

SCHEDULE OF MATTERS RESERVED TO THE CCG AND SCHEME OF DELEGATION

- 1.1 The arrangements made by the CCG as set out in this scheme of reservation and delegation of decisions shall have effect as if incorporated in the CCGs' constitution and will be updated at the same time as the constitution approved by the CCGs' membership. The Scheme of Delegation along with the Financial Scheme of Delegation of will be published on the CCGs' public website with the constitution.
- 1.2 The CCGs remain accountable for all of their functions, including those that they have delegated to a committee - see below.

Policy Area	No	Decision	Reserved to the Membership	Reserved or delegated to Governing Body	Delegated to Committee	Delegated to Accountable Officer	Delegated to Chief Finance Officer
1. REGULATION AND CONTROL	1.1	Determine the arrangements by which the members of the CCG approve those decisions that are reserved for the membership.	✓				
	1.2	Consideration and approval of applications to NHS England on any matter concerning changes to the CCG's constitution. All applications must be approved by the Governing Body, but some require member approval. See Constitution, Para 1.4	✓	✓			
	1.3	Prepare and approve the CCG's overarching scheme of reservation and delegation, which sets out those decisions of the CCG reserved to the membership and those delegated to the: CCG's governing body Committees and sub-committees of the CCG, or its members or employees.		✓			
	1.4	Prepare the CCG's operational scheme of delegation, which sets out those key operational decisions delegated to individual				✓	

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		employees of the =CCG, not for inclusion in the CCG's constitution.					
	1.5	Approval of the CCG's operational scheme of delegation that underpins the CCG's 'overarching scheme of reservation and delegation' as set out in its constitution.				✓	
	1.6	Prepare prime and detailed financial policies that underpin the CCGs prime financial policies.					✓
	1.7	Approve prime financial policies.			Audit & Risk Committee		
	1.8	Approve arrangements for making exceptional funding requests.		✓			
	1.9	Set out (within the CCG's Standing Orders) who can execute a document by signature / use of the seal.		✓			
	1.10	Appoint and dismiss Committees and subcommittees accountable to the Governing Body		✓			
	1.11	Agree the delegated authority for Places		✓			
	1.12	Agree the operational management of the delegated authority for the Place			Place Committee		
2. PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	2.1	Approve the arrangements for: <ul style="list-style-type: none"> Identifying practice members to represent practices in matters concerning the work of the CCG and Appointing clinical leaders to represent the CCG's membership on the CCG's Governing Body 	✓				

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	2.2	Approve 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.		✓			
	2.3	Make recommendations for 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 Committee		
	2.4	Approve arrangements for identifying the CCG's proposed accountable officer.		✓			
3. STRATEGY AND PLANNING	3.1	Agree the vision, values and overall strategic direction of the CCG.		✓			
	3.2	Approval of the CCG's operating structure.				✓	
	3.3	Approval of the CCG's commissioning plan.		✓			
	3.4	Approval of the CCG's budgets that meet the required financial duties.		✓			
	3.5	Approval of material 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.		✓			
	3.6	Approval of the CCG's budgets relating to delegated primary care that meet the financial duties as set out in the prime financial policies			Primary Care Commissioning Committee		

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4. ANNUAL REPORTS AND ACCOUNTS	4.1	Approval of the CCG's annual report and annual accounts.		✓			
	4.2	Approval of the arrangements for discharging the CCG's statutory financial duties.		✓			
5. HUMAN RESOURCES	5.1	Make recommendations to the Governing Body on the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities.			Remuneration Committee		
	5.2	Approve disciplinary arrangements for employees, including the accountable officer (where he/she is an employee or member of the CCG) and for other persons working on behalf of the CCG.		✓			
	5.3	Review disciplinary arrangements where the accountable officer is an employee or member of the CCG.			Remuneration Committee		
	5.4	Approval of the arrangements for discharging the CCG's statutory duties as an employer.		✓			
	5.5	Approve Human Resources policies for employees and for other persons working on behalf of the CCG.		✓			
	5.6	Make recommendations to the Governing Body about allowances payable under pension schemes established by the CCG for its employees and Members.			Remuneration Committee		
	5.7	Make recommendations to the Governing Body on the disciplinary arrangements where the accountable officer is an employee or member of the CCG.			Remuneration Committee		

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	5.8	Make recommendations to the Governing Body for arrangements for discharging the CCG's statutory duties as an employer			Remuneration Committee		
	5.9	Make recommendations to the Governing Body on Human Resources policies for employees and for other persons working on behalf of the CCG.			Remuneration Committee		
	5.10	Making recommendations to the Governing Body about the exercise of its functions under section 14L(3)(a) of the NHS Act in relation to determining the remuneration, fees, severance and allowances payable to employees of the CCG and to other persons providing services to it (including interims, independent contractors or self-employed contractors).			Remuneration Committee		
	5.11	Making recommendations to the Governing Body about the exercise of its functions under section 14L (3) (b) of the NHS Act in relation to determining allowances payable under pension schemes established by the CCG.			Remuneration Committee		
6. QUALITY AND SAFETY	6.1	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.		✓			
	6.2	Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.			Primary Care Commissioning Committee		
	6.3	Receive and scrutinise independent investigation reports relating to patient safety issues and agree publication plans.				✓	

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	6.4	Ensure there are effective early warning systems which draw on a range of quality indicators and other sources of information to identify gaps in assurance about providers				✓	
	6.5	Respond to specific clinical governance and healthcare assurance issues.		✓			
7. OPERATIONAL AND RISK MANAGEMENT	7.1	Approve the CCG's counter fraud and security management arrangements.			Audit & Risk Committee		
	7.2	Approval of the CCG's risk management arrangements, to oversee risk assessment and secure assurance actions to mitigate identified strategic risks.		✓			
	7.3	Approve arrangements for risk sharing and or risk pooling with other organisations (for example arrangements for pooled funds with other clinical commissioning groups or pooled budget arrangements under section 75 of the NHS Act 2006).		✓			
	7.4	Approval of a comprehensive system of internal control, including budgetary control, that underpins the effective, efficient and economic operation of the CCG.			Audit & Risk Committee		
	7.5	Approve the arrangements for action on litigation against or on behalf of the CCG.		✓			
	7.6	Approve the CCG's arrangements for business continuity and emergency planning				✓	
	7.7	Approve the CCG's arrangements for managing potential conflict of interest		✓			

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	7.8	Monitor the integrity of the financial statements of the CCG including its annual and month 9 reports and any other formal statements relating to its financial performance in order to report to the Governing Body on significant financial reporting issues and judgements which those statements contain having regard to matters community to it by the auditor.			Audit & Risk Committee		
	7.9	Make recommendations to the Governing Body in relation to the appointment, re-appointment and removal of the CCG's external auditor. Approve the remuneration and terms of engagement of the external auditor. Monitor the external auditor's processes for maintaining independence.			Audit & Risk Committee		
8. INFORMATION GOVERNANCE	8.1	Approve the CCG's arrangements for handling complaints.				✓	
	8.2	Approval of the arrangements for ensuring appropriate and safekeeping and confidentiality of records and for the storage, management and transfer of information and data.					✓
	8.3	Provide assurance to the Governing Body that there is an effective Information Governance framework in place for management of risks associated with information governance.			Audit & Risk Committee		
9. TENDERING AND CONTRACTING FOR SUPPORT SERVICES	9.1	Approval of the CCG's contracts for any commissioning and corporate support.					✓
	9.2	Approval of contracts for primary care IT services			Primary Care Commissioning Committee		

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	9.3	Agreeing business cases for GP premises investment			Primary Care Commissioning Committee		
	9.4	Approving practice mergers and decision-making on whether to establish new GP practices in an area.			Primary Care Commissioning Committee		
10. PARTNERSHIP WORKING	10.1	Approve delegations that individual members or employees of the CCG participating in joint arrangements on behalf of the CCG can make. Such delegated decisions must be formally recorded in minutes.		✓			
	10.2	Approve the delegations to joint committees established under section 75 of the 2006 Act. Such delegated decisions must be formally recorded in minutes.		✓			
11. COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	11.1	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.		✓			
	11.2	Approve arrangements for co-ordinating the commissioning of services with other CCGs and or with the local authority(ies), where appropriate		✓			

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