

Cwm Taf Morgannwg

UHB – Additional delegations linked to the SFIs

JCC Staff

SCHEME OF DELEGATION – VERSION CONTROL

Version		Date
17	Audit Committee August 2021 – Amendments to Section 6&7 amend job description to Head of Corporate Finance & Section 10 Pay Expenditure Amend delegated limit officers with delegated authority.	16/11/2021
18	Audit Committee January 2022 - Amendments to Section 14 B2 Disposals and Condemnations, Losses and Special Payments. Amendments to Section 11 Non Pay Expenditure Final Pay Controls	15/02/2022
18	OJEU Limits/ Threshold for Section 11 Non Pay Expenditure OJEU Threshold 2022 limits	22/02/2022
19	Audit & Risk Committee August 2022 – Amendments to various sections following new delivery model	22/08/2022
20	Amendment to delegations of the ‘Waivers or exemptions to tender rules’ in Section 11 and approval of compensation payments in Section 14	25/01/2024
20.1	Considerations for JCC staff	25/02/2025
20.2	Clean version – sections removed where not included in JCC SFIs and identified host body arrangements and financial authorisation matrix	27/02/2025

Introduction

The Standing Orders and Standing Financial Instructions for the NHS Wales Joint Commissioning Committee are incorporated into the SOs and SFIs of all HBs in Wales.

The Chief Commissioner’s Job description together with their Accountable Officer Memorandum sets out their specific responsibilities. The Interface Agreement between the Chief Executive and Accountable Officer of Cwm Taf Morgannwg University LHB and the Chief Commissioner and Accountable Officer of the NHS Wales Joint Commissioning Committee is also relevant. The Memorandum of Understanding sets out the agreed position between the Chief Executive and Accountable Officer of Cwm Taf Morgannwg University Local Health Board (“CTM”) and the Chief Commissioner and Accountable Officer of the NHS Wales Joint Commissioning Committee (“JCC”). Since it affects the way in which the two officers carry out their responsibilities as an Accountable Officer, it has been approved by the Director General for Health and Social Services and NHS Wales Chief Executive as the Accounting Officer for NHS Wales.

The SOs, together with its schedule of delegations, and the financial delegations set out in the SFIs form the basis of the JCC’s Scheme of Delegation to the Chief Commissioner.

This Schedule of additional delegations identifies those specific areas within the SFIs which require additional delegations from the Chief Commissioner, the Director of Finance and Value and other Officers.

This Schedule should not be read in isolation and needs to be used alongside the full JCC SFIs.

A general principle to note is that, for automated processes, a **Director may further delegate to a deputy during periods of absence although they will still retain responsibility for the delegation.** Manual processes can only be delegated upwards.

The NHS Wales Joint Commissioning Committee started on 1 April 2024 and the new staffing structure was agreed in February 2025.

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1. General

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	The Director of Finance is responsible for ensuring an ongoing training and communication programme is in place to affect these SFIs.	2.3.2	Director of Finance	All Heads of Finance	Host body arrangements Chief Commissioner to Director of Finance and Value
B	Ensure that any contractor or employee of a contractor who is empowered by the UHB to commit the UHB to expenditure or who is authorised to obtain income shall be covered by the SFIs	2.5.1	CEO	Care Group Service Directors, Deputy COO, Relevant Board Director	Host body arrangements Chief Commissioner to Relevant Director

2. Audit, Fraud & Corruption, and Security Management

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	Ensuring there are arrangements in place to review, evaluate and report on the effectiveness of internal control, in line with the requirements of the Host Body’s audit arrangements, as set out within the Hosting Arrangement	3.2.1	CEO	Board Secretary	Host body arrangements Chief Commissioner to Committee Secretary and Director of Finance and Value
B	The Chief Executive of the host LHB has overall responsibility for controlling and coordinating security. The Chief Commissioner will ensure that adequate processes are in place to comply with the requirements.	3.6.1	CEO	Assistant Director of Facilities Support Services	Host body arrangements CEO to Chief Commissioner to
	Controlling and co-ordinating security. In line with their responsibilities, the Chief Executive of the host LHB will monitor and ensure compliance with Directions issued by Welsh Ministers on NHS Security management.	3.6.2	CEO	Assistant Director of Facilities Support Services	Committee Secretary

3. Allocations and Financial Duty

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	First financial duty - the breakeven duty	4.2	Health board	DOF	<p>Host body arrangements</p> <p>Chief Commissioner (Accountable Officer) Accounts form part of CTMUHB</p>

4. Budgetary Control

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	<p>Prepare and submit budgets for approval and delegation by the JCC.</p> <p>Monitor financial performance against budget and plans and report the current and forecast position on a monthly basis and at every JCC meeting. Any significant variances should be reported to JCC members as soon as they come to light and the JCC shall be advised on any action to be taken in respect of such variances.</p>	<p>5.1.1.</p> <p>5.3.1</p>	<p>Director of Finance</p> <p>Director of Finance</p>	No Delegation	Chief Commissioner (Accountable Officer) to Director of Finance and Value
B	All budget holders are required to sign up to their allocated budgets at the start of the financial year.	5.2.6	Budget holders	Formal sign off required at Care Group level - See B1 below	Chief Commissioner

		Delegated to:	Signed off by:	JCC Team
B1	Delegation of the management of defined Revenue budgets to budget holders			<p>Chief Commissioner to</p> <ul style="list-style-type: none"> i. relevant Directors ii. Committee Secretary to £20k iii. TBC <p>(Finance Authorisation Matrix refers)</p>

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
C	Ensure that appropriate and timely financial information is provided to budget holders and that adequate training is delivered on an on-going basis to assist budget holders managing their budgets successfully.	5.2.7	Director of Finance	Heads of Finance (for Non Care Groups) Assistant Directors of Finance (for Care Groups)	Chief Commissioner to Director of Finance and Value Finance Team
D	Delegation of the management of a budget to permit the performance of a defined range of activities	5.2.1	CEO	Revenue budget - Director of Finance (See B1) Capital budget – Director of Finance	Chief Commissioner to Director of Finance and Value / Directors No capital budget
E	Delegation to include the authority to exercise virement and budget transfers	5.2.1	CEO	See E1 below	Chief Commissioner

E1-Approval of variation of budgets, including authority to vire

Delegated Authority	Between budget lines	Capital to revenue & vice versa	JCC Team Capital to Revenue not applicable
Within a department	Budget manager plus line manager	Not allowed	Budget manager plus line manager
Within a directorate; between departments	Clinical Service Group Manager		Chief Commissioner / Director of Finance and Value
Between Clinical Service Groups	Both Clinical Service Group Managers		Between Directorates – Director of Finance and Value
Budget transfers between Reserves and Delegated budgets	Deputy Director of Finance		Director of Finance and Value

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Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
F	Devise and maintain systems of budgetary control.	5.3.2	Director of Finance	Heads of Finance (for Non Care Groups) Assistant Directors of Finance (for Care Groups)	Director of Finance and Value to Deputy Director of Finance
G	The Chief Commissioner is responsible for identifying and implementing cost and efficiency improvements and income generation initiatives in accordance with the requirements of the Medium Term Financial Plans.	5.3.5	CEO	Executive Directors	Chief Commissioner as Accountable Officer with Directors
H	All monitoring returns must be supported by a detailed commentary signed by the Director of Finance and Chief Commissioner. This commentary should also highlight and quantify any significant risks with an assessment of the impact and likelihood of these risks maturing.	5.5.2	CEO and Director of Finance	No Delegation	Chief Commissioner and Deputy Chief Commissioner

5. Annual Accounts and Reports

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	The JCC is not a corporate body and does not therefore have a statutory duty to prepare annual accounts and reports. However, the JCC is hosted by the host LHB and therefore the Chief Executive of the host LHB is required to ensure that the financial results of the JCC are consolidated into its own financial statements and disclosed as appropriate. Details of what is required is set out in the Hosting Agreement and will be communicated to the JCC and JCCT by the Executive Director of Finance of the Host Body.	6.1 and 6.2	Director of Finance	No Delegation	Chief Commissioner to Director of Finance and Value Form part of CTMUHB reporting as per hosting agreement
B	The UHB will publish an annual report, in accordance with guidelines on local accountability, and present it at its Annual General Meeting. The document will comply with the Welsh Government’s Manual for Accounts. The JCC is not a corporate body and does not therefore have a statutory duty to prepare annual accounts and reports.	7.0.5 6.1	Board	Director of Governance/Board Secretary	Committee Secretary (no Annual General Meeting) Annual Governance Statement submitted to CTMUHB in line with hosting agreement (best practice)

