

Information Governance

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Ref: FOI2017/3923
Date Received: 21st Apr 2017
Response Due: 22nd May 2017

22nd May 2017

Dear

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the FOI Act.

You asked:

1) what financial thresholds exist for the procurement of services?

Revenue

1.	Below £5,000	Purchase order
2.	£5,000 - £49,999	Official quotations
3.	£50,000 – EU threshold for goods/services	Official tender exercise
4.	Over current EU threshold for goods/services	European tender exercise (OJEU)

Capital

5.	Below £5,000	Purchase order
6.	£5,000 - £49,999	Official quotations
7.	£50,000 – EU threshold for works	Official tender exercise
8.	Over the current EU threshold for works	European tender exercise (OJEU)

2) At those thresholds what is required e.g. 3 written quotations, mini tender via what method etc.?

Answered in Q1

3) what designated level of staff member may sign off orders at these varying threshold levels?

Approval Level	Approval Level - Posts	Approval Limit (incl VAT)
1	Chief Executive / Deputy Chief Executive / Director of Finance	£1,000,000
2	Executive Director/Deputy Director of Finance	£250,000
3	Associate / Deputy Director	£150,000

4	Deputy Director of Performance / Divisional Medical Director	£50,000
5	Head of Department or Service	£20,000
6	Deputy Head of Department / Head of Service	£10,000
7	Senior Department / Service Manager	£5,000
8	Department / Service Manager	£2,500
9	Department / Service Approver	£1,000
10	Requestor Only	N/A

In cases where expenditure is over £1,000,000, the Chief Executive's limit will be increased to allow electronic authorisation in instances where the business case has been approved by the Board and evidence can be shown of this.

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster
Chief Executive

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, WrightingtonHospital, Hall Lane, AppleyBridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF