects of financial governance and internal control is managed effectively • Provide assurance that there is a comprehensive risk management system in place • Provide assurance that Information Governance is managed effectively • Oversee all audit arrangements • Approval of all Audit Plans, including those submitted by Audit Scotland. • Approval of changes to Standing Financial Instructions. • Approval of changes to bank account signatories • Approval of the Board's accounting policies • Approval of the Counter Fraud policies and arrangements for special investigations.
	Performance Committee
3.2	<ul style="list-style-type: none"> • Deferred authority from the Board to approve time critical issues that fall outwith the bi-monthly Board cycle. • Ensure the board meets its obligations across a range of activities including, financial governance, value for money on investments, delivery of best value • Provide assurance that financial and operational risk is managed effectively • Review and Scrutiny of Post Project evaluation of Projects >£5m in advance of submission to SGHSCD. • Specific Role in relation to major capital developments
	Staff Governance Committee/Remuneration Sub Committee
3.3	<ul style="list-style-type: none"> • Decisions relating to Executive and Senior Managers' pay, in line with extant Scottish Government guidance and direction. • Ensure appropriate structures and processes are in place in relation to Staff Governance matters to provide assurance to the Board • Provide assurance that Staff Governance risks are adequately controlled
	Healthcare Governance Committee
3.4	<ul style="list-style-type: none"> • Review major reports into NHS system failings to identify the implications for locally provided services and to endorse action plans for correcting any perceived deficiencies. • To provide assurance that systems and structures are in place to effectively manage a number of areas including clinical governance, healthcare associated infections, quality improvement, adverse incidents, public protection and child protection. • Provide assurance that non-financial risk is managed effectively

3. Authority Delegated to Board Standing Committees	
Person Centred Health and Care Committee:	
3.5	<ul style="list-style-type: none"> • To oversee delivery of spiritual care approaches that reflect the terms of NHS HDL (2002) 76, and CEL 2008 (49) adhering to the principles outlined therein and ensuring that spiritual care is available to patients, their families, Carers and staff in ways that are responsive to their needs • To oversee delivery of the programmes of work in relation to person centred care • To oversee delivery of programmes that are co-produced with people themselves, our partners in health and social care, community development, third sector and independent partners

4. Schedule of Nominated Deputies

Under normal circumstances the following deputising arrangements would be in place and are authorised to act on behalf of the lead post holder unless specifically stated otherwise in the Scheme of Delegation. Where alternative arrangements are also in place these will be stated. Under special circumstances the Director/senior manager may nominate a different deputy; this should be reported to the Corporate Business Manager for reporting to the Board retrospectively.

Executive Directors

Authorised to act on their behalf for all Board duties including a voting member at Board and Board Committee meetings

Lead Post	Authorised Deputy
Chief Executive	Medical Director – Voting Duties Chief Operating Officer – Operational duties
Director of Finance	Deputy Director of Finance – Financial Management Deputy Director of Finance – Governance and Financial Accounting
Medical Director	Deputy Medical Director
Nursing, Midwifery & AHP Director	Deputy Nurse Director Associate Director for AHPs Infection Control Manager Nurse Consultant for Public Protection
Senior Managers	
Authorised to act on their behalf for all Board duties including representing at Board and Board Committee meetings	
Chief Operating Officer	Deputy Chief Operating Officer
Acting Interim Director of Public Health	Consultant in Public Health
Workforce Director	Head of Human Resources Head of Organisational Development and Learning

