

<b>Meeting: Governing Body (Meeting in Public)</b>			
<b>Meeting Date</b>	28 August 2019	<b>Action</b>	Recommend
<b>Item No.</b>	5	<b>Confidential</b>	No
<b>Title</b>	Scheme of Reservation and Delegation		
<b>Presented By</b>	Geoff Little, Accountable Officer Margaret O'Dwyer, Director of Commissioning and Business Delivery		
<b>Author</b>	Lisa Featherstone, Deputy Director of Business Delivery		
<b>Clinical Lead</b>	-		

### **Executive Summary**

The Scheme of Reservation is part of the CCG's governance framework. It identifies those decisions and duties which are reserved to the Governing Body. The Scheme of Reservation is supported by the Scheme of Delegation, committee terms of reference and individuals' job descriptions. The scheme of delegation identifies those duties and decisions which are delegated by the Governing Body to committees or individuals to facilitate the activities of everyday business.

This paper sets out a combined document which is reflective of the arrangements set out in the revised CCG Constitution, Standing Orders, Accountable Officer Memorandum, where appropriate and the Prime Financial Policies.

Approval of the Scheme of Reservation and Delegation (SoRD) is reserved to the CCG Membership.

In order that the new governance arrangements, subject to NHS England approval, can be implemented with effect from 1<sup>st</sup> October 2019, the SoRD will need to be approved by the CCG Membership in the same timeframe.

Subject to Governing Body recommendation, the SoRD will be shared with the Membership no later than 1<sup>st</sup> September 2019, with a view to a comprehensive discussion at the GP Engagement Event in September, which will also explore some details of the Constitutional arrangements in more detail, with a view to seeking final approval in advance of 1<sup>st</sup> October 2019.

### **Recommendations**

It is recommended that the Governing Body:

- Review the SoRD presented; and
- Recommend the SoRD for approval by the CCG Membership.

### **Links to CCG Strategic Objectives**

<b>SO1 People and Place</b> To enable the people of Bury to live in a place where they can co-create their own good health and well-being and to provide good quality care when it is needed to help people return to the best possible quality of life	☒
<b>SO2 Inclusive Growth</b> To increase the productivity of Bury's economy by enabling all Bury people to contribute to and benefit from growth by accessing good jobs with good career prospects and through commissioning for social value	☒
<b>SO3 Budget</b> To deliver a balanced budget for 2019/20	☒
<b>SO4 Staff Wellbeing</b> To increase the involvement and wellbeing of all staff in scope of the OCO.	☒
Does this report seek to address any of the risks included on the Governing Body Assurance Framework? If yes, state which risk below:	

Implications						
Are there any quality, safeguarding or patient experience implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Has any engagement (clinical, stakeholder or public/patient) been undertaken in relation to this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Have any departments/organisations who will be affected been consulted ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Are there any conflicts of interest arising from the proposal or decision being requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Are there any financial Implications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Has an Equality, Privacy or Quality Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Is an Equality, Privacy or Quality Impact Assessment required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	☒
Are there any associated risks including Conflicts of Interest?	Yes	☒	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are the risks on the CCG's risk register?	Yes	<input type="checkbox"/>	No	☒	N/A	<input type="checkbox"/>

--

Governance and Reporting		
Meeting	Date	Outcome
N/A		

## SCHEME OF RESERVATION AND DELEGATION

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
<b>1.</b>	<b>REGULATION AND CONTROL</b>						
1.1	Determine the arrangements by which the members of the CCG approve those decisions that are reserved for the membership where they have not been delegated	Membership	N/A	N/A	Chair	N/A	Accountable Officer
1.2	Consideration and approval of applications to the NHS on matters concerning changes to the group's constitution, including proposed changes to the appendices to its constitution	Membership	N/A	Governing Body	N/A	Accountable Officer	Accountable Officer
1.3	Exercise or delegation of those functions of the clinical commissioning group which have not been retained as reserved by the group or delegated to the governing body or to a committee or sub-committee of the group or to one of its members or employees	N/A	N/A	N/A	Accountable Officer	N/A	Accountable Officer
1.4	Approval of the group's overarching scheme of reservation and delegation, which sets out those decisions that are in statute the responsibility of the group and that are <u>reserved</u> to the membership and those <u>delegated</u> to <ul style="list-style-type: none"> <li>• Any of its members or employees;</li> <li>• Its Governing Body;</li> <li>• A committees, sub-committees, or advisory panels of the CCG</li> </ul>	Membership	N/A	Governing Body	N/A	Accountable Officer	Accountable Officer
1.5	Prepare the scheme of reservation and delegation, which sets out those decisions that are in statute the responsibility of the governing body are <u>reserved</u> to the governing body and those <u>delegated</u> to the <ul style="list-style-type: none"> <li>• members of the governing body;</li> <li>• Governing Body's committees and sub-committees,</li> <li>• a Member of the CCG who is an individual (but not a member of the Governing Body); and</li> </ul>	N/A	Governing Body	N/A	Accountable Officer	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
	<ul style="list-style-type: none"> <li>any other individual who may be from outside the organisation and who can provide assistance to the CCG in delivering its functions</li> </ul>						
1.6	Promulgate the governance arrangements of the group to members, employees of the group and to people working on behalf of the group	N/A	N/A	N/A	Accountable Officer	N/A	Accountable Officer
1.7	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)	N/A	N/A	N/A	Chair	N/A	Accountable Officer
1.8	Disclosure of non-compliance with the group's constitution (incorporating its standing orders, prime financial policies and scheme of reservation and delegation)	N/A	N/A	N/A	All Staff	N/A	Accountable Officer
1.9	Suspension of standing orders	Membership	N/A	All Committees and sub-Committees subject to Clause 3.9 of the Standing Orders	Chair	Relevant Committee Chair	Director of Commissioning and Business Delivery
1.10	Review of reasonableness to suspend standing orders	N/A	N/A	Audit Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
1.11	Vary or Amend the Standing Orders	Membership	N/A	Governing Body	N/A	Accountable Officer	Director of Commissioning and Business Delivery
1.12	Approval of the CCG's operational scheme of delegation that underpins the group's 'overarching scheme of reservation and delegation' as set out in the constitution (Appendix 4)	Membership	N/A	Governing Body	N/A	Accountable Officer	Director of Commissioning and Business Delivery
1.13	Approve the CCG's prime financial policies	N/A	Governing Body	Finance Committee	N/A	Chief Finance Officer	Chief Finance Officer