6. Banking arrangements

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to	JCC Team
A	Ensuring payments made from bank accounts do not exceed the amount credited to the account except where arrangements have been made The JCC is legally hosted by the host LHB and therefore all banking arrangements are the responsibility of the host LHB. Further details of the banking arrangements can be found in section 7 of the host LHBs SFIs.	9.2.1 7.1.1	Director of Finance	Head of Corporate Finance	Chief Commissioner to the Director of Finance and Value
B	Bank accounts		Director of Finance	i. Head of Corporate Finance ii. See B1 below	Director of Finance and Value to work with host body As per host body's SFIs and in line with the hosting agreement

			JCC Team
B1	Day to day operation of bank accounts: i. maintain list of approved signatories for manual payments ii. approval to authorize automated payments: •accounts payable ¹ •payroll •primary care contractors iii. maintain list of bankline authorisers and users for internet banking transactions	i. Head of Corporate Finance ii. NHSWSSP iii Head of Corporate Finance	Host body arrangements (bank accounts not included within the SFIs)

¹after confirmation from Head of Corporate Finance that sufficient funds are available in the bank account

7. Income, fees and charges and security of cash, cheques and other negotiable instruments

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority Delegated to	JCC
A	Income Systems. Designing and maintaining procedures to ensure compliance with systems for the proper recording, invoicing, and collection and coding of all monies due.	10.2.1	Director of Finance	Head of Corporate Finance	Director of Finance and Value to the Deputy Director
	The JCC is generally only an expenditure incurring segment of the host LHB. Any cash requirements for the JCC is likely to be incidental to its main activities.	9.1.1			
	All aspect relating to the recording, handling and collection of cash will be the responsibility of the host LHB.	9.1.2			
JCC Specific	Risk Sharing Framework The JCC will also be responsible for developing a risk sharing framework which sets out the basis on which each LHB will contribute to the IMTP and any variation from the agreed IMTP.	1.3.1 5.3.2			Director of Finance and Value

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Fees and Charges:		Authority Delegated to	JCC Team (Finance Authorisation Matrix)
B1	<p>Long Term Agreements with other NHS bodies</p> <ul style="list-style-type: none"> i. Approval and Signing of the Long Term Agreement ii. Variations to the Agreement 	<ul style="list-style-type: none"> i. Annual value up to £10m -Director of Finance Annual value over £10m- Chief Executive ii. Up to £200,000- Director of Finance Over £200,000 – Chief Executive 	<p>Chief Commissioner Director of Finance and Value For Risk Sharing Funding i Joint Committee ii Specialised Services Commissioning Director</p> <p>(Finance Authorisation Matrix)</p>

			JCC Team (Finance Authorisation Matrix)
B2	<p>Service Level Agreements – NHS and Non NHS Agreement to provide services with an annual value:</p> <ul style="list-style-type: none"> i. up to £50,000 ii. £50,000 to £100,000 iii. Over £100, 000 	<ul style="list-style-type: none"> i. Clinical Service Group Manager and Head of Finance (Non Care Groups), Assistant Directors of Finance (Care Groups) ii. Care Group Service Director and Deputy Director of Finance iii. Deputy Chief Operating Officer, Relevant Director and Director of Finance 	<p>(Finance Authorisation Matrix)</p>
B3	<p>Individual NHS patient treatment charges outside of LTAs and SLAs Agreement to provide treatment:</p> <ul style="list-style-type: none"> i. up to £5,000 ii. between £5,000 and £25,000 iii. over £25,000 	<ul style="list-style-type: none"> i. Finance Manager – Commissioning & Contracting ii. Head of Finance – Financial Planning & Reporting iii. Deputy Director of Finance 	<p>(Finance Authorisation Matrix)</p>

			JCC Team (Finance Authorisation Matrix)
B8	<p>Agreements for non patient care fees and charges (e.g. tenancy agreements rents, licenses)</p> <p>Agreement to enter into agreements based on total annual income:</p> <ul style="list-style-type: none"> i. up to £50,000 ii. £50,000 to £100,000 iii. Over £100,000 	<ul style="list-style-type: none"> i. Clinical Service Group Manager and Head of Finance (Non Care Groups) /Assistant Directors of Finance (Care Groups) ii. Care Group Service Director/Deputy COO and Deputy Director of Finance iii. Relevant Executive Director and Director of Finance 	<p>Chief Commissioner – Director of Finance and Value e.g. tenancy of office buildings</p>

