BrisDoc Patient care by people who care

Financial Delegation Policy

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Introduction

These Financial Delegation Limits should be read in conjunction with the BrisDoc Healthcare services Standing Financial Instructions and Scheme of Delegation.

The BrisDoc Board remains accountable for all of its functions, even those which are delegated to the Chair, Chief Executive, individual Executive Directors, Officers or their nominated representatives and therefore must receive information regarding the exercise of delegated functions.

All powers which have not been reserved for the Board or delegated to an Executive Committee or Sub Committee shall be exercised on behalf of the Board by the Chief Executive. The following Financial Delegation Limits identify those functions which are personally performed or alternatively delegated to Executive Directors or officers of BrisDoc Healthcare Services.

The Chief Executive may re-assume delegated powers at any time, particularly if the use of delegated powers by an Executive Director or officer could be a cause for public concern. In the absence of an Executive Director or officer the use of a delegated power will always pass to a superior, unless explicit arrangements have been agreed by the Board.

Where the authorisation is delegated to Executive Directors (in formal meeting) this refers to the Executive Medical Director, the Executive Commercial & Finance Director or the CEO.

See Appendix 3 for current interim amendments to this policy.

DELEGATED AREA	SPECIFICS/ VALUES (including VAT)	AUTHORITY DELEGATED TO	NOTES
2. Management of Budgets			
2.1 Annual Revenue Budgets			
	At Department Level	Nominated Budget Manager	
	At Service	Service Lead	
	At Business Unit	SLT member	
	At BrisDoc Group	Chief Executive (CEO)	

<table>
<tr><td>2.2 Business Cases</td><td colspan="2" rowspan="2">In line with Appendix 1</td><td rowspan="2">All business cases should follow the Business Case guidance and associated templates</td></tr>
<tr><td>Values based on total Committed Spend</td></tr>
<tr><td colspan="4">3. Non-Pay Expenditure (see Appendix 2 for approval decision-tree)</td></tr>
<tr><td rowspan="7">3.1a Departmental Revenue Expenditure Goods or services ordered within budgeted spend</td><td colspan="2">Up to and including:</td><td rowspan="7">Alternative limits may be agreed at Budget Holder and Executive Directors discretion. This must be documented and agreed with the Commercial & Finance Director. It also must be reviewed on at least an annual basis.</td></tr>
<tr><td>£500</td><td>Team Managers (JF3)</td></tr>
<tr><td>£5,000</td><td>Subject Matter Experts (JF4)</td></tr>
<tr><td>£50,000</td><td>Service Leads (JF5)</td></tr>
<tr><td>£150,000</td><td>Non-exec SLT (JF6)</td></tr>
<tr><td>£250,000</td><td>Executive Directors (JF7)</td></tr>
<tr><td>£250,000+</td><td>CEO or Executive Commercial & Finance Director</td></tr>
<tr><td rowspan="6">3.1b Departmental Revenue Expenditure Goods or services ordered without budget plan or business case as discretionary requirement</td><td colspan="2">Up to and including:</td><td rowspan="6"></td></tr>
<tr><td>£100</td><td>Team Managers (JF3)</td></tr>
<tr><td>£500</td><td>Subject Matter Experts (JF4)</td></tr>
<tr><td>£1,000</td><td>Service Leads (JF5)</td></tr>
<tr><td>£5,000</td><td>Non-exec SLT (JF6)</td></tr>
<tr><td>£10,000</td><td>Executive Directors (JF7)</td></tr>
</table>

	£10,000+	CEO or Executive Commercial & Finance Director	
3.2 Invoice verification	All - Where the charge forms part of a previously authorised contract e.g. Stage Payments	Departmental budget holder	
3.3 Capital spend			
Individual Capital Project	Within Capital Plan	Delegated to Relevant Strategic Director	
Individual Capital Project	Outside of approved Annual Capital Plan	In line with required business case approvals	
Land transactions	All	Board	
4. Value for money assurance & supplier contracts			
4.1 Quotes and tenders	Up to £10,000 for Goods or Services or £30,000 for Works	Budget holder to ensure value for money has been obtained	
	From £10,001 for Goods or Services or £30,000 for Works up to £135,000[1]	A competitive quotation process will be undertaken with a minimum of 3 suppliers.	Values refer to the cumulative cost over the whole life of the contract (incl VAT).

