



**INTERNAL DELEGATED FINANCIAL LIMITS – AUTHORITY TO INCUR
EXPENDITURE**

APPROVED BY BOARD ON 13 March 2015
amended by DOJ on 13 April 2015 and approved by the Board on 15 May 2015
amended by DOJ on 1 October 2015

DELEGATED LIMITS – APPROVAL TO INCUR EXPENDITURE

Approver Category	AD/HOD or Board Secretary	Deputy Director	Director of Probation	Board	DOJ
Gifts (individual)	£Nil	up to £50	up to £100	over £100 recommen d to DOJ	Over £100
Consultants (Note 1)	£Nil	up to £5,000	up to £10,000	over £10,000 recommen d to DOJ	Over £10,000
Legal fees	Board Secretary only - Up to £5,000	up to £7,500	up to £10,000	over £10,000 recommen d to DOJ	Over £10,000
Waived or abandoned claims	Up to £1,000	up to £5,000	up to £10,000	over £10,000 recommen d to DOJ	Over £10,000
Losses (other than loans, and failure to make adequate charges for public property or services), Write offs and special payments	£Nil	£Nil	£Nil	£Nil	£Nil
Recoupment of overpayments of pay, pensions and allowances	Up to £1,000	up to £5,000	up to £10,000	over £10,000 recommen d to DOJ	Over £10,000
Ex-Contract & Ex- Gratia payments	£Nil	up to £250	up to £500	over £500 recommen d to DOJ	Over £500
Consolatory payments (Note 2)	£Nil	up to £250	up to £500	over £500 recommen d to DOJ	Over £500

Approver Category	AD/HOD or Board Secretary	Deputy Director	Director of Probation	Board	DOJ
Individual compensation claims settled out of court unless legal advice is that the department will not win the case if contested in court	£Nil	£Nil	up to £10,000	over £10,000 recommended to DOJ (Note 3)	Over £10,000
Individual compensation claims settled out of court where legal advice is that the department will not win the case if contested in court	£Nil	£Nil	up to £10,000	over £10,000 recommended to DOJ (Note 3)	Over £10,000
Individual compensation payments made as a result of court decision	£Nil	£Nil	up to £10,000	over £10,000 recommended to DOJ (Note 3)	Over £10,000
Expenditure under the EU programmes for which the Special EU programmes body is responsible	£Nil	£Nil	£Nil	£Nil	All
Other projects (for each separate project), including purchase of land and property	£Nil	up to £25,000	up to £100,000	Over £100,000 recommended to DOJ	Over £100,000
IT projects (for each separate project)	£Nil	up to £25,000	up to £100,000	Over £100,000 recommended to DOJ	Over £100,000
Consultancy assignments co-sponsored by the Strategic Investment Board	£Nil	£Nil	£Nil	£Nil	All payments
Grants – Payment of grants to the Voluntary and Community Sector only. (Note 4 below)	£Nil	up to £25,000	up to £100,000	Over £100,000 recommended to DOJ	Over £100,000

Approver Category	AD/HOD or Board Secretary	Deputy Director	Director of Probation	Board	DOJ
Complaints - Payments made as a result of a recommendation from the NI Assembly Ombudsman and NI Commission for Complaints	£Nil	£Nil	£Nil	£Nil	All payments
Liabilities – Assuming statutory liabilities of any sponsored bodies in excess of delegation for any one transaction	£Nil	£Nil	£Nil	£Nil	All payments
Liabilities – Non- statutory guarantees and liabilities	£Nil	£Nil	£Nil	£Nil	All payments
Leases – Property lease renewals, lease breaks, or any proposed new leases	£Nil	£Nil	£Nil	£Nil	All payments
Contract variations Note: Variations require approval by the original approving authority unless the impact of the variation takes the total cost above any other delegation	£Nil	Up to lower of 5% or £12,500	up to lower of 10% or £25,000	over 10% or £25,000 recomme nd to DOJ	Over 10% or £25,000
Resource – expenditure on new (or changes/renewals/ extensions of existing) policies, programmes, projects or contracts that involve spending or saving money (Note 5)	Up to £25,000	up to £50,000	Up to £250,000	Over £250,000 recomme nded to DOJ	Over £250,000