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority Delegated to	JCC Team
C	Debt recovery				Host body arrangements

8. Grant funding, procurement and contracts for goods and services

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	Grant Funding				Host body arrangements
B	Maintaining detailed policies and procedures for procurement, tendering and contracting The Chief Commissioner is responsible for procurement, as delegated by the Host Body, the service is delivered by NWSSP Procurement Services.	11.1.1	CEO	Director of Finance	Chief Commissioner to Director of Finance and Value
D	Procurement Thresholds Minimum thresholds for quotes and competitive tendering arrangements	11.11.1	Director of Finance	Section 11C below Table below	Host body arrangements NWSSP Director of Finance and Value
E	Contract Management. The Chief Executive shall nominate an officer who shall oversee and manage each contract on behalf of the UHB so as to ensure that obligations on delivery of business and operational objectives, and achieving value for money, are met	11.16.1	CEO	Executive Directors	Chief Commissioner to Relevant Directors

¹Current delegated limit for contracts before requiring Ministerial approval is £1m

9. Contracts for Health Care Services

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority Delegated to	JCC Team
A	The CEO is responsible for ensuring the UHB enters into suitable Health Care Agreements or individual patient commissioning agreements where appropriate.	12.1	CEO	See A1 – A12 below	Chief Commissioner to Relevant Directors
B	The Chief Executive will need to ensure that regular reports are provided to the Board detailing performance and associated financial implications of all Health Care Agreements	12.3.1	CEO	i. Director of Finance ii. Director of Planning & Performance	Chief Commissioner to JCC Director of Finance and Value and Relevant Director

Agreements for the purchase of services		Authority delegated to	JCC Team (Finance)
A1	Long Term Agreements with other NHS bodies i. Approval and Signing of the Long Term Agreement ii. Variations to the Agreement	i. Annual value up to £10m -Director of Finance Annual value over £10m- Chief Executive ii. Up to £200,000- Director of Finance Over £200,000 – Chief Executive	i Chief Commissioner (in line with SFIs) ii Director of Finance and Value
A2	Service Level Agreements - NHS Agreement to purchase services with an annual value: i. up to £50,000 ii. £50,000 to £100,000 iii. Over £100,000	i. Clinical Service Group Manager and Head of Finance /Assistant Directors of Finance ii. Care Group Service Director and Deputy Director of Finance iii. Deputy COO, Relevant Director and Director of Finance	Finance Authorisation Matrix

**For the purpose of the Scheme of Delegation, Executive Director refers to the post holder who has budget responsibility delegated by the CEO.

			JCC Team
A4	<p>Individual Continuing Healthcare Placements /Packages Authorisation of individual placements/packages following recommendation from the CHC Panel :</p> <ul style="list-style-type: none"> i. Annual value up to £50,000 ii. Annual value between £50,000 and £150,000 iii. Annual Value over £150,000 iv. Agreement of Changes to annual standard rates 	<ul style="list-style-type: none"> i. Chair of CHC Panel ii. **Relevant Executive Director iii. Chief Executive and Director of Finance iv. Director of Nursing & Director of Finance 	<p>Not applicable Host body arrangements</p> <p>New section on IPFR arrangements below</p>

JCC specific

Individual NHS patient treatment charges outside of LTAs and SLAs Agreement to fund treatment:	Not host body	>£1,000,000 – Included in ARC & JC assurance report >£1,000,000 Level 1 – Chief Commissioner <£1,000,000 Level 2 – Director of Finance and Value <£750,000 Level 2 – Medical Director
<ul style="list-style-type: none"> i. Individual Patient Packages ii. Lifetime Costs 		

10. Pay expenditure

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	The funded establishment of any department may not be varied without the approval of the Chief Commissioner or any officers with delegated authority (provided that the change in funded establishment is in line with the virement of budget approver under 4E)	14.1.1	CEO	Director of Finance	Chief Commissioner to Director of Finance and Value
B	No JCC member or JCC official may engage, re-engage, or re-grade employees, either on a permanent or temporary nature, or hire agency staff, or agree to changes in any aspect of remuneration outside the limit of their approved budget and funded establishment unless authorised to do so by the Chief Commissioner.	14.1.2	CEO	Director of Finance	Chief Commissioner in line with host body arrangements

