



**PWYLLGOR ADNODDAU CYNALIADWY
SUSTAINABLE RESOURCES COMMITTEE**

DYDDIAD Y CYFARFOD: DATE OF MEETING:	17 December 2024
TEITL YR ADRODDIAD: TITLE OF REPORT:	Financial Procedures
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Huw Thomas, Director of Finance
SWYDDOG ADRODD: REPORTING OFFICER:	Tim John, Senior Finance Business Partner (Accounting and Statutory Reporting)

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA

SBAR REPORT

Sefyllfa / Situation

Each year planned reviews are undertaken of the financial procedures operated by Hywel Dda University Health Board (HDdUHB). The procedures, which set out the main financial system controls, are reviewed in terms of:

- Relevance
- Best practice
- Audit recommendations
- System change
- Health Board policy

The Committee can take assurance that there is a robust review process in place in respect of financial procedures.

Cefndir / Background

The following procedure has been reviewed and are presented to the Committee for approval:

- 699 - Single Tender Action Procedure

The purpose of this documents is to outline the key processes to be followed by Health Board staff in connection with the above-named financial procedure and to set out associated roles and responsibilities.

Asesiad / Assessment

- 699 - Single Tender Action Procedure

The financial procedures are covered by a specific Financial Procedures Equality Impact Assessment (EqIA) with no negative impact.

Argymhelliad / Recommendation

The Sustainable Resources Committee is asked to **APPROVE** the following updated financial procedure:

- 699 - Single Tender Action Procedure

Amcanion: (rhaid cwblhau)

Objectives: (must be completed)

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	3.13 Review and approve financial procedures on behalf of the Health Board
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not Applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	Not Applicable
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	Not Applicable
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Cynllunio Planning Objectives	Not Applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	10. Not Applicable

Gwybodaeth Ychwanegol:

Further Information:

Ar sail tystiolaeth: Evidence Base:	Previous procedures, internal audit report recommendations, standing financial instructions
Rhestr Termiau: Glossary of Terms:	Included within the body of the report

Partion / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Adnoddau Cynaliadwy: Parties / Committees consulted prior to Sustainable Resources Committee:	HDdUHB Finance HDdUHB Local Counter Fraud Service HDdUHB Workforce & OD NHS Wales Shared Services Partnership (NWSSP)
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Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Financial procedures are required to ensure sound financial control
Ansawdd / Gofal Claf: Quality / Patient Care:	Not Applicable
Gweithlu: Workforce:	Not Applicable
Risg: Risk:	Financial procedures are required to ensure good governance and therefore minimise risk
Cyfreithiol: Legal:	Not Applicable
Enw Da: Reputational:	Financial procedures are required to ensure good governance and sound financial control
Gyfrinachedd: Privacy:	Not Applicable

**Cydraddoldeb:
Equality:**

EqIA has been undertaken with no negative impacts on those with protected characteristics.



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Hywel Dda
University Health Board

Single Tender Action Procedure

Procedure number: 699

Classification: Financial

Supersedes: V3

Version number: V4

**Date of Equality Impact Assessment:
10/12/2024**

Approval information

Approved by: Sustainable Resource Committee

Date of approval:

Enter approval date

Date made active:

Enter date made active (completion by policy team)

Review date:

Enter review date (normally three years from approval date)

Summary of document:

The Health Board's Standing Orders and Standing Financial Instructions, require that the purchase of all goods and services be subject to competition in accordance with good procurement practice. There may, however, be situations where it is more appropriate to approach a single provider. This procedure sets out the issues to consider and process to be followed when proposing to use a single tender action.

Scope:

Hywel Dda University Health Board wide

To be read in conjunction with:

Standing Orders & Standing Financial Instructions

Patient information: N/A

Owning group: Finance Directorate

10/12/2024

Executive Director job title: Director of Finance

Reviews and updates:

Reviews and updates	
Summary of Amendments:	Date Approved:
New Procedure	01/03/2018
Review	28/02/2021
Review	21/12/2021
Review	tbc

Keywords

Single Tender Action, Single Quotation Action, STA, SQA

Glossary of terms

Term	Definition
STA	Single Tender Action
ARAC	Audit & Risk Assurance Committee

Keypoints:

The aim of this document is to explain:

- the issues to consider and process to be followed when proposing to use a single tender action.

