

SCHEDULE OF MATTERS RESERVED TO THE CCGS AND SCHEME OF DELEGATION

1.1 The arrangements made by the CCGs 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 Chief Officer	Delegated to Chief Finance Officer
1. REGULATION AND CONTROL	1.1	Determine the arrangements by which the members of the group 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 group's constitution	✓				
	1.3	Prepare and approve the group's overarching scheme of reservation and delegation, which sets out those decisions of the group reserved to the membership and those delegated to the: Group's governing body Committees and sub-committees of the Group, or its members or employees		✓			
	1.4	Prepare the group's operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the clinical commissioning group, not for inclusion in the group's constitution.				✓	

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	1.5	Approval of the group's operational scheme of delegation that underpins the group's 'overarching scheme of reservation and delegation' as set out in its constitution.				✓	
	1.6	Prepare prime and detailed financial policies that underpin the clinical commissioning group's prime financial policies.					✓
	1.7	Approve prime financial policies.			Audit Committee		
	1.8	Approve arrangements for making exceptional funding requests.		✓			
	1.9	Set out (within the Group'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		✓			
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 group and • Appointing clinical leaders to represent the group's membership on the group's governing body 	✓				
	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.		✓			

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	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 group's proposed accountable officer.		✓			
3. STRATEGY AND PLANNING	3.1	Agree the vision, values and overall strategic direction of the group.		✓			
	3.2	Approval of the group's operating structure.				✓	
	3.3	Approval of the group's commissioning plan.		✓			
	3.4	Approval of the group's corporate 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 group's ability to achieve its agreed strategic aims.		✓			
	3.6	Approval of the group's budgets relating to primary care that meet the financial duties as set out in the prime financial policies			Primary Care Committee		
4. ANNUAL REPORTS AND ACCOUNTS	4.1	Approval of the group's annual report and annual accounts.			Audit Committee		
	4.2	Approval of the arrangements for discharging the group's statutory financial duties.		✓			

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5. HUMAN RESOURCES	5.1	Approve the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities.			Remuneration Committee		
	5.2	Approve terms and conditions of employment for all employees of the group including, pensions, remuneration, fees and travelling or other allowances payable to employees and to other persons providing services to the group.			Remuneration Committee		
	5.3	Approve disciplinary arrangements for employees, including the accountable officer (where he/she is an employee or member of the clinical commissioning group) and for other persons working on behalf of the group.		✓			
	5.4	Review disciplinary arrangements where the accountable officer is an employee or member of the clinical commissioning group.			Remuneration Committee		
	5.5	Approval of the arrangements for discharging the group's statutory duties as an employer.		✓			
	5.6	Approve Human Resources policies for employees and for other persons working on behalf of the group.			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 Committee		

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	6.3	Receive and scrutinise independent investigation reports relating to patient safety issues and agree publication plans.				✓	
	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 group's counter fraud and security management arrangements.			Audit Committee		
	7.2	Approval of the group's risk management arrangements.		✓			
	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 group.			Audit Committee		
	7.5	Approve the arrangements for action on litigation against or on behalf of the clinical commissioning group.		✓			
	7.6	Approve the group's arrangements for business continuity and emergency planning				✓	

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	7.7	Approve the group's arrangements for managing potential conflict of interest		✓			
8. INFORMATION GOVERNANCE	8.1	Approve the group'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.				✓	
9. TENDERING AND CONTRACTING FOR SUPPORT SERVICES	9.1	Approval of the group's contracts for any commissioning and corporate support.				✓	
	9.2	Approval of contracts for primary care IT services			Primary Care Committee		
	9.3	Agreeing business cases for GP premises investment			Primary Care Committee		
10. PARTNERSHIP WORKING	10.1	Approve delegations that individual members or employees of the group participating in joint arrangements on behalf of the group 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 group's statutory duties associated with its commissioning functions, including but not limited to promoting the involvement of each		✓			

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		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 groups and or with the local authority(ies), where appropriate		✓			