5. General Delegations				
No	Area of Responsibility/ Duties Delegated	Delegated to	Authorised Deputy different to Sch4	Constraints/Reference
5.1	Preparation of Corporate Objectives	Chief Executive	None	All changes must be approved by NHS Board.
5.2	Update and changes to Standing Orders.	Chief Executive	None	All changes must be approved by NHS Board.
5.3	Responsibility for preparation and update of Scheme of Delegation.	Chief Executive	Director of Finance	Board approval required.
5.4	Responsibility for preparation and update of Standing Financial Instructions.	Director of Finance	Deputy Director of Finance	Audit and Risk Committee approval required.
5.5	Preparation of Annual Operating Plan	Chief Operating Officer and Director of Finance (financial plan)	Deputy Chief Operating Officer	Supported by financial plan prepared by Director of Finance
5.6	Internal Audit	Chief Internal Auditor	None	Overseen by Audit and Risk Committee
5.7	Fraud	Fraud Liaison Officer	None	Overseen by Audit and Risk Committee
5.8	Management of Endowments	Director of Finance	Deputy Director of Finance	As detailed in Endowment Charter, Standing Orders and Fund Operating Procedures
5.9	Maintenance of Register for Interests for all Staff and Board Members	Chief Executive	Corporate Business Manager	Only Board Members Register of Interests is published.
5.10	Maintenance of Register of gifts/ hospitality and interest in contracts.	Chief Executive	Corporate Business Manager	

6. Signing of Documents				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
6.1	Execution of documents on behalf of Scottish Ministers relating to property transactions.	Chief Executive and Director of Finance	None	All signatures to be in accordance with the Property Transactions Manual.
6.2	Signing any legal document/commitment /contract/ deed/ binding agreement in NHS Board name lifetime value < £250k	Relevant General Manager	None	Subject to previous agreed business case approval for new commitments, replacement capital purchases as per approval or in rollover cases within delegated budget limits. If two signatures required, escalation up through line management structure.
6.3	Signing legal commitment /contract/ deed/ binding agreement in NHS Board name lifetime value > £250k	Chief Executive or Director of Finance		A summary report should be provided to allow signing. If two signatures required, replace or with and.

7. Financial Governance				
Financial Planning, Budgets & Budgetary Control – Revenue				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.1	Preparation of Financial Plans	Director of Finance	To be specifically nominated in event of extended absence	Approval required by NHS Board
7.2	Budget Setting for NHS Board	Director of Finance		Limit as set in context of agreed Financial Plan
7.3	Delegation of directorate budgets.	Directors	Per authorised signatory database	With the approval of the Director of Finance and documented in the Authorised Signatory Database
7.4	Virement of approved delegated budgets between pays and non pays or between directorate areas <£50k	General Manager or Relevant Director and Divisional Finance Manager		
7.5	Virement of approved delegated budgets between pays and non pays or between directorate areas £50k - £500k	General Manager or Relevant Director and Director of Finance		Divisional Finance Manager should be involved in discussion prior to approaching Director of Finance.
7.6	Virement of approved delegated budgets between pays and non pays or between directorate areas > £500k	Chief Executive and Director of Finance		Divisional Finance Manager should be involved in discussion prior to approaching Director of Finance and Chief Executive.
7.7	Authority to commit revenue expenditure for which no provision has been made in approved plans/budgets < £0.5m	Chief Executive or Director of Finance	None	Subject to confirmation of revenue affordability.

7. Financial Governance				
Financial Planning, Budgets & Budgetary Control – Revenue				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.8	Authority to commit revenue expenditure for which no provision has been made in approved plans/budgets £0.5m - £1m	Director of Finance & Chief Executive	None	Subject to confirmation of revenue affordability and reporting items above £0.5m to the Board.
7.9	Authority to commit revenue expenditure for which no provision has been made in approved plans/budgets > £1m	NHS Board	None	Subject to confirmation of revenue affordability.
7.10	Setting of Fees and Charges Private patients, overseas visitors, income generation and other patient related services	Deputy Director of Finance	Divisional Finance Manager	In liaison with Finance Manager.
7.11	Approval to award GP Improvement Grants < £10k	Primary Care Development Manager	Finance Manager responsible for Primary Care	Grants must be within budgetary limits and in liaison with Finance Manager
7.12	Approval to award GP Improvement Grants > £10k	Health & Social Care Senior Management Team	Director of Finance and Chief Operating Officer	Grants must be within budgetary limits and in liaison with Finance Manager
7.13	Funding Offers for GP premises developments (reimbursement) of any value	Chief Executive or Chief Operating Officer	None	Grants must be within budgetary limits, in line with Asset Management Strategy and latest Primary Care Premises Guidance and in liaison with Finance Manager.
7.14	Patients Travel including ex gratia claims	Director of Finance	Deputy Director of Finance or Finance Manager responsible for Externals	In line with NHS travel scheme and local policy. Ex gratia payments to be in line with losses and special payments section.