FRAUD, BRIBERY AND CORRUPTION

All staff are required to comply with the Health Boards policies and procedures and apply best practice in order to prevent Fraud, Bribery and Corruption. Staff should be made aware of their own responsibilities in protecting the Health Board from these crimes.

All staff have a duty to notify the Local Counter Fraud Department of any suspected fraud or inappropriate actions and are protected by the AW Raising Concerns (Whistleblowing) Policy. Anyone who suspects fraud or has any concerns reference Fraud Bribery and Corruption can make a referral by contacting the Counter Fraud Department by either of the following methods;

- Telephoning the office on 01267 266268,
- Emailing HDUHB.CounterFraudTeam.HDD@wales.nhs.uk ,
- Making an online referral at <https://reportfraud.cfa.nhs.uk> or
- Making an anonymous referral by telephoning Crimestoppers on 0800 028 40 60.

Staff should refer to the Counter Fraud, Bribery and Corruption Policy for further information.

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Scope

This procedure applies Hywel Dda University Health Board wide.

Aim

Securing value for money, including, through sound procurement is essential across the public sector. It is the Welsh Government's policy that public sector bodies should acquire goods and services through fair and open competition, as that is considered the best way to secure value for money and ensure propriety and regularity.

There may, however, be situations where it is more appropriate to approach a single provider through the use of a single tender/quotation action. This procedure sets out the circumstances where this might be appropriate and aims to ensure that a single tender/quotation action is only undertaken when there is no feasible alternative and due process is followed.

Objectives

The Health Board's Standing Orders and Standing Financial Instructions, to accord with the above, require that the purchase of all goods and service be subject to competition in accordance with good procurement practice.

However, in some situations this is not always practical where there are compelling reasons for single sourcing, i.e. compatibility with existing equipment, sole supplier, technical grounds and other risk management issues e.g. the purchase of infusion devices. Single quotations shall be the exception. This procedure outlines

- situations when a single tender action can be considered
- what might be expected to be seen in practice in these circumstances
- factors that indicate a single tender action is inappropriate
- process to follow when the decision to request a single tender action has been made.

Guidelines

Circumstances under which a single tender action can be actioned:

- a) A single firm or contractor of a special character is required
- b) A proprietary item or service of a special character is required

What you might to expect to see in practice which might indicate a single tender action is appropriate:

- The service/item is follow-up work where a provider has already undertaken initial work in the same area and where the initial work was awarded from open competition;
- There is a compatibility issue which needs to be met e.g. specific equipment requirement or compliance with a warranty cover clause;

- There is genuinely only one provider;
- There is a need to retain a particular contractor for real business continuity issues (not just preferences)

The following factors might indicate a single tender action is inappropriate:

- The market is competitive;
- There are no factors suggesting this would secure value for money;
- The single tender action is driven more by time pressure than value for money considerations;
- There is pressure to spend monies late in the financial year;
- There is a familiarity/a relationship with the supplier;
- The total contract value exceeds EU procurement thresholds (currently £663,540 for Social and other specific contracts, £139,688 for Supply, Services and Design Contracts, and £5,372,609 for Works Contracts). (Correct at January 2024 please check with Procurement if the contract is close to these thresholds).

Single tender action shall only be employed following a formal submission and with the express written authority of the Chief Executive, or designated deputy having taken into consideration due regard of procurement requirements. A detailed record shall be maintained by the Chief Executive. All single tender action and extension of contracts must be reported to the Audit Committee.

It should be noted that where the purchase is made against a valid existing All Wales or NHS (or similar) Framework Agreement, subject to the Framework allowing for direct award which must be confirmed with Procurement, it will not be necessary to follow this procedure as these purchases have been subjected to competition.

