

1. SCHEDULE OF MATTERS RESERVED TO THE CLINICAL COMMISSIONING GROUP AND SCHEME OF DELEGATION

- 1.1. The arrangements made by the group as set out in this scheme of reservation and delegation of decisions shall have effect as if incorporated in the group's constitution.
- 1.2. The clinical commissioning group remains accountable for all of its functions, including those that it has delegated.

SCHEME OF RESERVATION AND DELEGATION PART A

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Regulation and Control					
Determine the arrangements by which the members of the Group approve those decisions that are reserved for the membership	Y				
Consideration and approval of applications to NHS England on any matter concerning material changes to the CCG's constitution	Y				
Exercising any other functions of the Group which have not been retained as reserved by the CCG		Y			
Prepare the overarching scheme of reservation and delegation, which sets out those decisions of the group reserved to the membership and those delegated to the: <ul style="list-style-type: none"> • CCG's Governing Body • committees and sub-committees of the CCG • its members of employees 			Y		

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
<p>and sets out those decisions of the Governing Body reserved to the Governing Body and those delegated to the:</p> <ul style="list-style-type: none"> • Governing Body's committees and sub-committees • members of the Governing Body • an individual who is member of the Group but not the Governing Body or a specified person 					
Approval of the CCG's overarching Scheme of Reservation and Delegation		Y			
Prepare the CCG's operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the Group, not for inclusion in the CCG's Constitution			Y		
Approval of the CCG's operational scheme of reservation and delegation that underpins the Group's overarching scheme of reservation and delegation as set out in its Constitution					Audit Committee
Approve amendments to the Standing Orders		Y			
Review any decisions made to suspend Standing Orders					Audit Committee
Prepare detailed financial policies that underpin the CCG's prime financial policies					Chief Finance Officer
Approve Detailed Financial Policies					Audit Committee
Approve amendments to prime financial policies					Audit Committee
Execute document on behalf of the group through a signature			Y	Y	Governing Body Chair or other individuals as authorised by the Governing Body

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Authorise use of the seal			Y	Y	Governing Body Chair or other individuals as authorised by the Governing Body
Approve any changes to the provision or delivery of assurance services to the CCG					Audit Committee
Review and approval of the internal audit strategy, operational plan and more detailed programme of work, ensuring that this is consistent with the audit needs of the organisation, as identified in the assurance framework					Audit Committee
Receive information relating to allotments to the CCG, and approve as necessary		Y			
Reviewing the CCG's Governance arrangements to ensure that the CCG continues to reflect the principles of good governance		Y			
Approve amendments to the terms of reference of committees and sub-committees of the CCG and committees and sub-committees of the Governing Body		Y			
Receipt of such reports as the Governing Body sees fit from the committees in respect of its exercise of powers delegated		Y			
Final authority on interpretation of the Group's constitution and supporting appendices (i.e. standing orders, prime financial policies and scheme of reservation and delegation)		Y			
Exercise or delegation of those functions of the Clinical Commissioning Group which have not been retained as reserved by the CCG, delegated to the Governing Body or other committee or subcommittee or specified member or employee			Y		

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Exercise the powers that the Governing Body has reserved to itself in an emergency or for an urgent decision		Y			
Discipline members of the Governing Body or employees who are in breach of statutory requirements or standing orders		Y			
Ensure there is an effective internal audit function				Y	
Review the work and findings of the external auditor					Audit Committee
Review the Clinical Commissioning Groups' Constitution for compatibility with statute and best practice					Audit Committee
Annual review of the CCG's standing orders, standing financial instructions and scheme of delegation					Audit Committee
Review of all risk and control related disclosure statements (in particular the governance statement), together with any appropriate independent assurances, prior to endorsement by the clinical commissioning group.					Audit Committee
Duty to ensure that proper constitutional, governance and development arrangements are put in place to assure the members (through the governing body) of the organisation's ongoing capability and capacity to meet its duties and responsibilities. This will include arrangements for the ongoing developments of its members and staff			Y		
Approve procedures for declarations of Conflict of Interests and Gifts and Hospitality					Audit Committee
Approve arrangements for dealing with complaints					Clinical Commissioning and Executive Committee
Discharge of the Public Sector Equality Duty					Clinical Commissioning and Executive Committee
Publication of evidence demonstrating compliance against the Public Sector Equality Duty on an annual basis			Y		

