

Freedom of Information Act 2000

The Royal Cornwall Hospitals NHS Trust Response to Information request

Date Request Received: 11th April 2025

FOI Ref No 28405

Requested Information:

Please could you provide a copy of your Trust's current delegated levels of authorisation for budgeted revenue and capital expenditure? Specifically, I am seeking details of the authorisation limits by staff grade/role (e.g., Budget Holder, Ward Manager, Executive Director) and the required procurement process (e.g., informal quotation, formal quotation, tender) at each threshold.

For clarity, I am referring to a structure similar to the one shown in the attached example (provided from another NHS Trust), which outlines expenditure thresholds and the corresponding required approval and procurement method (Appendix One).

If available, please also include:

1. Any policy documents, flowcharts, or tables that detail these authorisation levels.
2. The procedures for obtaining quotations and tenders at various expenditure thresholds.
3. Any capital expenditure limits or variation thresholds that apply within your organisation.

Response:

Questions 1 and 3

- Please see appendix two. The Trust's scheme of delegation is available from page 62 onwards

Question 2

- Please view appendix three

Attachment(s):

Appendix One – FOI Ref 28405 Capital Expenditure Authorisation Process Example

Appendix Two – FOI Ref 28405 Standing Orders Document

Appendix Three – FOI Ref 28405 Procurement Policy

Date Response sent: 19th May 2025