



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department

Suite 9
Buckingham Row
Brick Kiln Lane
Wigan
WN1 1XX

Email: foi@wwl.nhs.uk

Web: www.wwl.nhs.uk

Ref: FOI/2025/10669

Date Received: 11th April 2025

Response Due: 14th May 2025

Date: 6th May 2025

Dear Sir/Madam

With reference to your request for information received on 11th April 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. **Please could you provide a copy of your Trust's current delegated levels of authorisation for budgeted revenue and capital expenditure?**

Please see the attached.

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.

If available, please also include:

- a. **Any policy documents, flowcharts, or tables that detail these authorisation levels.**
Please see the attached.
- b. **The procedures for obtaining quotations and tenders at various expenditure thresholds.**
Please see the attached.
- c. **Any capital expenditure limits or variation thresholds that apply within your organisation.**
The expenditure threshold for capital is £5,000.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Tabitha Gardner
Chief Finance Officer

PLEASE NOTE:

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, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111