

MEDICAL AND DENTAL TRAINING AGENCY

STANDING ORDERS (SCHEDULE 6)

SCHEME OF DELEGATION

1. INTRODUCTION

- 1.1 Subject to such directions as may be given by the Department of Health, Social Services and Public Safety, the Board of the Agency may make arrangements for the exercise, on behalf of the Agency, of any of its functions by a committee or sub-committee, appointed by virtue of Standing Order number eight or by an officer of the Agency in each case subject to such restrictions and conditions as the Agency thinks fit.
- 1.2 Where functions are delegated, this means that although the carrying out of the function (i.e. day to day running) is delegated to another body, the Agency retains the responsibility for the service.

2. FRAMEWORK OF DELEGATION TO THE CHIEF EXECUTIVE

- 2.1 The Chief Executive will prepare each year a three year corporate plan and annual business plan for approval by the Board and agreement between the Board and the Department of Health, Social Services and Public Safety.

In addition to these plans, the Chief Executive will prepare a budget for the financial year showing proposed expenditure under main headings and against main objectives.

- 2.2 Following Board approval, the Chief Executive will be responsible for putting these plans into effect and has the authority to take such decisions as are necessary in relation to the employment of staff and the engagement of financial or other services.
- 2.3 The Board may agree policies in relation to its statutory functions and the Chief Executive will be responsible for ensuring that those policies are followed within the Agency. The Chief Executive may propose to the Board policies in relation to any of its functions and once approved by the Board, shall act in accordance with those policies.

2.4 The Chief Executive must act within any overall limits and conditions set in relation to the Agency's expenditure as informed to the Agency by the Department of Health, Social Services and Public Safety and may:

- (i) approve and certify expenditure
- (ii) authorise payments and accept receipts
- (iii) negotiate, organise and review banking arrangements
- (iv) negotiate, organise and review service level arrangements
- (v) vire money between budget heads
- (vi) make any arrangements necessary relating to the employment of staff, their terms, conditions and pay
- (vii) delegate his powers to members of the Agency's staff subject to agreed limits

2.5 The Chief Executive will report to the Board at each meeting and advise the Board in a timely manner of all material matters currently or prospectively affecting the Agency and its performance.

2.6 In particular, the Chief Executive will report each quarter to the Board on the achievement of key targets set out in the business plan and on the Board's expenditure and income against its budget.

2.7 The Chief Executive will also report to the Board any significant proposal to vary the staffing structure of the Agency.

3. DELEGATION TO COMMITTEES

3.1 The Agency shall agree from time to time to the delegation of executive powers to be exercised by committees or sub-committees, which it has formally constituted.

4. DELEGATION TO OFFICERS

4.1 Those functions of the Agency, which have not been retained as reserved by the Board or delegated to a committee or sub-committee, shall be exercised on behalf of the Agency by the Chief Executive. The Chief Executive shall determine which functions he/she will perform personally and shall nominate officers to undertake the remaining functions for which he/she will still retain accountability to the Board of the Agency.