[1] Public Procurement Threshold for supplies to central UK government is £135,018 for 1 Jan 26 to 31 Dec 27

	Above £135,000	A competitive tender process will be undertaken with a minimum of 3 suppliers. The finance team must be engaged to undertake this process.	NB. Exemptions can be given for core suppliers (eg core software), subject to alternative value-for-money assessments and SLT approval
4.2 Authorised Supplier Contract Signatories	**Contract Value**		
	Up to and including £50,000	Service Lead	
	£50k to £135,000	SLT member	
	£135,000 to £500,000	Chief Executive or Commercial & Finance Director	
	Above £500,000	Board	

5. Pay Expenditure

5.1 Posts	Recruitment into post or changes to existing post		
	Job family 1-3	Head of Service, Management Accountant, HR Business Partner	
	Job family 4	Relevant SLT member	
	Job family 5	SLT quorum	
	Job family 6-7	Remuneration Committee	

5.2 Packages	Payments in respect of employment related matters that are outside of agreed conditions		
	Below £50,000	SLT quorum	
	Above £50,000	Remuneration Committee	
	Any exit / Redundancy Packages including settlement in respect of litigation or other legal claim proceedings (employment related matters)		
	Below £50,000	SLT quorum	
	Above £50,000	Remuneration Committee	
5.3 Salary Sacrifice	Salary sacrifice arrangements	Relevant Budget Holder	
5.4 Bank and Agency Staff	Medical Agency/ Locum or Bank Staff Nursing Bank in Hours 8am to 5pm Nursing Agency in Hours 8am to 5pm	In line with HR policy	Allowable in exceptional circumstances only necessitated by clinical risk.
	Non-Medical Agency or Bank Staff	In line with HR policy	
	Any shift by individuals costing more than £120 per hour	In line with HR policy	

	Extension or variation to contracts where daily rates exceed £750 including on-costs, or incurring additional expenditure to which not already committed	In line with HR policy	

6. Losses and Special Payments		
6.1 Losses and Special Payments excluded from above	See Appendix 1 regarding Authorisation limits to settle any litigation or other legal claim proceedings.	Losses and Special Payments other than those settlements made on behalf of BrisDoc by NHS Resolution
7. Fee Setting		
Signing service delivery contracts	Commercial & Finance Director or CEO	
Income Generation Scheme Prices Private Patient Fees		
8. Tenders for Services to be Provided		
All	CEO and Commercial & Finance Director	
9. Community Funds		
Up to £1,000	Funds Signatory	
Up to £50,000	Community Fund Group	
Above £50,000	BrisDoc Board	

Urgent variations (can't wait until next meeting)		Chair of Community Fund and Commercial & Finance Director	
10. Hospitality			
Keeping the register		Executive Assistant to CEO	
Declaring hospitality received over £50		All staff	
Authorisation over £50		CEO	
11. Condemning Disposal			
All capital items that are obsolete, redundant, or beyond economic repair must be disposed of in accordance with the agreed procedure and reported to Financial Controller for inclusion in the losses report.			
Disposal of assets with a net book value.	All	Commercial & Finance Director	
12. Banking Arrangements			
Up to £100,000		Management Accountant	
£100,000 to £1,000,000		Financial Controller	
Above £1,000,000		Commercial & Finance Director	
13. Budget Virements			
All virements between pay subjective codes		Managed in line with HR	

All other virements (non-pay codes only and non-pay to pay codes)		
Up to £10,000	Budget Holder and Financial Controller	
Over £10,000 and up to £30,000	Service Lead and Financial Controller	
Over £30,000	Head of Service and Financial Controller and Commercial & Finance Director	

APPENDIX 1: Financial approval thresholds for Boards

a. **Authorisation limits for expenditure outside of the approved annual Budget** (NB. Must be accompanied by a documented Business Case)

All business cases	
£200,000+	BrisDoc Board
£25,001 up to and including £200,000	BrisDoc Senior Leadership Team
Up to and including £25,000	Business Unit Leadership Board (NB. If the proposed expenditure spans multiple business units, this must be approved at Senior Leadership Level)

b. **Authorisation limits to settle any litigation or other legal claim proceedings (*excluding employment related matters):**

£100,001 and over	BrisDoc Board
Up to £100,000	Chief Executive and Commercial & Finance Director