7. Financial Governance				
Financial Planning, Budgets & Budgetary Control - Capital				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.15	Preparation of Capital Plan	Director of Finance	To be specifically nominated in event of extended absence	Approval required by NHS Board
7.16	Preparation of Capital Business Cases of any value	Chief Operating Officer/ Executive Lead as appropriate	General Manager for the area responsible	Require to follow SCIM guidance and instruction issued by SCPB.
7.17	Approval of Capital Business Cases < £0.5m	Strategic Capital Programme Board (SCPB)	None	Require to follow instruction issued by SCPB depending on nature of bid – replacement/service change.
7.18	Approval of Capital Business Cases £0.5m - £3m within SG delegated limits	NHS Board	None	Require to follow instruction issued by SCPB depending on nature of bid – replacement/service change. Approval required by SCPB before submission to Board.
7.19	Approval of Business Cases above SG delegated limit > £3m	NHS Board then on to SGHSCD Capital Investment Group.	None	Require to follow instruction issued by SCPB depending on nature of bid – replacement/service change. Approval required by Board prior to submission to SG. SCPB approval required before submission to Board.
7.20	Leases for Property, Equipment and vehicles (non lease cars) any value	Strategic Capital Programme Board	None	Must now follow capital approval route with introduction of IFRS16.

7. Financial Governance				
Financial Planning, Budgets & Budgetary Control - Capital				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.21	Lease Car Contracts any value	Director of Finance		<p>Only after lease car approval process has been completed whereby General Manager signs off request and Finance Manager signs off lease car value for money as compared to travel.</p> <p>Operation of lease car scheme must be in accordance with the guidelines issued by the Scottish Government. With new arrangements approved by the Remuneration Sub Committee of the Staff Governance Committee.</p>
7.22	Post Project Evaluation for Capital Projects	Strategic Capital Programme Board	None	<p>SCIM guidance promotes best practice in all projects, process to be agreed by SCPB depending on size, nature and nature of project.</p> <p>Projects over £1.5m will require onward circulation to NHS Board/Performance Committee and SGHSCD as set out in SCIM following approval at SCPB.</p>
7.23	Process and physical disposal of Assets	Director of Finance	General Manager – Facilities and Clinical Support Services (physical disposal only)	

7. Financial Governance				
Quotes/Tenders/OJEU				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.24	Issue of quick quotes/tenders/OJEU through the Procurement Portal	Procurement Team and Relevant Officers	None	All users of portal require to be set up by Procurement Manager in line with authorised list.
7.25	Award of quotes/tender/OJEU when the most economically advantageous return is being sought	Procurement Team and Relevant Officers	None	All awards over £50k are reported to Audit & Risk Committee and ones over £250k are included in minute so can be seen at escalation of minutes to Board
7.26	Acceptance of quotes/tender/OJEU when the most economically advantageous return is not being sought for award	Chief Executive or Director of Finance		Any such awards require authorisation in advance, a report should be produced to seek authorisation. All are reported to Audit and Risk Committee.
7.27	Undertake post tender negotiations	Relevant Manager	None	To be confined to clarification of any points, no price changes are allowed.

7. Financial Governance				
Banking				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
7.28	Maintenance and operation of bank accounts	Director of Finance		Subject to appointment of Bankers by Board where not determined nationally.
7.29	Authorised bank signatories.	Director of Finance	Designated Officers as per current list approved by Audit & Risk Committee	Additions to the list requires authorisation of the Audit and Risk Committee. The Director of Finance may delete all or part of an authorised signatory list.
7.30	Exchequer/Patient Funds/Endowments Cheque signatories Payments	<£5k One >£5k Two authorised signatories	None	Designated Officers as per current list approved by Audit & Risk Committee
Other				
7.31	Maintenance and operation detailed financial systems	Director of Finance		
7.32	Insurance	Director of Finance		CNORIS and all other insurance matters
7.32	Stock Control	Director of Finance	Designated Officer	Finance maintain a list of key contacts who are responsible for stock control within their department
7.34	Operation of staff benefit schemes	Workforce Director and Director of Finance	None	In accordance with any guidelines issued by the Scottish Government and approved by the Joint Negotiating Committee.