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Promote education and training for persons who are employed, or who are considering becoming employed, in an activity which involves or is connected with the provision of services as part of the health service in England			Y		
Approve the calling of emergency Governing Body meetings					Chair/Accountable Officer/Chief Operating Officer, by consulting one other GB Member
Appointments of Practice Member Representatives and Members of Governing Body					
Approve the arrangements for: <ul style="list-style-type: none"> Identifying Practice Members to represent practices in matters concerning the work of the CCG; Appointing clinical leaders to represent the CCG's membership on the CCG's Governing Body, for example through election (if desired) 		Y			
Approval of the appointment of Governing Body Members & the process for recruiting and removing non-elected members to the Governing Body (subject to any regulatory requirements) and succession planning					Remuneration and Appointments Committee
Approval of the arrangements for identifying the CCG's proposed Accountable Officer					Remuneration and Appointments Committee
Strategy and Planning					
Approve the vision, values and overall strategic direction of the Group		Y			
Agree the strategic aims and objectives of the Group		Y			
Approve clinical and corporate strategies		Y			Clinical Commissioning and Executive Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approve financial strategies					Financial Sustainability Committee
Approve commissioning & clinical strategies and plans					Clinical Commissioning and Executive Committee
Approve CCG's operational plans					Clinical Commissioning and Executive Committee
Ratify the Group's strategies as recommended by committees or the employee members of the Governing Body		Y			
Approve plans in respect of the application of available financial resources to support the agreed annual commissioning plan		Y			
Approve proposals for ensuring quality and developing clinical governance in services provided by the CCG or its constituent practices, having regard to any guidance issued by the Secretary of State					Clinical Commissioning and Executive Committee
Receive and approve outline business cases for proposed developments and service changes, ensuring appropriate clinical input and challenge has been part of the development process;					Clinical Commissioning and Executive Committee
Ratify proposals for acquisition, disposal or change of use of land or buildings		Y			
Approve corporate and clinical policies					Clinical Commissioning and Executive Committee
Approve Information Governance and Fraud Policies					Audit Committee
Approval of and oversight of performance of joint commissioning arrangements with Local Authorities					Clinical Commissioning and Executive Committee
Approval of fully ratified business case for disinvestment/decommissioning of services (where full public consultation hasn't been triggered)					Clinical Commissioning and Executive Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Ratification of recommendations for disinvestment/decommissioning of services where full public consultation has been triggered		Y			
Monitoring performance against targets and plans		Y			
Monitoring levels of assurance and strategic risk		Y			
Approval of the CCG's operating model		Y			
Approval of the CCG's corporate budgets that meet financial duties as set out in the Constitution		Y			
Approval of variations to the approved budget where variation would have a significant impact on the overall approved levels of income and expenditure or the CCG's ability to achieve its agreed strategic aims		Y			
Approval of the intention to launch full public consultation		Y			
Primary Care					
Developing and approving clinical priorities and strategy relating to Primary care					Primary Care Commissioning Committee
Monitoring and managing primary care outcomes as more specifically set out in the terms of reference of the Primary Care Commissioning Committee					Primary Care Commissioning Committee
Approve arrangements in relation to the commissioning of primary medical services under section 83 of the NHS Act					Primary Care Commissioning Committee
Undertake reviews of primary medical care services in the CCG area					Primary Care Commissioning Committee
Manage the budget for commissioning of primary medical care services in the CCG area					Primary Care Commissioning Committee
Annual Reports and Accounts					
Review and endorse the CCG's annual report for approval by the Governing Body					Audit Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approval of the CCG's Annual Report and annual accounts					Delegated to Audit Committee by Governing Body
Ratify the appointment (and where necessary) dismissal of External Auditors including arrangements for the separate audit of funds held on trust)		Y			Delegated to Audit Committee by Governing Body
Receive the annual management letter from the External Auditor taking account of the advice, where appropriate, of the Audit Committee		Y			Delegated to Audit Committee by Governing Body
Financial Planning and Management					
Review and approve schedules of non-NHS losses and compensations					Audit Committee
Approve arrangements for managing exceptional funding requests		Y			
Approve budgets		Y			
Approval of variations to the approved budget where variation would have a significant impact on the approved levels of income and expenditure or the CCG's ability to achieve its agreed strategic aims		Y			
Approval of banking arrangements					Audit Committee
Agreement of the approach to identifying the further QIPP schemes necessary to resolve any financial gaps on a recurrent basis					Financial Sustainability Committee
Approve the necessary reports and information to be taken to the Governing body to provide assurance on the sufficiency of financial recovery actions, progress on delivery, risk and mitigations together with recommendations for additional actions required.					Financial Sustainability Committee
Advise the Governing Body on the effective, efficient and economic use of its allocation, to remain within that allocation and deliver required financial targets and duties;				Y	
Ensure its expenditure does not exceed the aggregate of its allotments for the financial year				Y	

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Ensure its use of resources (both its capital resource use and revenue resource use) does not exceed the amount specified by the NHS England for the financial year				Y	
Take account of any directions issued by the NHS England, in respect of specified types of resource use in a financial year, to ensure the group does not exceed an amount specified by NHSE				Y	
Publish an explanation of how the group spent any payment in respect of quality made to it by the NHS England				Y	
Approval of plans for delivering STP wide financial control total including the setting of the joint financial strategy		Y			
Human Resources					
Make recommendations to the Governing Body about the terms and conditions, remuneration, and travelling or other allowances for Governing Body and Executive members, including pensions and gratuities, with the exception of Lay Members					Remuneration and Appointments Committee
Ratify decisions about the terms and conditions, remuneration, and travelling or other allowances for Governing Body and Executive members, including pensions and gratuities, with the exception of Lay Members		Y			Remuneration and Appointments Committee
Make recommendations to the Governing Body about terms and conditions of employment for all employees of the CCG including pensions, remuneration, fees, and travelling or other allowances payable to employees and to other persons providing services to the CCG, with the exception of Lay Members					Remuneration and Appointments Committee

Ratify decisions about terms and conditions of employment for all employees of the CCG including pensions, remuneration, fees, and travelling or other allowances payable to employees and to other persons providing services to the CCGs, with the exception of Lay Members		Y			Remuneration and Appointments Committee
Make decisions about the terms and conditions, remuneration, and travelling or other allowances for Lay Members					Lay Member Remuneration and Appointments Panel
Determine appropriate disciplinary arrangements for employees, including the Accountable Officer, (where they are an employee and/or member of the Clinical Commissioning Group, and for other persons working on behalf of the Group)					Remuneration and Appointments Committee
Determine appropriate disciplinary arrangements for Lay Members					Lay Member Remuneration and Appointments Panel
Consider the severance payments of the Accountable Officer and other senior staff, and recommend seeking HM Treasury approval as appropriate in accordance with the guidance "Managing Public Money" (HM Treasury.gov.uk)					Remuneration and Appointments Committee
Agree any significant changes to the number of sessions of Governing Body Members.					Remuneration and Appointments Committee
Agree any significant changes to the contracted commitments of Lay Members					Lay Member Remuneration and Appointments Panel

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approval of the arrangements for the discharging the CCG's statutory duties as an employer					Remuneration and Appointments Committee/ Lay Member Remuneration and Appointments Panel
Authority to approve recruitment to any post within the CCG structure or to approve any changes impacting on structure and running costs unless reserved for Remuneration Committee			Y	Y	
Approve human resources policies for employees and for other persons working on behalf of the CCGs					Clinical Commissioning and Executive Committee
Approve annually the CCG organisational development strategy (once endorsed by Clinical Commissioning and Executive Committee)		Y			
Quality & Patient Safety					
Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes					Quality, Performance and Resource Committee
Monitoring and reviewing of the quality and safety of all services (primary, secondary and tertiary care, including the independent sector) commissioned by the CCG for its total population					Quality, Performance and Resource Committee Primary Care Commissioning Committee for individual GP practices and primary medical
Respond to specific clinical governance and healthcare assurance issues identified by the Governing Body members, staff, external regulatory bodies, CCG members and patients					Quality, Performance and Resource Committee
Approve the Group's arrangements for safeguarding children and vulnerable adults					Quality, Performance and Resources Committee
Receive and scrutinise independent investigations reports relating to patient safety issues and agree publication plan					Quality, Performance and Resources Committee
Approval of Quality Impact Assessments for new proposals					Chief Nursing Officer

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Ensure the CCG has appropriate arrangements in place to meets its safeguarding responsibilities					Chief Nursing Officer/Director of Quality
Assist and support NHS England in relation to improving the quality of primary medical services					Primary Care Commissioning Committee
Operational and Risk Management					
Approve arrangements for risk sharing and or risk pooling with other organisations (for example		Y			
Approve the CCG's policies and procedures for the management of risk					Audit Committee
Approval of the establishment and maintenance of an effective system of integrated governance,					Audit Committee
Approve proposals for action on litigation against or on behalf of the Clinical Commissioning Group		Y			
Approve the CCG's arrangements for business continuity and emergency planning					Clinical Commissioning and Executive Committee
Approval of Annual Assurance Report for Business Continuity and Emergency Planning		Y			
Approve the group's counter fraud and security management arrangements					Audit Committee
Approve the group's arrangements for managing potential conflict of interest.					Audit Committee
Identify the key strategic risks, evaluate them and ensure adequate processes are in place and are monitored					Individual committees as appropriate:
Provide assurance to Governing body that appropriate plans, systems and processes are in place to deliver NHS Constitution commitments					Audit Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Information Governance					
Approval of the arrangements for ensuring appropriate safekeeping and confidentiality of					Audit Committee
Approve information sharing protocols with other organisations					Senior Information Risk Owner Caldicott Guardian
Tendering and Contracting					
Approval of the CCG's contracts for any commissioning support					Clinical Commissioning and Executive Committee
Approval of the Group's contracts for corporate support (for example finance provision)					Clinical Commissioning and Executive Committee
Review of written quotations and competitive tenders			Y	Y	Chief Operating Officer or any nominated deputies
Approval of contract and procurement awards (subject to value - see detailed scheme of delegation)		Y	Y		Clinical Commissioning and Executive Committee
Approval of procurements relating to primary care					Primary Care Commissioning Committee
Partnership Working					
Approve the arrangements governing joint or collaborative arrangements between the CCG and another statutory body(ies), where those arrangements incorporate decision making responsibilities		Y			
Approve decisions that individual members or employees of the CCG participating in joint arrangements on behalf of the Group can make. Such delegated decisions must be disclosed in this Scheme of Reservation and Delegation		Y			

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approval of formation of joint committees of the group under section 14Z3(2A) and section 14Z9(1A) of the 2006 Act and of their terms of reference.		Y			
Approve decisions delegated to joint committees established under section 75 of the 2006 Act		Y			
<p>Authorise an individual to act on behalf of the CCG in discharging the Group's duty in respect of statutory and local joint working arrangements, within the financial limits determined under sections 10 and 12 of this scheme of reservation and delegation. For example:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safeguarding (children's and adult) Health & Wellbeing Board 		Y			
Commissioning and Contracting of Clinical Services					
Approval of the arrangements for discharging the CCG's statutory duties associated with its commissioning functions, including but not limited to promoting the involvement of each patient, patient choice, reducing inequalities, improvement in the quality of services, obtaining appropriate advice and public engagement and consultation		Y			
Approve arrangements for co-ordinating the commissioning of services with other CCGs and/or with the local authority(ies), where appropriate		Y			
Approve arrangements for contracting where there is or may be a conflict of interest with CCG members as potential providers					Audit Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Communications					
Approving arrangements for handling Freedom of Information Requests					Audit Committee
Approval of the CCG Communications and Engagement Strategy		Y			