4.2 FUNCTIONS DELEGATED TO OFFICERS

Reference	Matters Delegated to Named Officers	Further Delegation
SO 11.4	Chief Executive is responsible for reporting to the Board where relatives of members or senior officers have applied for any appointment under the Agency	Directors and senior managers are responsible for reporting to the Chief Executive any relationship between a senior officer in their Department and a candidate for appointment of whose candidature that person is aware
Schedule 1 para 6.4	Chief Executive is responsible for internal audit	Finance Manager is responsible for the management of internal audit arrangements
Schedule 4 para 5.1	Chief Executive is responsible for setting down delegated authority and financial limits for stock and non stock requisitions for goods and services	Directors may approve expenditure, outside the original budget plan, up to £1,000 Amounts over £1,000 would have to be signed by the Director and countersigned by the Chief Executive
Schedule 5 Para 3	Administrative Director is responsible for identifying issues and patterns of complaints and reporting on these matters to the Board	Directors/senior managers are responsible for bringing to the Administrative Director's attention any complaints arising in their Department
Schedule 5 para 3	Administrative Director is responsible for submitting any amendments to corporate governance to the Board following consideration and approval by the Audit Committee and subject to DHSSPS requirements	As secretary to the Audit Committee the Administrative Director will submit proposed changes to the Audit Committee
Schedule 7 para 4.1	Chief Executive to submit strategic plans and an annual business plan to the Board	Directors/senior managers are responsible for compiling their section of the Business Plan and agreeing the corporate objectives
Schedule 7 para 2.3	Chief Executive is responsible for the Agency's activities and ensuring that its financial obligations and targets are met	Directors and senior managers are responsible for the activities of their Departments, the systems of internal controls within their Departments and ensuring that they meet their financial obligations and targets
Schedule 7 para 2.6	The Finance Manager is responsible for implementing the Agency's financial policies and maintaining an effective system of internal control and for the provision of financial advice to the Agency and its employees	All employees who carry out a financial function must discharge their duties to the satisfaction of the Finance Manager
Schedule 7 para 3.4 Fraud Response Policy/Plan	The Finance Officer is responsible for advising the Chief Executive and informing Internal Audit and the DHSSPS in all cases of fraud	The nominated Fraud Officer is the Administrative Director who will advise those involved in the investigation in matters of employment law and other procedural matters

Schedule 7 para 5.1	Finance Manager is responsible for preparing and submitting budgets for approval by the Board at the start of each financial year	Budget holders must provide information as required by the Finance Manager to enable budgets to be compiled
Schedule 7 para 5.2	Finance Manager – responsible for devising and maintaining systems of budgetary control	Budget holders are responsible for ensuring that any likely over-spending is not incurred and that the amount provided in the approved budget is only used for the matter specifically authorised
Schedule 7 para 5.3	Chief Executive may delegate the management of the budget to permit the performance of a defined range of activities	Designated budget holders are responsible for management of their budgets
Schedule 7 para 8	Finance Manager is responsible for preparing and submitting annual accounts to the Department in accordance with the prescribed timetable	
Schedule 7 para 9	Finance Manager is responsible for managing the Agency's banking arrangements	
Schedule 7 Para 11.2	All Directors/senior managers are responsible for the security of the Agency's property	
Schedule 7 para 11.3	Chief Executive is responsible for the maintenance of asset registers	Directors are responsible for the maintenance of asset registers within their own Departments
Schedule 7 para 12.2	No Director or employee may engage or re-grade staff unless authorised by the Chief Executive	
Schedule 7 para 13	Finance Manager is responsible for the proper payment of accounts and claims	
Schedule 7 para 16	Finance Manager is responsible for the accuracy and security of computerised financial data	
Data Protection Policy & Records Management Policy	Chief Executive is responsible for the accuracy and security of all non-financial computerised data	Directors/senior managers are responsible for the accuracy and security of non-financial computerised data within their Departments
Risk Management Policy/Strategy	Chief Executive is responsible for ensuring that the Agency has a programme of risk management	Finance Manager has corporate responsibility for risk management Directors/senior managers are responsible for following the risk management policy
Health and Safety Policy	Administrative Director is responsible for health and safety arrangements within the Agency	This authority is further delegated to the Human Resources Manager
	Administrative Director is responsible for ensuring that all employees are issued with a contract of employment in a form approved by the Board and which complies with employment legislation	This authority is further delegated to the Human Resources Manager

	Chief Executive is responsible for arrangements for the management of land and buildings belonging to or leased by the Agency	This authority is further delegated to the Administrative Director
	The Finance Manager is responsible for providing monthly reports in the form required by the Department to ensure money drawn from the Department is required for approved expenditure only and is drawn down only at the time of need	

5. DELEGATED AUTHORITY FOR ESTABLISHMENT OF INDEPENDENT REVIEW PANELS

- 5.1 The power to establish an Independent Review Panel after a convenor has advised that a panel should be set up to consider a complaint, is delegated to the Chief Executive or to another executive director acting in the absence of the Chief Executive.