Process for Application and Approval

- Procurement Services must be consulted prior to any STA application being submitted for approval.
- Where a request is received for Single Tender Action, this should be submitted to the Procurement Department on the attached pro forma. (Appendix 1) Completion of all fields is mandatory and any incomplete forms will be returned.
- The Single Tender Action will be registered on the Procurement Dept's STA Register and will be provided with a reference number.
- The reasons for requesting Single Tender Action (STA) should be clearly stated on the form and all supporting documentary evidence provided. The form should be signed by the budget holder and then countersigned by the County Director, Operational Director or Assistant Director, in accordance with the financial limits prevalent in the Health Board's Scheme of Delegation and Authorised Limits, outlined below, and submitted to Procurement. **Note: the same person cannot request and approve.**
- On receipt in Procurement all due diligence checks will be carried out to ensure that the requirement detailed on the single tender action form meets the required standards, is fit for purpose and demonstrates value for money.
- Once the procurement department have completed their checks, the form is forwarded onto the Financial Controls Group for approval. If approved at the Financial Controls Group, the Board Secretary will check the form for any conflict of interest / declaration of interest issues, and then cross reference against relevant registers (including locally held Declarations of Interest and Gifts

and Hospitality). Approval is required by the DoF for values under £25k, and for values over £25k approval is required by the CEO or Deputy CEO, or where there is a conflict of interest the DoF.

- This is in line with the Health Board's Scheme of Delegation and Authorised Limits, outlined in Appendix 2 below and on the intranet [Standing Orders and Standing Financial Instructions - Hywel Dda University Health Board \(nhs.wales\)](#).
- Applications relating to Use of Consultancy services should also refer to the Financial Procedure FP21-01 Use of Consultancy.
- Once the STA is fully approved the form shall be returned to Procurement for completion. On completion the STA requestor will be asked to generate a requisition on the Oracle system so that Procurement can issue an order number to cover.
- A register must be kept by Procurement for monitoring purposes.
- A report on a bi-monthly basis will be sent to the Health Board's Audit & Risk Assurance Committee (ARAC) detailing the approved Single Tender Actions (excluding maintenance contracts which are not required to be reported upon) during the period. This includes extension of contracts, which must be reported to ARAC.

Scrutiny

The Audit & Risk Assurance Committee will consider the following when reviewing STAs:

- There is sufficient evidence/assurance that the process has been followed in accordance with the guidelines above and that the information provided on the STA is complete and accurate.
- The STA has been approved by the Financial Control Group.
- There is a clear basis for each STA including how the DoF/CEO reached their conclusion and there is evidence of proper consideration of the indicators above.
- Where issues are identified, to consider the next steps such as escalation to the Board.
- Any concerns reference Fraud, Bribery and Corruption should be reported to the Health Board's Counter Fraud Department in line with the Counter Fraud, Bribery and Corruption Policy

Monitoring and Review

The monitoring and review of this financial procedure shall be the responsibility of the Finance Department. The procedure shall be reviewed whenever amendments to the procedure or related process are deemed necessary and no later than 3 years after the date the procedure was made active.

Appendix 1 – Single Quotation/ Tender Form



HYWEL DDA UNIVERSITY HEALTH BOARD SINGLE QUOTATION/TENDER REQUEST FORM

REFERENCE NUMBER: HDD.....

PLEASE ENSURE PROCURMENT ADVICE HAS BEEN SOUGHT BEFORE COMPLETING SINGLE QUOTATION / TENDER APPLICATION

SECTION 1 To be completed by the Budget Holder

REQUEST TO WAIVE : Please delete as appropriate	Single Quotation	Single Tender
Name:		
Title:		
Ward / Department:		
Contact no:		
Budget Holder:		
Reasons why waive of Standing Financial Instructions is being sought? (delete or cross through as relevant) :		
a)	There is genuinely only one supplier	
b)	Compatibility with existing equipment e.g. specific equipment requirement	
c)	Interim arrangements pending tender exercise	
d)	Maintenance of existing equipment eg compliance with warranty cover clause	
e)	Technical Grounds	
f)	Continuity of service/goods – there is a need to retain a particular contractor for real business continuity issues (not just preference)	
g)	The service / item is follow-up work where a provider has already undertaken initial work in the same area and where the initial work was awarded from open competition	
<i>'Urgency' is not generally regarded as a valid reason for the avoidance of a competitive exercise</i>		
Background: Reason for single supplier & details of any alternatives considered & reasons for their rejection (supplier(s) details required)		
Explicit reasons as to how 'Value for Money' will be achieved when services are provided by a single supplier. <i>Sufficient detail should be provided in this section or the request will be returned</i>		
Have any trials / evaluations been undertaken within the Health Board?	Yes / No	If Yes please state the evaluation number :

N.B Appropriate advice should be sought from Procurement in advance of trials being undertaken			
If Yes please give full details of the evaluation. Including whether or not any relevant Groups have been made aware of this evaluation (please state)			
Consequence and impact if this Single Tender Action request is not approved:			

Proposed supplier (name & address):			
PLEASE PROVIDE DETAIL OF GOODS (including model no. where appropriate) / SERVICES / WORKS REQUIRED:			
IF SERVICES, IS THIS FOR CONSULTANCY AND OR INDIVIDUAL	Yes/ No	If yes an IR35 assessment must be completed. IR35 applies?	Yes/ No or not applicable (Completed form should be attached to this request)
Proposed agreement period including end dates. NB: Approval cannot be granted retrospectively.			
UNIT COST / ANNUAL COST:			
TOTAL COST (inc. delivery & VAT):			
WHOLE LIFE COSTS: (Please state all additional goods/services/works that may be required during the life of the goods/service/works being requested here. E.g. Maintenance, Consumables etc.)			
New or Replacement Equipment/Service: (Please state)			
Life Expectancy of equipment (if applicable)			
Is this a recurring requirement?	Yes / No		
What is the length of the proposed agreement? (if applicable)			
Will there be a requirement to extend?	Yes / No If yes give details		
SOURCE OF FUNDING: (Revenue/Capital/Charity etc.)		Please provide Financial Code:	
Breakdown of estimated capital and on-going revenue charges per annum. NB: Please ensure your Finance Team are consulted before submitting form			

Have any revenue consequences (particularly staffing or maintenance implications) been agreed?	Yes / No If yes give details	
Any other financial consideration to be declared e.g. risks to ongoing funding, savings: cash releasing, cost avoidance, cost pressure, VFM impact.		
<i>I have delegated responsibility for the non-pay expenditure budget specified above. I confirm that sufficient funding is available within the budget code specified, and authorise the expenditure to be coded accordingly.</i>		
Signature of budget holder:		
PRINT NAME:		
POSITION:		
DATE:		

**** BUDGET HOLDER TO COMPLETE****

SECTION 2 DECLARATION OF INTEREST

The Health Board is obliged to ensure that all procurement processes are carried out in accordance with the public procurement rules and NHS Wales's guidance. Where an employee is engaged in a procurement exercise a formal declaration is required to confirm that there is no potential interest which may give rise to a conflict.

Please confirm the following statements are correct:

		✓ x
1.	Neither I, my family, friends, acquaintances or work colleagues involved in this process, will receive any benefit or gain (financial or otherwise, directly or indirectly) if the contract is awarded to any of the bidders involved in the process as they become known.	
2a.	I have no material interest in whether the contract is awarded or not.	
2b.	I am not in possession of any Additional Information in respect of the procurement process. (Save for the information in the 'Additional Information box below)	
3.	I currently do not benefit in any way, financially or otherwise, including (but not limited to) the receipt of a grant or outside funding, that could influence my decision in respect of the procurement or any of the bidders involved in this process.	
4.	I have not received hospitality (other than of a nominal value or that declared in the register of gifts and hospitality maintained by Corporate Management) or any material gifts, as outlined in the LHB's Standards of Behaviour Framework Policy from any of the bidders involved in the process.	
5.	I have read, understood and will abide by the NHS Guidance entitled "Standards of Business Conduct for NHS Staff" (DGM (93)84) and the LHB's Standards of Behaviour Framework Policy.	
6.	By signing this declaration I understand that it is my responsibility that should my circumstance change or a new relationship be established in relation to any bidding organisation, I will consult with the Lead Procurement contact and am aware that I may be required to complete a new Declaration of Interest or be required to withdraw my participation.	
7.	I will keep the identities of the bidders, the content of the bids and procurement documents confidential.	

