

Delegations Register – Example

A **Delegations Register** (which may also appear in the form of a Policy, Manual or Matrix) is used by providers to record all financial and non-financial authorities that have been delegated from the governing body to members of the executive team, or other staff. Though the document should be owned by the governing body, and managed by the executive, it is the responsibility of all staff members to ensure that decisions are made within the agreed limits outlined within the register.

Delegations Register

Ref	Category	Delegated Function	Authorised Delegate(s)	Financial Authorisations	Date of Delegation	Delegation Reference
1.1	Service Agreements	Approve new home care and residential service agreements.	Head of Residential Services Head of Home Care Services	Up to and including \$50,000	13/3/2018	Consumer Service Agreement Policy
2.2	Procurement	Purchase of products, supplies, equipment, and related services.	Governing body Executives Senior Managers	Up to and including \$200,000 Up to and including \$50,000	25/5/2017	Procurement Policy Board Minutes – Meeting 3 / 2017
3.3	Recruitment	Hire new temporary clinical or non-clinical staff for less than 12-month term.	CEO Executives Head of HR Senior Managers	Up to and including \$50,000 total salary and oncosts.	23/6/2012	Recruitment Policy

A unique reference number for each delegation will help to track instances in which certain delegations have been exercised.

Delegated function needs to be prescriptive and clear. It should define boundaries of what can and cannot be performed.

Authorised delegates should be listed according to the role and not by individual names. This will allow people to act in various roles or leave without impacting on the delegations of the role.

A delegation reference shows where the written evidence of the delegation can be found. This also functions as a control to ensure that delegated authority is in fact recorded in writing.