8. Losses and Special Payments			
This section is per Scottish Government and are all reported through SFR18 as part of annual accounts submissions			
All losses and special payments are presented to Audit and Risk Committee for either information or approval depending on value			
Item	Category	A&R Committee and SGHSCD	Chief Executive or Director of Finance
Theft/Arson/Wilful Damage			
1	Cash	> 15,000	<15,000
2	Stores/Procurement	> 30,000	<30,000
3	Equipment	> 15,000	<15,000
4	Contracts	> 15,000	<15,000
5	Payroll	> 15,000	<15,000
6	Buildings & Fixtures	> 30,000	<30,000
7	Other	> 15,000	<15,000
Fraud/Embezzlement/Corruption/Theft (where documentation has been falsified), & attempts to perpetrate any of these activities			
8	Cash	> 15,000	<15,000
9	Stores/Procurement	> 30,000	<30,000
10	Equipment	> 15,000	<15,000
11	Contracts	> 15,000	<15,000
12	Payroll	> 15,000	<15,000
13	Other	> 15,000	<15,000
14	Nugatory & Fruitless Payments	> 15,000	<15,000
Claims Abandoned			
15(a)	Private Accommodation	> 15,000	<15,000
15(b)	Road Traffic Acts	> 30,000	<30,000
15(c)	Other	> 15,000	<15,000
Stores Losses			
16	Incidents of Service: Fire, Flood, Accident	> 30,000	<30,000
17	Deterioration in Store	> 30,000	<30,000
18	Stocktaking Discrepancies	> 30,000	<30,000
19	Other Causes	> 30,000	<30,000
21	Disclosed at Physical Check	> 15,000	<15,000

Item	Category	A&R Committee and SGHSCD	Chief Executive or Director of Finance
Losses of Furniture & Equipment and Bedding and Linen in circulation			
20	Incidents of Service: Fire, Flood, Accident	> 15,000	<15,000
22	Other Causes	> 15,000	<15,000
Compensation Payments - legal obligation			
23	Clinical	> 250,000	<250,000
24	Non Clinical	> 100,000	<100,000
Ex-gratia Payments			
25	Extra-contractual Payments	> 15,000	<15,000
26	Compensation Payments - Ex Gratia - Clinical	> 250,000	<250,000
27	Compensation Payments - Ex Gratia - Non Clinical	> 100,000	<100,000
28	Compensation Payments - Ex Gratia - Financial Loss	> 25,000	<25,000
29	Other Payments	> 2,500	<2,500
Damage to Buildings and Fixtures			
30	Incidents of Service: Fire, Flood, Accident, Other Causes	> 30,000	<30,000
Other			
31	Extra-Statutory & Extra-Regulatory Payments	Nil	Nil
32	Gifts in Cash or Kind	> 15,000	<15,000
33	Other Losses	> 15,000	<15,000

SGHSCD approval is granted in advance and reported for approval to Audit and Risk Committee retrospectively.