I hereby certify that, to the best of my knowledge and belief, the statements set out above are correct. I understand that any failure on my part to declare an interest in a contract or otherwise to breach the rules and instructions mentioned above is a serious matter and could result in further legal or professional action being taken against me, including (but not limited to):

- Exclusion from the current procurement exercise and future procurement activities
- For LHB employees, it could result in disciplinary proceedings being initiated.

- Should the matter involve issues that are of a criminal nature e.g. fraud, bribery or corruption then the LHB will notify the appropriate authority to take any necessary action which may include prosecution.

Signature:
PRINT NAME:
POSITION:
DATE:

SECTION 3 AUTHORISATION BY COUNTY DIRECTOR / OPERATIONAL DIRECTOR / ASSISTANT DIRECTOR

Signature:
PRINT NAME:
POSITION:
DATE:
ANY COMMENTS:

PLEASE NOTE: STA requests cannot be processed unless supported by the above signatures.

If you have any queries regarding completing this form please contact one of the following:-
Action point address – NWSSP.HywelDda.Procurement@wales.nhs.uk
Once completed please e-mail Action Point
Note: Contracts should not be awarded until the single quotation/tender action has been approved.
Please refer to 699 Single Tender Action Procedure for full guidelines.

SECTION 4 PROCUREMENT CHECKS – TO BE COMPLETED BY HEAD OF PROCUREMENT

	✓ x
a) Equipment - All checks carried out to ensure that the equipment meets required standards and is fit for purpose	
b) Other Services - All checks carried out to ensure that the service to be delivered is compliant with regulatory procedures, including compliance of HMRC IR35 rules where services such as consultancy contracts are involved and that all the usual employment checks have been undertaken.	
c) The contract value does not exceed EU procurement thresholds	
d) Is there another alternative option?	
e) Any other Comments	

CONFIRMATION OF REVIEW BY HEAD OF PROCUREMENT:

Signature:
Date:

SECTION 5 USE OF RESOURCES GROUP (All STA forms to be forwarded to UOR group)

UOR GROUP APPROVAL	YES / NO
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SECTION 6 BOARD SECRETARY DECLARATIONS / CONFLICT OF INTEREST CHECK

CONFLICT OF INTEREST?	YES / NO
ANY COMMENTS (including any conditions/future actions):	

CONFIRMATION BY BOARD SECRETARY:

Signature:
Date:

SECTION 7 DIRECTOR OF FINANCE APPROVAL

REQUEST SUPPORTED?	YES / NO
SUPPORTING or REJECTION COMMENTS (including any conditions/future actions):	

DIRECTOR OF FINANCE APPROVAL:

Signature:
Date:

AND

CEO or DEPUTY CEO FOR APPROVAL OVER £25,000 or WHERE THERE IS A CONFLICT OF INTEREST FOR THE DoF:

Signature:
Date:

Appendix 2 – Scheme of Delegation

Description	Specific	More information	Any expenditure approval must be within funding limits of approved budgets. Budget holders are responsible for providing services within the available financial resources delegated to them and are held accountable for managing within the budget.										Notes	
			Welsh Government	Board (following CEO/ET approval)	Charitable Funds Committee	Charitable Funds Sub-Committee	Capital, Estates and IM&T Sub-Committee	Chief Executive and Executive Team	CEO (or Deputy CEO) and DoF	Chief Executive Officer (CEO)	Director of Finance (DoF)	Executive Directors		Other Officers as delegated by Executive Directors
Budget Changes	Transfers between budget managers	Budgetary Control Procedure		>£1m				>£0.5m≤£1m	≤£0.5m	≤£0.5m				
General Non-pay Expenditure	The values refer to individual orders / requisitions (for the total life of the contract) Goods or services should be sourced from the approved catalogue or if this is not possible via a public sector contract framework. Where an item is not on catalogue or framework Procurement Services should be requested to undertake quotation / tendering exercise. All orders for goods and services must be accompanied by an official order number in accordance with the No PO, No Pay policy.	Purchase to Pay Procedure	> £1m	> £1m			>£0.5m≤£1m	>£0.5m≤£1m	≤£0.5m	≤£0.5m	≤£0.1m	Refer to Cost Centre Structure Purchasing Approval	In addition to delegated limits competition requirements apply when procuring goods. Advice should be sought from Procurement before entering into or extending existing contracts as the ability to extend is not automatic.	
Healthcare agreements	NHS - These are agreements that the UHB will enter into to commission healthcare services for its resident population from other NHS providers.	New contract or variation to existing contract		>£10m (below £10m retrospectively reported)			>£0.5m≤£10m	>£0.5m ≤£5m	≤£0.5m	≤£0.5m				
Healthcare agreements	Private sector For contracts >£1m WG must approve before contract is awarded	New contract or variation to existing contract	> £1m	> £1m			>£0.5m≤£1m		≤£0.5m	≤£0.5m				
Healthcare agreements	Primary Care Contracts (General Medical Services and Community Pharmacy) Dental follows competitive procurement process	via the Primary Care Applications Committee		✓										
Leases	Property or equipment leases			>£0.5m (plus any that need signing under seal) Reservation of power			>£0.25m≤£0.5m		>£0.1m≤£0.25m	>£0.1m≤£0.25m				
Consultancy	External consultancy	Use of Consultancy Financial Procedure	> £1m	>£0.025m≤£1m			>£0.025m≤£1m		≤£0.025m	≤£0.025m	≤£0.025m			
Special (ex-gratia) payments	Ex-gratia payments are payments which a Health Body is not obliged to make or for which there is no statutory cover or legal liability. These limits are for ex gratia payments for personal property claims relating to both patients and staff.	Losses and Special Payments Procedure	>£0.05m							>£250≤£0.05m		Directorate Managers ≤ £100 General Managers ≤ £250		
Losses/special payments	Different limits apply dependent on category of claim with approval required from WG For Personal Injury/Clinical Negligence refer to the Claims Management Policy	Losses and Special Payments Procedure		✓			>£0.5m≤£1m			≤£0.5m			Terminations to £50k DW&OD else to WG; VERS RATS Committee Limits relate to items below referral to WG thresholds	
Single Tender/Quotation Action	Goods and services should be procured through fair and open competition to secure value for money and ensure propriety and regularity. However, there may be situations where it is more appropriate to approach a single provider through the use of a single tender/quotation action (STA/SQA). A STA/SQA should only be undertaken when there is no feasible alternative and due process is followed.	Single tender action procedure						>£0.025m		≤£0.025m			Single Tender Action must be approved by DoF (and CEO for spend >£25k) following scrutiny by Board Secretary. Retrospective Reporting to Audit Committee	
Staffing	Increase in establishment								Can approve posts across HB	Can approve posts within own structure in line with delegated budget and limits				
	Agency and waiting list initiatives								Can approve posts across HB	Must be agreed in advance within the limit of their approved budget and funded establishment unless authorised to do so by the Chief Executive				
Charitable Funds	Expenditure from charitable funds is exclusively for charitable purposes. The expenditure shall satisfy both the objects of the relevant registered charity and the deed of trust of the specific fund. A Request for charitable funds expenditure form needs to be completed in the first instance detailing the item of expenditure and justification for spend, ensuring spend is eligible. All items of expenditure, will need to be approved prior to the expenditure being incurred by the appropriate authorisation level. The procedure for requisitioning any items or service using money held in charitable funds is identical to that for exchequer funds, therefore all procurement policies apply equally.	Charitable Funds Policy and Procedure		>£0.1m	>£0.05m<£0.1m	>£0.01m<£0.05m						Refer to Charitable Funds authorised signatory list	Expenditure over £0.1m will be approved by the Board acting as the Corporate Trustee	
Capital	Property, Plant and Equipment should be capitalised if the cost of the item is ≥ £5,000. This includes assets which individually may be less than £5,000 but together form a single collective asset (grouped asset) with a group value of ≥ £5,000 (including VAT where this is not recoverable) that fulfill the following criteria - the items are functionally interdependent; the items are acquired at about the same date and are planned for disposal at about the same date; the items are under single managerial control; and each individual asset thus grouped has a value of at least £250, however this de minimus value does not apply in dealing with the initial equipping of hospitals. IT Assets - IT hardware may be considered interdependent if it is attached to a network, even if capable of stand-alone use. In effect all IT equipment purchases, where the final three criteria above apply, will be capitalised.	People, Planning & Performance Assurance Committee consider proposals from the Capital, Estates and IM&T Sub Committee on the allocation of capital and agree recommendations to the Board.	Approval required for projects outside Discretionary Capital Programme (DCP) and schemes >£1m in DCP	Overall Strategy and schemes >£1m			Capital projects/schemes must be approved by the Sub-Committee before sign off via the Scheme of Delegation.	>£0.5m≤£1m		≤£0.5m		Refer to Capital Cost Centre Structure Purchasing Approval	Requisitions up to £1m for schemes that have already been agreed via the Capital approval process and pre-approved by the Head of Capital Planning for assurance of their validity will be approved by the Assistant Director of Finance (Financial Planning & Statutory Reporting). All requisitions in excess of £1m require one-off limit increase approval by the Director of Finance.	
Income	All funding bids to Welsh Government or other organisations require approval by the Director/Deputy Director of Finance prior to submission.									All			The Health Board welcomes additional sources of funding to help deliver services and improve patient care. Good governance would suggest that bids should be reviewed by the relevant Finance Business Partners in the first instance and that all bids for funding are forwarded for review by the Director/Deputy Director of Finance for sign-off before submission.	