	New Appointments, Bank and agency costs	Delegated Approval / Sign Off by:	JCC Team
B1	Employment of all fixed term and permanent staff – except medical consultants	VR form signed by Clinical Service Group Managers and Finance lead prior to submission to VCP	Chief Commissioner to relevant director
B2	Employment of fixed term and permanent staff (subject to any vacancy review policy in place)- Medical consultants only	VR form signed by Directorate manager and Finance lead prior to submission to Executive Catch up Meeting	Chief Commissioner to medical director
B6	Engage non-medical, non-payroll staff (subject to contracting and tax assurance rules)	Director of W&OD and Head of Procurement to confirm agreement on off contract hires prior to any commitment.	Host Body arrangements

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Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
F	<p>Appropriately nominated managers have delegated responsibility for:</p> <ul style="list-style-type: none"> (i) Submitting time records, and other notifications in accordance with agreed timetables; (ii) Completing time records and other notifications in accordance with the contract of Service Level Agreements; (iii) Submitting termination forms in the prescribed form immediately upon knowing the effective date of an employee's or officer's resignation, termination or retirement 	13.4.3	CEO	See below	<p style="color: red;">Chief Commissioner to directors In line with host body arrangements</p>

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General Payroll Approvals		Delegated to	JCC Team
F1	Grant additional increments to staff (outside of Department of Health national T&C)	Director of Workforce and OD Noted at Remuneration Committee	Host body arrangements
F2	Electronic and paper timesheets and other reporting forms to confirm: <ul style="list-style-type: none"> Non-attendance at work; sickness and absence records; overtime, unsocial hours and on call. 	Line Managers (as determined by Clinical Service Group Managers or equivalent)	Line managers
F3	Travel and subsistence claims (via e-expenses)	Line Manager	Line manager
F4	Annual leave applications	Line Manager	Line manager
F5	Applications for carry forward of annual leave to next year within A4C limits/Medical & Dental Handbook	Clinical Service Group Manager (or equivalent)	Director of Finance and Value
F6	Annual leave carry forward to next year in excess of A4C limits	Executive Director	Chief Commissioner
F7	Buying additional annual leave	Care Group Service Director (or Corporate equivalent) / Deputy COO	Deputy Directors
F8	Study leave applications	Line Manager	Line manager
F9	Salary Sacrifice Scheme applications	Assistant Director of Workforce and OD	Chief Commissioner to relevant director - Host Body arrangements
F10	Specific benefits in kind <ol style="list-style-type: none"> Lease cars Authorised phone user, remote access and good apps 	Clinical Service Group Manager (or equivalent)	Deputy Directors
F11	Termination Forms	Clinical Service Group Manager (or equivalent)	TBC
F12	Staff Change Forms impacting on pay (e.g. change of hours, re-grading, extension of fixed term contracts etc)	Clinical Service Group Manager (or equivalent)	Deputy Directors

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			JCC Team
G1	Approve departure under agreement (Voluntary Early Release)	<p>All applications to be approved by Care Group Service Director / Deputy COO and Assistant Director of Finance and Head of Workforce & OD Plus Executive Directors of Finance and Workforce & OD – then final approval by the Remuneration Committee</p> <p style="margin-left: 40px;">i. Any VER payments over £50k also need to be approved by WG.</p>	<p>Chief Commissioner Support from Director of WOD CTMUHB</p>
G2	Approve redundancy	Remuneration Committee (subject to any Welsh Government approval mechanisms)	Chief Commissioner to host body arrangements
G3	Approve departure under settlement agreement (other than VERs)	Relevant Executive Director, Executive Director of W&OD and Executive Director of Finance and Remuneration Committee (subject to any Welsh Government approval mechanisms)	Chief Commissioner to host body arrangements

*Any agreements that are deemed contentious to be referred to Remuneration Committee

11. Non Pay expenditure

Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
A	The CC will approve the level of non pay expenditure and operational scheme of delegation and authorisation to budget holders and managers within the parameters set out in the JCC's scheme of delegation	10.1.1	CEO	See Below for Oracle and non Oracle requisitions ¹	Chief Commissioner to Director of Finance and Value

¹ All Financial Limits shown below are **inclusive** of VAT, above £1m needs to be approved by Welsh Government