NB. Employment related matters are approved by delegated authority in item 5.2

c. **Authorisation limits for external charitable contributions:**

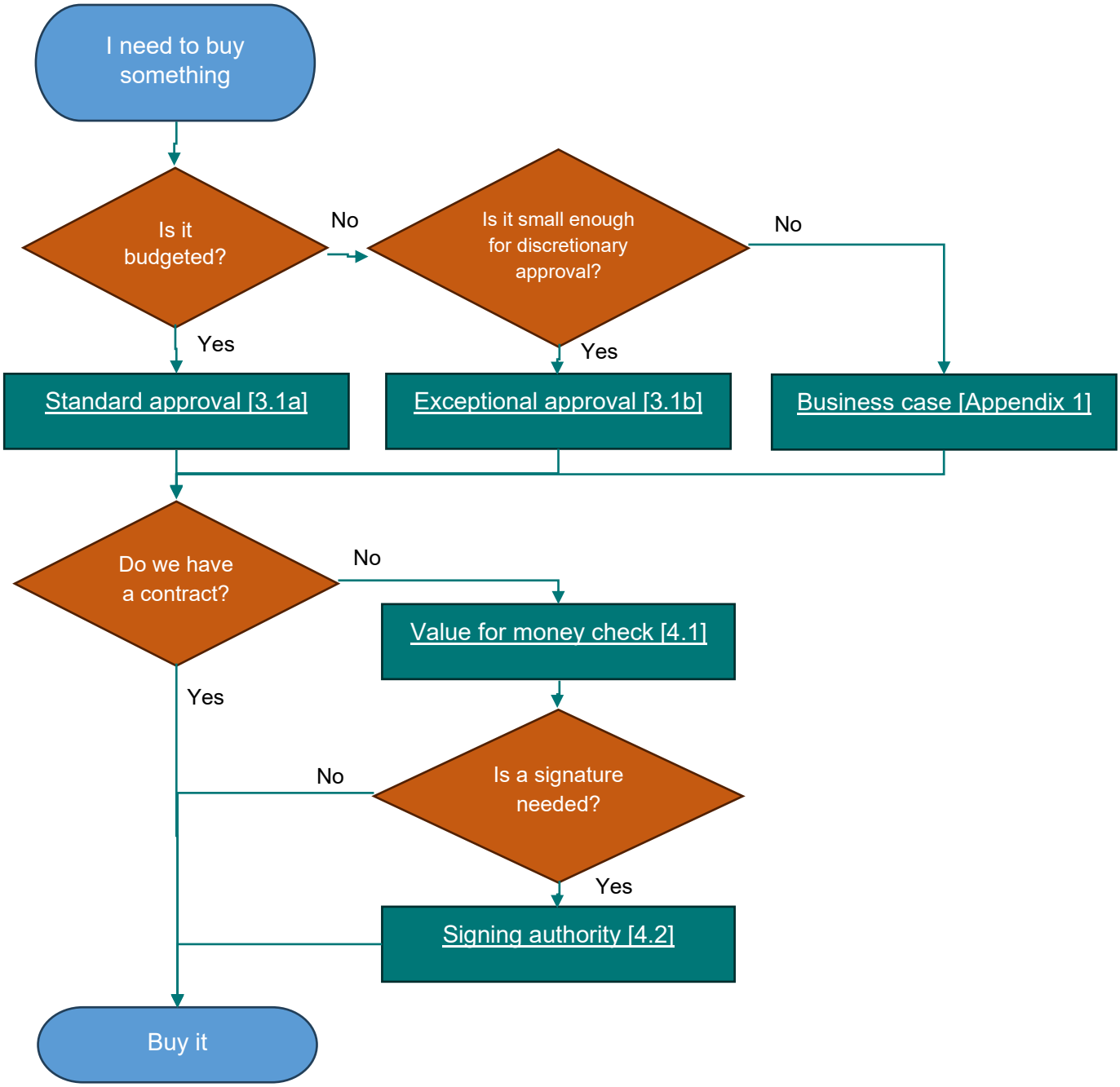
£5,001 and over	BrisDoc Board

Up to and including £5,000	Chief Executive or Commercial & Finance Director

d. Authorisation limits for disposal of any asset where the asset to be disposed of is a fixed capital asset:

£100,001 and over	BrisDoc Board
£25,001 up to and including £100,000;	BrisDoc Senior Leadership Team
Up to and including £25,000	Chief Executive or Commercial & Finance Director

APPENDIX 2: Decision tree for spend



APPENDIX 3: Interim amendments (October 2026)

As of October 2026, there is an interim acting up arrangement in place for several key roles, with a planned review by the end of June 2027. Below sets out the interim authority granted under this policy.

- Lewis Scandle (Executive Commercial & Financial Director) is acting up as the Interim CEO. Lewis will assume all authority delegated to the CEO in this policy.
- Pete Richardson (Financial Controller) is acting up as the Interim Finance Director. Pete will assume the delegated authority as an SLT member and for all authority delegated in this policy to the Commercial & Finance Director. For clarity, this excludes authority specified as delegated to the **Executive** Commercial & Finance Director role.
- Rhys Hancock (Director of Nursing, AHPs & Governance) is acting up as the Interim Director of Service Delivery. Rhys will continue to be a non-executive member of SLT and therefore his delegated authority is unchanged.

Date	Reviewed and amended by	Revision details	Issue number
16/10/2026	Pete Richardson	New Policy created	1