Equality Impact Assessment (EqIA) Screening Template

When to complete an EqIA Screening

An EqIA Screening Template must be completed when reviewing, changing and developing procedures/ proposals/ projects/ policies. This is a first step and is used to consider whether there are any negative impacts that may arise.

Purpose of an EqIA Screening Template

The purpose of this short exercise is to ensure that you have shown appropriate due regard when considering the impact for people with protected characteristics in your decision making. The screening process is designed to help you consider the circumstances and to inform evidence-based decisions.

If the proposal is of a significant nature and it is apparent from the outset that a full EqIA will be required, then it is not necessary to complete this Screening Template, you can proceed to complete the full [EqIA](#).

If no negative impacts are identified following completion of the EqIA screening then it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded in this document.

On completion of the Screening Template:

- Ensure that all the white boxes within the screening are completed.
- Ensure that the Procedure/ Project/ Proposal/ Policy owner has signed and dated the Screening Template.
- Send a copy of the completed template along with the related policy or project proposal to Inclusion.hdd@wales.nhs.uk for the Diversity & Inclusion Team to review.
- Each Screening Template will be reviewed by the Diversity & Inclusion Team and feedback will be provided to the Procedure/ Project/ Proposal/ Policy owner. This may include recommendations for further action to inform robust decision-making.

Support

For further support please visit the [EqIA Sharepoint](#) or contact:

Email: Inclusion.hdd@wales.nhs.uk

Tel: 01554 899055

Director and Directorate	Hywel Dda University Health Board wide
Service Area	Hywel Dda University Health Board wide

Title of Procedure, Project, Proposal, Policy being screened:	699 – Single Tender Action Procedure
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Description of the Procedure/ Project/ Proposal/ Policy being screened (including key aims and objectives)

The aim of this document is to explain the issues to consider and process to be followed when proposing to use a single tender action.

Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)

- Standing Orders Hywel Dda University Local Health Board
- Standing Financial Instructions
- Standards of Behaviour Policy
- Counter Fraud, Bribery and Corruption Policy
- Audit and Assurance
- Procurement
- Other Financial Procedures

Assess which protected characteristics will potentially be affected by the proposal in the table below (please ✓ the relevant box to confirm positive, negative or no impact).

If at any point a negative impact has been identified (actual or potential), you do not need to proceed with the completion of this form, as a full EqlA must be undertaken: [Equality Impact Assessments \(EqlAs\) \(sharepoint.com\)](https://sharepoint.com)

Age				
Is it likely to affect older and younger people in different ways or affect one age group and not another?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on people of different age groups.				
Disability				
Is it likely to affect those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will not have an impact on those with a disability.				
Gender Reassignment				
Is it likely to affect those who either:				
<ul style="list-style-type: none"> • Have undergone, intend to undergo or are currently undergoing gender reassignment. • Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth 				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no effect on individuals who have undergone gender reassignment.				
Marriage / Civil Partnership				
Under the Equality Act, the characteristic of Marriage and Civil Partnerships is only protected in the workplace/ employment. Is it likely to affect those who are married or in a Civil Partnership? This means someone who is legally married or in a civil partnership.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on the workplace/ employment of individuals who are married or in a civil partnership.				
Pregnancy and Maternity				
Is it likely to affect those who are pregnant or have recently had a baby? Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on those who are pregnant or are on maternity.				
Race / Ethnicity				
Is it likely to affect people of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, Gypsies/Travellers, asylum seekers and migrant workers?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on people of different race or ethnicity.				

Religion or Belief				
Is it likely to affect people who have a religion or belief? The term 'religion' includes a religious or philosophical belief.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on people who have a religious belief.				
Sex				
Is it likely to affect people who are mostly male or female. Where it applies to both equally does it affect one differently to the other?				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on one sex more than the other.				
Sexual Orientation				
Whether a person's sexual attraction is towards their own sex, the opposite sex or either.				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on individuals regardless of their sexual orientation.				
Armed Forces Community				
Consider whether this impacts on members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through 'unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.'				
For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: Armed-Forces-Covenant-duty-statutory-guidance				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on members of the Armed Forces and their families.				
Socio Economic Duty				
Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.				
For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resources please see: more-equal-wales-socio-economic-duty				
Positive Impact	<input type="checkbox"/>	Negative Impact	<input type="checkbox"/>	No Impact <input checked="" type="checkbox"/>
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on individuals of different socio-economic group.				

Welsh Language			
Is it likely to impact on opportunities for people to use the Welsh language? The Welsh language should be treated no less favourably than the English language.			
Positive Impact		Negative Impact	No Impact ✓
Justification of impact identified: This policy explains the issues to consider and process to be followed when proposing to use a single tender action. It will have no impact on opportunities for people to use the Welsh language.			

If a negative impact has been identified, you are not required to complete this form as a full EqlA must be undertaken. A full EqlA template and guidance can be found on the following link: [Equality Impact Assessments \(EqlAs\) \(sharepoint.com\)](https://sharepoint.com)

Screening Completed by:	Name	Sarah Morgan
	Title	Finance Analyst
	Contact details	Sarah.Morgan16@wales.nhs.uk
	Date	2 December 2024
Screening Authorised by: (Directorate level owner of the procedures/ proposals/ projects/ policy)	Name	Tim John
	Title	Senior Finance Business Partner
	Contact details	timothy.john@wales.nhs.uk
	Date	02/12/24
Guidance has been provided by Diversity & Inclusion Team:	Name	Kylie Daniels
	Title	Senior Diversity and Inclusion Officer
	Contact details	Kylie.daniels@wales.nhs.uk
	Date	10/12/2024
Diversity and Inclusion Team additional Comments:		

Please note: The D&I team will save a copy of the completed form for reference. If any changes are made after the date of review, it is the directorate’s responsibility to update the EqlA and inform the D&I team.