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ORACLE REQUISITIONS	Authority Delegated to	JCC Team (Finance Authorisation Matrix)
Below £1,500	Tier 7 – Nominated Budget holder for specific cost centers	Nominated budget holder for specific cost centres
£1,500 to £5,000	Tier 6 - Head of Department or equivalent	Head of department or equivalent
Up to £25,000	Tier 5 - Clinical Service Group Manager (or equivalent)	Deputy Directors
Up to £50,000	Tier 4 - Acute Services General Manager (or equivalent)	Directors
Up to £100,000	Tier 3 – Care Group Director, Deputy COO, Director of Governance, Director of Digital	Chief Commissioner
Up to £250,000	Tier 2 - Executive Director	
Up to £500,000	Tier 1 – Director of Finance	
Up to £1m	Chief Executive	

Expenditure commitments made outside of the ORACLE requisition process		Authority Delegated to	JCC Team
Legal Claims and Defense costs	i. >£100,000 ii. <£100,000 iii. <£50,000 iv. <£5,000	i. Director of Finance or Chief Executive ii. Director of Nursing & Quality iii. Assistant Director Quality and Patient Experience iv. Head of Patient Experience	Legal advice ii Chief Commissioner to iii Committee Secretary

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Ref	SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
B	Maintaining the list of managers who are authorized to place requisitions for the supply of goods and services for both Oracle and Non Oracle requisitions.	10.1.2	CEO	Head of Finance/Assistant Directors of Finance (Care Groups)	Chief Commissioner to Deputy Director of Finance

Value ¹	Minimum Competition ²	Lead	Waivers, or exceptions to tender rules (*following consultation with Procurement Services)	JCC Team
Up to £5,000	Best value to be shown	Tier 5	Head of Department	Head of Department
£5,000 to £24,999	3 quotations	Procurement Services	Single Tender Action authorised by Director of Finance*	Chief Commissioner with host body arrangements
£25,000 to OJEU threshold for supplies and services³ £25,000 to £1m for works	4 tenders	Procurement Services	Single Tender Action authorised by Chief Executive AND Director of Finance*	Host body arrangements
Above OJEU threshold for supplies and services ³ to £1m	5 tenders	Procurement Services	Single Tender Action prohibited	Host body arrangements
Above OJEU threshold for works ⁴	Procured via Designed for Life: Building for Wales	Procurement Services	Single Tender Action prohibited	Host body arrangements
Over £1m (other than D4L)	WG approval required	Procurement Services	-	Host body arrangements

¹ Total value inclusive of VAT.

² Subject to existence of suitable suppliers

³ Threshold from January 2022 for Supply and Services is £213,477

⁴ Threshold from January 2022 for works is £5,336,937

⁵ Threshold from January 2022 for Light Touch Regime for Service is £663,540

SFI requirement	SFI Ref.	SFI responsibility	Authority Delegated to	JCC Team
E Approve petty cash expenditure				Host body arrangements

12. Disposals and condemnations, losses and special payments

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to	JCC Team
B	<p>Losses and Special payments</p> <ul style="list-style-type: none"> Ensuring procedural instructions on the recording of and accounting for losses and special payments are in place; and that all losses and special payments cases are properly managed in accordance with the guidance set out in the Assembly Government’s Manual for Accounts. Ensure all financial aspects of losses and special payments cases are properly registered and maintained on the centralized Losses and Special Payments Register and that ‘case write off’ action is recorded on the system. The Audit Committee shall approve the writing off of losses or the making of special payments within delegated limits determined by Welsh Ministers and as set out in Schedule 3 of the SOs. Ensure that all losses and special payments are reported to the Audit Committee at every meeting 	16.1.2	Director of Finance	Head of Corporate Finance	Director of Finance and Value to Financial Accountant
		16.1.8	Director of Finance	Head of Corporate Finance	Director of Finance and Value to Financial Accountant
		16.1.9	Audit committee	See B1 Below	Host body arrangements – Audit and Risk Committee
		16.1.13	Director of Finance	Head of Corporate Finance	Host body arrangements Committee Secretary and Financial Accountant

