

## DELEGATED AUTHORITY REGISTER

### Overview

#### This Document

This policy document covers the following topics relating to Delegation of Authority for the ADHB.

Topic	See Page
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<a href="#">General .....</a>	<a href="#">2</a>
<a href="#">Levels of Management – Delegated Authority Policy .....</a>	<a href="#">3</a>

#### Associated Documents

The table below indicates other documents associated with the Delegated Authority registers.

Type	Document Titles
Delegated Authority	<ul style="list-style-type: none"> <li>• <a href="#">Delegated Authority</a></li> <li>• <a href="#">Delegated Authority Register</a> <ol style="list-style-type: none"> <li>1. – <a href="#">Human Resources</a></li> <li>2. – <a href="#">Supplies &amp; Services</a></li> <li>3. – <a href="#">Capital</a></li> <li>4. – <a href="#">Funding Initiatives</a></li> <li>5. – <a href="#">Facilities Management</a></li> <li>6. – <a href="#">Legal &amp; Administration</a></li> <li>7. – <a href="#">Healthcare Agreements</a></li> <li>8. – <a href="#">Financial Systems</a></li> <li>9. – <a href="#">Clinical Research</a></li> <li>10. – <a href="#">A+ Charitable Trust</a></li> </ol> </li> </ul>

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## DELEGATED AUTHORITY REGISTER

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### General

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**Expenditure Which Exceeds Budget** During the preparation and negotiation of the ADHB's Annual Plan there may be a number of preliminary ADHB-wide budget planning rounds undertaken. It is anticipated that by 30 June each year, all departments will have confirmed annual budgets approved by senior management and the Board. It is the overall responsibility of each GM and the CE that all departments operate within their 'approved' annual budgets.

Exceptional circumstances may arise which may cause expenditure to exceed budget. In these exceptional circumstances the amount by which expenditure exceeds budget will be assessed for appropriateness and must be specifically approved by the General Manager with the agreement of the CE. Unless such approval has been obtained managers are required to keep within their annual budgets.

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**Reporting** General Managers/Finance Managers report performance against annual budgets and annual operating plans on a monthly basis to the Chief Executive and through him to the Board.

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**Sub Delegation** Where specified in the schedules to this policy, indicated with \*, Managers holding a 'standing delegated authority' may not sub-delegate the said delegation. In all other cases Managers may sub-delegate either wholly or in part the authority ensuring that consistency across the organisation is maintained and is appropriate.

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**Conflict** In any instances where there is a conflict of information relating to delegated authorities, this policy takes precedence over all other policies.

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Section: Delegated Authority  
File: Delegated Authority Register Jul08.doc  
Classification: DA01/POL/002

Issued by: Chief Executive  
Authorised by: Board of ADHB  
Date Issued: Updated July 2008

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## DELEGATED AUTHORITY REGISTER

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### Levels of Management – Delegated Authority Policy

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<b>Level 1</b> (Appointed by Board)	Chief Executive.
<b>Level 2</b> (Approved by CE based on the management/clinical partnership principles)	Senior Management Team, CE Direct Reports, Clinical Partners
<b>Level 3</b> (Approved by Level 2 based on the management/clinical partnership principles)	Clinical Directors Nurse Advisors Managers and Directors of Sub-Services Finance Managers Associated Director of Nursing Maori General Counsel Allied Health Professional Leaders
<b>Level 4</b> (Approved by Level 2)	Charge Nurses Team Leaders Technical Heads

**Note**

**\* Note: Financial delegations are not assigned to clinical staff (including nursing) for non catalogue items.**

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