9. Staff Governance				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
9.1	Implementation of Staff Governance Standards.	Workforce Director	Head of Human Resources	
9.2	Preparation of Human Resources Plan, policy and strategy.	Workforce Director	Head of Human Resources	
9.3	Preparation of Human Resources policies and procedures.	Workforce Director	Head of Human Resources	Approval required through Area Partnership Forum
9.4	Preparation of Contracts of Employment.	Workforce Director	Head of Human Resources	Compliance with current legislation and agreed terms and conditions
9.5	Executive and Senior Manager pay – implementation of terms and condition/ performance pay.	Workforce Director	None	Compliance with current legislation and agreed terms and conditions. Requires approval by Remuneration Committee.
9.6	Preparation and implementation of whistle blowing policy	Workforce Director	Deputy Director of Finance and Deputy Director of Nursing	Approval of policy required through APF.
9.7	Approval of Medical Practitioners for the purposes of the Mental Health (Care and Treatment) (Scotland) Act 2003	Medical Director		
9.8	Appointment of Consultants with the purpose of the adherence to The National Health Service (Appointment of Consultants) (Scotland) Regulations 2009	Medical Director		Authority to the Medical Director is in the role of assessment panel chair for the appointment of consultants.

10. Person Centred Health and Care Governance				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
10.1	Designated Director for Person Centred Health and Care	Executive Nurse Director	Associate Director for AHPs	Healthcare Governance Committee
10.2	Compliance with guidelines on Chaplaincy and Spiritual Care strategy implementation.	Executive Nurse Director	Associate Director for AHPs	Spiritual Care Committee

11. Healthcare Governance				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
11.1	Approval of research and development studies including associated clinical trials and indemnity agreements for commercial studies.	Medical Director		Ethics Committee approval required
11.2	Preparation of Patients Complaints Policy.	Executive Nurse Director	Associate Director of AHPs	Healthcare Governance Committee
11.3	Monitoring arrangements and reporting of complaints.	Executive Nurse Director	Associate Director of AHPs	Healthcare Governance Committee
11.4	Compliance and adherence to national standards in healthcare acquired infection.	Executive Nurse Director	Infection Control Manager	Link to Healthcare Governance and Infection Control Committee.
11.5	Compliance and adherence to national standards in decontamination.	Executive Nurse Director	Infection Control Manager/General Manager Operational Services	Link to Healthcare Governance and Infection Control Committee.

12. Public Health				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
12.1	Health Protection strategies and information dissemination.	Interim Director of Public Health		Link to Primary and Community Care Directorates
12.2	Health Improvement strategies and information dissemination.	Interim Director of Public Health		Link to Primary and Community Care Directorates
12.3	Public Health information dissemination.	Interim Director of Public Health		Link to Primary and Community Care Directorates

13. Information Governance				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
13.1	Responsibility for Information Management Systems and Strategy	Chief Operating Officer	General Manager – ICT	Clinical Responsibility through e-health Clinical Leads and eHealth Board
13.2	Data Protection	Chief Operating Officer	Head of Information Governance	The Head of Information Governance is able to enforce compliance with all current Data Protection legislation.
13.3	Caldicott Guardian	Medical Director	Consultant in Public Health Medicines	
13.4	Freedom of Information (Scotland) Act 2002	Chief Executive	Corporate Business Manager	The Freedom of Information (FOI) Policy sets out the process for handling and approving requests.
13.5	Senior Information Risk Owner (SIRO)	Medical Director	Head of Information Governance	

14. Risk Management				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
14.1	Preparation of Risk Management Strategy	Executive Nurse Director	Deputy Director of Nursing	NHS HIS Clinical Governance and Risk Management Standards
14.2	Preparation and Management of Corporate Risk Register	Chief Executive	Nurse Director	NHS QIS Clinical Governance and Risk Management Standards
14.3	Policies and Procedures – All	Chief Executive	Relevant Director	All policies and procedures should be maintained in accordance with the policy document and available on Beacon.
14.4	Policies and Procedures - Child Protection Policies	Chief Executive	Nurse Director	Regional Multi-agency Child Protection Committee
14.5	Policies and Procedures - Prescribing Policies	Medical Director	Director of Pharmacy	As per resource constraints of Prescribing Management Board
14.6	Health and Safety – staff	Chief Executive	Workforce Director	Accountable to the Corporate Health and Safety Committee
14.7	Health and Safety - buildings	Chief Executive	Chief Operating Officer	Accountable to the Corporate Health and Safety Committee
14.8	Fire Safety	Chief Executive	Chief Operating Officer	
14.9	Preparation and maintenance of a comprehensive Emergency Plan.	Chief Executive	Emergency Planning Manager	
14.10	Preparation and maintenance of Business Continuity Plans.	Chief Executive	Chief Operating Officer	

