**NES Board Scheme of Delegation**

| **Delegated Issue and Scope of Delegation** | **Individual Responsible**  | **Deputy** |
| --- | --- | --- |
| Chair all Board meetings and associated responsibilities | Chair | Vice Chair |
| Risk Management and Board Assurance Framework | Chief Executive | Executive Director of Finance  |
| Demonstrate Best Value for all services | Chief Executive | Executive Director of Finance |
| Disciplinary and Grievance arrangements | Chief Executive | Director of Workforce  |
| Standards of business conduct for staff | Chief Executive | Executive Director of Finance |
| Standards of Board Member Conduct  | Chair and Chief Executive  | Deputy Chair; Deputy CEO  |
| Register of Interests (including gifts and hospitality) -Board Members- Staff | Chief ExecutiveChief Executive | Board Secretary & Corporate Governance LeadExecutive Director of Finance |
| Approve and sign all legal documents which will be necessary in legal proceedings related to staff | Chief Executive | Executive Director of Workforce |
| Complaints | Chief Executive | Director of Planning and Corporate Resources |
| Freedom of Information | Chief Executive | Director of NES Technology  |
| Educational Quality Assurance Systems | Chief Executive  | Executive Director of Nursing, Midwifery and Allied Health Professionals (NMAHP) |
| Operation of all detailed financial matters including bank accounts and banking procedures. | Executive Director of Finance | Deputy Director of Finance |
| Implementing the Board’s financial policies and co-ordinating corrective action and ensuring detailed financial procedures and systems are prepared and documented | Executive Director of Finance  | Deputy Director of Finance |
| Delegation of budgets and approval to spend funds within delegated limits | Chief Executive | Executive Director of Finance |
| Recording and monitoring of payments under the losses and compensation regulations | Executive Director of Finance | Deputy Director of Finance |
| Procedures for the procurement, ordering and receipt of goods | Executive Director of Finance | Principal Lead, Procurement  |
| Payment of staff | Executive Director of Finance  | Deputy Director of Finance  |
| Procedures for the payment of travel, subsistence, study course and other expenses | Executive Director of Finance | Deputy Director of Finance  |
| Procedures for the payment of accounts | Executive Director of Finance  | Deputy Director of Finance  |
| Management of Non-Exchequer funds | Executive Director of Finance  | Deputy Director of Finance |
| Liaison with Internal and External Audit services | Executive Director of Finance  | Deputy Director of Finance |
| Issuing Tenders | Executive Director of Finance  | Principal Lead Procurement |
| Receiving and Opening of Tenders | Executive Director of Finance  | Authorised personnel |
| Devise and maintain systems of budgetary control | Executive Director of Finance | Principal Lead, Finance Business Partnering (FBP) |
| Preparing the Annual Accounts and the Annual Report | Executive Director of Finance | Deputy Director of Finance |
| Signing the Annual Accounts and Annual Report  | Chair and CEO/Accountable Officer (AO) | Vice Chair In the absence of the Accountable Officer the Accounts can be delayed until the AO is available to sign them |
| Banking Arrangements | Executive Director of Finance | Deputy Director of Finance |
| Risk Management Processes | Executive Director of Finance  |  Director of Planning and Corporate Resources |
| Management and control of technology systems and facilities including data protection | Director of NES Technology  | Associate Director – Digital |
| Investigate any suspected cases of fraud and other irregularity | Executive Director of Finance | Counter Fraud Services |
| Review, appraise and report in accordance with NHS Internal Audit Manual and best practice | Chief Internal Auditor |  |
| Information Governance | Director of NES Technology  | Associate Director – Digital |
| Caldicott Guardianship | Post Graduate Dean of Dental Education  | Deputy Director of Medicine  |
| Human Resource (HR) Management | Director of Workforce | Head of Service HR -Workforce  |
| Procedures for employment of staff | Director of Workforce | Head of Service HR -Workforce  |
| Leave: annual, compassionate, special leave and leave without pay. | Director of Workforce | Head of Service HR -Workforce  |
| Grievance and disciplinary procedures for staff | Director of Workforce | Head of Service HR -Workforce  |
| Health and Safety arrangements | Director of Workforce |  Principal Lead-P&FM |
| Whistleblowing  | Chief Executive | Director of Planning and Corporate Resources |
| Responsible for security of the Board’s property, avoiding loss, exercising economy and efficiency in using resources and conforming Standing Orders, Financial Instructions and Procedures.  | All members and employees of NES. |  |

Della Thomas

Board Secretary

NES

February 2022

Approved by Board 10-02-22