<p>B1</p>	<p>Approve losses, write-offs and compensation payments due to:</p> <p>i. losses of cash (theft, fraud, etc)</p> <p>ii. damage to buildings, fittings, furniture and equipment and property in stores and in use due to culpable cause (theft, fraud, arson)</p> <p>iii. extra contractual payments to contractors;</p> <p>iv. ex-gratia payments to patients and staff for loss of personal effects</p> <p>v. fruitless payments including abandoned capital schemes</p> <p>vi. ex-gratia payments - voluntary release payments to staff</p> <p>vii. bad debts and claims abandoned</p> <ul style="list-style-type: none"> No delegated approval over £50,000 – WG approval required 	<p>i. Chief Executive/ Deputy Chief Executive (within delegated limits issued by Welsh Government - £50,000)</p> <p>ii. Director of Finance(up to £25,000) Chief Executive/ Deputy Chief Executive (>£25,000 to within delegated limits issued by Welsh Government - £50,000)</p> <p>iii. Director of Finance (within delegated limits issued by Welsh Government - £50,000)</p> <p>iv. Nurse Directors (up to £10,000) Chief Executive/ Deputy Chief Executive (>£10,000 to within delegated limits issued by Welsh Government - £50,000)</p> <p>v. Director of Finance (up to £50,000) Chief Executive/ Deputy Chief Executive (> £50,000 to within delegated limits issued by Welsh Government - £250,000)</p> <p>vi. Remuneration Committee (within delegated limits issued by Welsh Government- £50,000)</p> <p>vii. Head of Corporate Finance (<£1,000), Deputy Director of Finance (£1,000 to £10,000) Director of Finance (£10,000 to £25,000) Chief Executive (£25,000 to £50,000).</p>	<p>JCC Team</p> <p>i Chief Commissioner (within delegated limit from WG)</p> <p>v. Chief Commissioner (delegated limits - £250,000)</p> <p>vi. Remuneration Committee (within delegated limits issued by Welsh Government - £50,000)</p> <p>vii. Director of Finance and Value (to £10,000) and Chief Commissioner (£10,000 to £50,000).</p>
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B2	<p>Approve compensation payments made under legal obligation</p> <ul style="list-style-type: none"> • Personal injury and medical negligence claims <ol style="list-style-type: none"> i. Up to £25,000 ii. £25,000 to £75,000 iii. £75,000 to £500,000 iv. £500,000 to £1m • Employment matters <ol style="list-style-type: none"> i. up to £20,000 ii. £20,000 to £50,000 iii over £50,000 • Other matters 	<ul style="list-style-type: none"> • Personal injury and medical negligence claims- On receipt of legal advice to pay <ol style="list-style-type: none"> i. Legal Services Manager ii. Assistant Director Legal Services / Assistant Director of Quality & Safety / Deputy Executive Director of Nursing Director Legal Services / Assistant Director of Quality & Safety / Deputy Executive Director of Nursing iii. Director of Nursing, Midwifery & Patient Care Director of Nursing, Midwifery & Patient Care iv. Chief Executive • Employment claims – on receipt of legal advice/tribunal <ol style="list-style-type: none"> i. Deputy Director of Workforce & OD ii Director of Workforce & OD iii Chief Executive • Chief Executive 	<p style="text-align: center;">JCC Team</p> <ul style="list-style-type: none"> • Personal injury- On receipt of legal advice to pay <ol style="list-style-type: none"> i. Committee Secretary ii. Director of Finance and Value iii. Chief Commissioner (within delegated limits issued by Welsh Government - £1million) • Employment matters Chief Commissioner (with advice from Committee Secretary and Director of Workforce)
B3	<p>Approve compensation payments made without legal obligation</p>	<p>Chief Executive / Deputy Chief Executive (within delegated limits issued by Welsh Government - £50,000)</p>	<ul style="list-style-type: none"> • Chief Commissioner (within delegated limits issued by Welsh Government - £50,000)

*Director of Nursing may delegate this authority to a Deputy during periods of absence.

Cwm Taf Morgannwg UHB – Additional delegations linked to the SFIs Amendments for the JCC

13. Information Management & Technology

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to	JCC Team
A	The UHB shall publish and maintain a Freedom of Information (FOI) publication scheme, or adopt a model publication scheme approved by the Information Commissioner.	17.1.1	Board	Board Secretary/Director of Corporate Services and Governance	Host body arrangements Lead – Committee Secretary
€	The Director of Finance shall ensure that new financial systems and amendments to current financial systems are developed		Director of Finance	Head of Finance	Host body arrangements

14. Retention of Records

Ref	SFI requirement	SFI Ref	SFI responsibility	Authority delegated to	JCC Team
A	CEO shall be responsible for maintaining archives for all records required to be retained in accordance with Welsh Ministers guidance.	18.1.2	CEO	Relevant Executive Director	Chief Commissioner to Committee Secretary