15. Contracting for Patient Services, Access & Performance Management				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
15.1	Responsibility for ensuring that adequate funds are available to pay for services outwith NHS Dumfries & Galloway'	Chief Executive and Finance Director	None	
15.2	Waiting Times.	Chief Operating Officer	General Manager – Acute & Diagnostics	Within overall budgetary limits.
15.3	Approval of Exceptional Referrals including Non Contracted Activity and Unplanned Activity.	Medical Director	Consultant in Public Health	Where other agreements do not exist, must be within the budgets approved by the Board where clinically appropriate. The Medical Director (or delegated deputy) chairs the Exceptional Referral Panel which meets to approve all cases.
15.4	Approval of Exceptional Referrals including Non Contracted Activity and Unplanned Activity.	Medical Director	Consultant in Public Health	Where other agreements do not exist, must be within the budgets approved by the Board where clinically appropriate. The Medical Director (or delegated deputy) chairs the Exceptional Referral Panel which meets to approve all cases.
15.5	Entering Services Level Agreements with Health Boards/Trusts	Chief Operating Officer	General Manager – Acute & Diagnostics	Subject to authorisation limits included in Section 6 above.
15.6	Entering Waiting list initiative agreements with private providers.	Chief Operating Officer	General Manager – Acute & Diagnostics	Subject to authorisation limits included in Section 6 above.
15.7	Resource Transfer Agreements.	Chief Executive	Director of Finance	In accordance with appropriate guidance.
15.8	Public Information on access to services.	Chief Operating Officer	Patient Experience and Communication Manager	

	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
15.9	Procedure for patients who wish to appeal against clinical decisions on their continuing care.	Medical Director	Associate Medical Director (Medical)	CEL 6(2008)
15.10	Regional Planning Group Decisions.	Chief Executive		<p>The Chief Executive will have authority (which may be delegated on a case by case basis) to commit the Board to the decisions of a Regional Planning Group acting in accordance with HDL (2004)46 and its own agreed constitution and procedures. In exercising this authority, the Chief Executive will, wherever possible:</p> <ul style="list-style-type: none"> - bring to the Board, in advance of a Regional Planning Group decision, any issue which, had it been a purely local issue, would be of such financial magnitude or service impact, that it would have been a decision reserved for the Board. This is to ensure that on matters of strategic importance, the views of the full Board can be represented, via the Chief Executive, to the Regional Planning Group. <p>communicate to the next available Board any Regional Planning decision which cannot be covered by approved budget or reserves</p>

16. Property Related Delegations				
	Area of Responsibility/Duties Delegated	Delegated to/ Lead Director	Authorised Deputy different to Sch4	Constraints/ Reference
16.1	Land and Buildings purchase, sale or acquisition	NHS Board	None	Chief Executive can sign paperwork once Board have declared surplus and purchase once approval for business case received.
16.2	Signing of a property lease	Chief Executive or Director of Finance		Approval of lease must have been approved by SCPB.
16.3	Management of buildings and land	Chief Operating Officer	General Manager - Facilities & Clinical Support Services	In accordance with the property transactions handbook.
16.4	Authorise any leases out where the annual rental does not exceed £50k per annum and the lifetime lease cost does not exceed £200k.	Chief Executive or Finance Director		In accordance with the property transactions handbook. Requires to have been scrutinised at SCPB.
16.5	Approval of using: <ul style="list-style-type: none"> - Framework Scotland - Southwest Hub - Non Profit Distributing for construction project	NHS Board	None	The initial approval of whether a scheme is suitable for this type of methodology for a construction project is a decision which is reserved for Board following review by NHS Dumfries and Galloway's SCPB who will scrutinise the proposal.
16.6	PFI/PPP/NPD arrangements including contract variations and terminations	Chief Executive and Director of Finance	None	All approvals for such arrangements must be subject to a business case to demonstrate value for money and be approved by the Board.