Approver	AD/HOD or Board Secretary	Deputy Director	Director of Probation	Board	DOJ
Category					
Delegations in terms of Probation Board (Northern Ireland) Order 1982					
Board member appointment, terms & conditions, remuneration and allowances (Sch. 1, para.4)	N/A	N/A	N/A	N/A	All
Compensation to a Board member on termination of contract prior to expiry of term of office Sch. 1, Para. 5)	£Nil	£Nil	£Nil	£Nil	Each payment
Remuneration and other terms and conditions of service of the staff of PBNI (Sch. 1, Para. 13)	N/A	N/A	N/A	N/A	All pay remits
Pension, allowances or gratuities to members of the staff of PBNI and redundancy payments (Sch. 1, Para. 13)	£Nil	£Nil	£Nil	£Nil	All
Sub Delegations within Resource expenditure					
Recruitment (approval for replacement and appointment and for creation of new posts)	N/A	Up to Staff Officer/PO or equivalent	Area Manager/Deputy Principal or equivalent	Assistant Director/Head of Function and Deputy Director	Director of Probation
Travel and subsistence Claims authorized for payment electronically by line manager using Account NI travel module	Within Republic of Ireland	Great Britain	Outside Great Britain and Republic of Ireland	Informed of travel outside Great Britain and Republic of Ireland	N/A
Board member expenses including travel and subsistence	£Nil	£Nil	All payments	N/A	N/A

Approver	AD/HOD or Board Secretary	Deputy Director	Director of Probation	Board	DOJ
Category					
Board Expenditure including but not limited to engagement of consultants and legal advice– the decision to spend will be recommended by the Chairman and/or Board and agreed by the Accounting Officer in all cases (Note 6)	£Nil	£Nil	All payments	N/A	N/A

The expenditure areas detailed below are a further subset of Resource expenditure and have lower delegated limits as indicated.

Resource Category	Probation Officer Approval	Area Manager Approval	AD/HOD or Board Secretary Approval	Deputy Director Approval
Payments to clients per policy – individual payments	Up to £20	up to £250	up to £500	Over £500
Staff travel claims	Approved by line manager			

NB: ALL FIGURES ARE INCLUSIVE OF VAT

Notes:

- Consultants** – All proposed consultancy spend of £10,000 or above requires the specific prior approval of the Minister of Justice. All consultancy projects require a proportionate economic appraisal to be completed, whether they are below or above the PBNI delegated limit.
- Consolatory Payments** – A special payment may be considered under this category where the customer (or a third party) has suffered injustice or hardship arising from maladministration.
- Legal settlements** - The Chairman or Deputy Chairman of the Board will be delegated to recommend to DOJ settlements of £10,000 or more being recommended by legal advisors if the matter is urgent and requires decision before a Board meeting can be called.
- Community grants** are recommended in accordance with the PBNI Community Grants Policy and Procedures by a panel made up of the Deputy Directors, advised by the relevant Assistant Directors. The total amounts to be paid to each organisation over the relevant year are recommended by the panel. The limits referred to in the table are those cumulative for each organisation.
- Resource expenditure** covers all non-capital expenditure with the exception of ongoing and pre-approved expenditure such as payroll, rent, rates etc. If it

is not clear whether this delegation applies the Head of Finance should be contacted for clarification.

6. **Board expenditure** – a protocol is in place which sets-out the process should the Chairman/Board which to incur expenditure against the advice of the Accounting Officer

Procurement

The schedule of delegated limits above indicates the appropriate authority level at which decisions to incur expenditure can be made.

Decision makers are required to ensure that the necessary procurement procedures have been followed prior to approving expenditure as laid down in the PBNI Procurement Policy and Procedures.

The table below summarises the appropriate procurement method:

Value	Method
Up to £5,000	PBNI to obtain written quotes from at least 2 suppliers
£5,000 to £10,000	Procurement to be undertaken by PBNI on basis of a minimum of 2 selected tenderers
£10,001 to £30,000	Advice to be taken from CPD regarding whether they will undertake procurement on behalf of PBNI
Above £30,000	Procurement to be undertaken by Central Procurement Directorate on behalf of PBNI

In certain exceptional circumstances it may be necessary to make a Direct Award contract (Single tender action), although there are a number of criteria which have to be met, i.e.

- That the service cannot be provided in house using PBNI resources;
- That the service can only be provided by a particular individual or accredited supplier.

All Direct Award Contracts resulting in expenditure of £10,000 or more must be undertaken on the basis of advice from Central Procurement Directorate and are required to be approved by the Permanent Secretary of DOJ.

Business cases and pay remits proportionate to the proposed expenditure are required to be prepared and approved before commencement of procurement. Approval levels for business cases are as set-out in the table of delegated limits above.