

CHS SCHEDULE OF DELEGATED AUTHORITY version 2.7 (September 2024)	BOARD	NATIONAL CONVENER/CHIEF EXECUTIVE OFFICER	DEPUTE CHIEF EXECUTIVE OFFICER	DDC (DIRECTOR SENIOR LEADERSHIP TEAM)	SENIOR MANAGER	HIGHER OFFICER	MEDIUM OFFICER	LOWER OFFICER	SPECIALIST ADMIN	DELEGATED PURCHASER (GPC - CARD HOLDERS)
REQUISITION - stand alone. Subject to Procurement Policy	Nil	Up to Level of Approved GIA	Up to £100K	Up to £50K	Up to £25K	Up to £5K	Up to £1.5k	Nil	Nil	Nil
PURCHASE ORDERS/CONTRACTS (single-tender, and goods and services)	Nil	Up to Level of Approved GIA	Up to £100K	Up to £50K	Up to £25K	Up to £5K	Up to £1.5k	Nil	Nil	Up to £1.5K
NON COMPETITIVE ACTIONS	Nil	Up to £10K	Up to £10K	Nil	Nil	Nil	Nil	Nil	Nil	Nil
CONSULTANCY	Nil	Up to £200K	Up to £100K	Up to £50K	Nil	Nil	Nil	Nil	Nil	Nil
INVOICE	Nil	Up to Level of Approved GIA	Up to £100K	Up to £50K	Up to £25K	Up to £5K	Up to £1.5k	Nil	Nil	Nil
T&S CLAIMS (MONTHLY)	Nil	Up to £7K	Up to £2K	Up to £250	Up to £250	Up to £250	Up to £250	Nil	Nil	Nil
PETTY CASH	Nil	Up to Imprest Level	Up to Imprest Level	Up to Imprest Level	Nil	Nil	Nil	Nil	Nil	Nil
DISPOSAL OF FIXED ASSET (NET BOOK VALUE)	Nil	Up to £10k	Up to £10K	Nil	Nil	Nil	Nil	Nil	Nil	Nil
FIXED ASSET WRITE-OFF (NET BOOK VALUE) except Losses as defined below	Nil	Up to £1K	Up to £1K	Nil	Nil	Nil	Nil	Nil	Nil	Nil
BAD DEBT WRITE OFF	Submission to Sponsor Branch	Up to £500	Up to £500	Nil	Nil	Nil	Nil	Nil	Nil	Nil
REDUNDANCY & COMPENSATION FOR LOSS OF OFFICE (including personal injury compensation)	Submission to Sponsor Branch	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
MONTHLY PAYROLL ADJUSTMENTS	Nil	Up to £5k	Up to £5k	Nil	Nil	Nil	Nil	Nil	Nil	Nil
BANK AUTHORISATION (BACS & CHEQUES) AND PAYROLL	Nil	£350k	£350k	Nil	Nil	Nil	Nil	Nil	Nil	Nil
CASH LOSS (arising out of theft, fraud, arson or gross carelessness; excluding overpayment of salaries, wages, pensions and allowances)	Nil	Individual loss £1K up to annual aggregate £5K	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
STORES & EQUIPMENT LOSSES (arising out of theft, fraud, arson or gross carelessness; or through events such as fire, weather or accident)	Submission to Sponsor Branch	Individual loss £1K up to annual aggregate £5K	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
COMPENSATION PAYMENTS (loss or damage to personal property whilst on duty)	Submission to Sponsor Branch	Individual loss £1K up to annual aggregate £5K	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
INSURANCE (excl. Road Traffic Act)	Submission to Sponsor Branch	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
1. ALL DELEGATED AUTHORITY LEVELS ARE SUBJECT TO RESOURCES BEING AVAILABLE AND SUBJECT TO COMPLIANCE WITH CHS PROCUREMENT POLICY AND PROCEDURES.										
2. BUDGETS WILL BE APPROVED BY THE BOARD.										
3. 'UP TO' MEANS 'UP TO AND NOT INCLUDING'. ALL SPEND TO COUNTED AS GROSS EXPENDITURE (this means including VAT where applicable)										
4. ALL APPROVALS OVER NATIONAL CONVENER/CHIEF EXECUTIVE OFFICER'S DELEGATION MUST GO TO SPONSOR BRANCH FOR APPROVAL										
5. DURING THE ABSENCE OF THE NATIONAL CONVENER/CHIEF EXECUTIVE OFFICER, AUTHORITY IS DELEGATED TO THE DEPUTE CHIEF EXECUTIVE PER THE PROTOCOL ESTABLISHED ON 6 NOVEMBER 2015. THIS PROTOCOL ALSO ALLOWS FOR DELEGATION TO OTHER MEMBERS OF THE SENIOR LEADERSHIP TEAM SHOULD BOTH THE CHIEF EXECUTIVE AND DEPUTE CHIEF EXECUTIVE BE ABSENT.										
6. For any purchases procurement regulations and CHS's policies (not limited to the scheme of delegated authority) MUST be followed at all times. Non compliance may lead to personal liability.										