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
1.14	Approve detailed financial procedures	N/A	N/A	Finance Committee	N/A	Chief Finance Officer	Chief Finance Officer
1.15	Approve arrangements for managing exceptional funding requests, including setting of appropriate policies in respect to clinical and effective use of resources and managing exceptionality	N/A	Governing Body	Strategic Commissioning Board	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
1.16	Approve the Policy in respect to Standards of Business Conduct	N/A	Governing Body	N/A	N/A	Remuneration Committee	Director of Commissioning and Business Delivery
1.17	Approve the Policy in respect to Commercial Sponsorship	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
1.18	Set out who can execute a document by signature / use of the seal	Membership	N/A	N/A	Accountable Officer, CCG Chair, Chief Finance Officer	Accountable Officer	Accountable Officer
1.19	Ensure arrangements are in place to manage conflicts and potential conflicts of interest as required by section 14O of the 2006 Act	Membership	N/A	Governing Body	N/A	Audit Committee	Director of Commissioning and Business Delivery
1.20	Request and receive declarations of Governing Body members, CCG employees and Members interests and determining the extent to which the individual may remain involved with matters under consideration.	N/A	Governing Body	Audit Committee	N/A	Conflicts of Interest Guardian	Director of Commissioning and Business Delivery
1.21	Maintain a register of all declared conflicts of interest and publishing these at least annually	N/A	Governing Body	Audit Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
1.22	Taking of urgent decisions required on behalf of the Group	N/A	Governing Body	N/A	Selected Governing Body members as set	Chair	Chair

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
					out at clause 3.8 of the Standing Orders		
1.23	Review of reasonableness of Urgent Decision requirements	N/A	N/A	Audit Committee	N/A	Chair of Audit Committee	Chair
1.24	Approval of Terms of Reference for Committees of the CCG, as included within the Constitution, including the appointment of members to those committees	Membership	N/A	N/A	N/A	Governing Body	Accountable Officer
1.25	Approval of Terms of Reference for sub-committees of the Governing Body as included within the Constitution, including the appointment of members to those sub-committees	Membership	N/A	Governing Body	N/A	Accountable Officer	Director of Commissioning and Business Delivery
1.26	Approve the arrangements for the Management of Gifts and Hospitality	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
1.27	Maintain a register of all offers of gifts and hospitality, whether accepted or refused and publish this as a minimum annually	N/A	Governing Body	Audit Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
1.28	Identify and evaluate the key strategic risks	N/A	Governing Body	N/A	N/A	Strategic Commissioning Board	Director of Commissioning and Business Delivery
1.29	Review all strategic risks ensuring adequate responses are in place and monitored to ensure the risks are managed and mitigated accordingly	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
<b>2</b>	<b>PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY</b>						
2.1	Approve the arrangements for <ul style="list-style-type: none"> <li>identifying practice members to represent practices in matters</li> </ul>	Membership	N/A	N/A	Chair	Chair	Director of Commissioning

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
	<ul style="list-style-type: none"> <li>concerning the work of the group</li> <li>appointing clinical leaders to represent the CCG's membership on the CCG's Governing Body</li> <li>removing any Member, other than for reasons set out at 3.6.6 of the CCG Constitution</li> </ul>						and Business Delivery
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	Membership	N/A	N/A	Accountable Officer	Accountable Officer	Director of Commissioning and Business Delivery
2.3	Approve arrangements for recruiting the group's accountable officer	Membership	N/A	N/A	Chair	Chair	Chair
<b>3</b>	<b>STRATEGY AND PLANNING</b>						
3.1	Approve the vision, values and overall strategic direction of the CCG	Membership	N/A	Governing Body	N/A	Strategic Commissioning Board	Accountable Officer
3.2	Approve the CCG's operating structure	N/A	Governing Body	N/A	Accountable Officer	Joint Executive Team	Accountable Officer
3.3	Approve the CCG's commissioning plan	Membership	N/A	Governing Body	N/A	Strategic Commissioning Board	Director of Commissioning and Business Delivery
3.4	Approve the CCG's arrangements for engaging the public and key stakeholders in the CCG's planning and commissioning arrangements	N/A	Governing Body	Strategic Commissioning Board	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
3.6	Approve 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	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
<b>4</b>	<b>ANNUAL REPORTS AND ACCOUNTS</b>						



Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
4.1	Approval of the CCG's Annual Report	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
4.2	Preparation of the Annual Report	N/A	N/A	N/A	Director of Commissioning and Business Delivery	Joint Executive Team	Director of Commissioning and Business Delivery
4.3	Approval of the CCG's Annual Accounts	N/A	Governing Body	N/A	N/A	Audit Committee	Chief Finance Officer
4.4	Preparation of the Annual Accounts	N/A	N/A	N/A	Chief Finance Officer	Finance Committee	Chief Finance Officer
4.5	Approve the Annual Report of Director of Public Health	N/A	Governing Body	Strategic Commissioning Board	N/A	Accountable Officer	Director of Public Health
<b>5</b>	<b>HUMAN RESOURCES &amp; ORGANISATIONAL DEVELOPMENT</b>						
5.1	Approve the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities	N/A	Governing Body	N/A	N/A	Remuneration Committee	Director of Commissioning and Business Delivery (subject to management of Col)
5.2	Approve terms and conditions of employment for non-AFC 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	N/A	Governing Body	N/A	N/A	Remuneration Committee	Director of Commissioning and Business Delivery (subject to management of Col)
5.3	Approve any other terms and conditions of services for the CCG's AFC employees	N/A	Governing Body	Joint Executive Team	N/A	Accountable Officer	Director of Commissioning and Business Delivery

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
5.4	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	N/A	Governing Body	Remuneration Committee	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
5.5	Approve disciplinary arrangements where the group has joint appointments with another group and the individuals are employees of that group.	N/A	Governing Body	Remuneration Committee	N/A	Director of Commissioning and Business Delivery (with independent advice)	Director of Commissioning and Business Delivery (with independent advice)
5.6	Approval of the arrangements for discharging the group's statutory duties as an employer	N/A	Governing Body	Joint Executive Team	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
5.7	Approve human resources policies for employees and for other persons working on behalf of the group	N/A	Governing Body	Remuneration Committee	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
5.8	Approve the group's succession planning for elected members and other governing body nominations and members	Membership	N/A	N/A	Chair	Chair	Director of Commissioning and Business Delivery
5.9	Approve the group's organisational development plans	N/A	Governing Body	N/A	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
5.10	Determine the organisational structures, processes and procedures to facilitate the discharge of day-to-day business requirements and agreed any modifications as required	N/A	Governing Body	N/A	N/A	Joint Executive Team	Accountable Officer
5.11	Ensure appropriate arrangements are in place to issue contracts of employment in a form approved by the Governing Body and which complies with employment legislation	N/A	N/A	Joint Executive Team	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
5.12	Ensure the chosen method for payroll processing is supported by appropriate contracted terms and conditions, including adequate internal control and audit review processes	N/A	Governing Body	N/A	Chief Finance Officer	Chief Finance Officer	Accountable Officer
<b>6</b>	<b>QUALITY AND SAFETY</b>						
6.1	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes	N/A	Governing Body	Strategic Commissioning Board	N/A	Quality and Performance Committee	Executive Nurse
6.2	Approve the CCG's arrangements for handling complaints	N/A	Governing Body	Quality and Performance Committee	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
6.3	Approve the CCG's arrangements for safeguarding children and vulnerable adults	N/A	Governing Body	N/A	N/A	Quality and Performance Committee	Executive Nurse
6.4	Approve the CCG's arrangements for engaging patients and their carers in decisions concerning their healthcare	N/A	Governing Body	Strategic Commissioning Board	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
6.5	Approve arrangements for supporting the NHS in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services	N/A	Governing Body	Primary Care Commissioning Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
6.6	Monitoring quality of all commissioned providers and instigating quality improvement interventions as required	N/A	Governing Body	Strategic Commissioning Board	N/A	Quality and Performance Committee	Executive Nurse
6.7	Monitoring performance of all commissioned providers and instigating performance improvement interventions as required	N/A	Governing Body	Strategic Commissioning Board	N/A	Quality and Performance Committee	Director of Commissioning and Business Delivery
<b>7</b>	<b>OPERATIONAL AND RISK MANAGEMENT</b>						
7.1	Prepare and recommend an operational scheme of delegation	N/A	N/A	N/A	N/A	Chief Finance Officer	Chief Finance Officer

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
	that sets out who has responsibility for operational decisions within the group						
7.2	Approve the CCG's counter fraud and security management arrangements	N/A	Governing Body	Audit Committee	N/A	Chief Finance Officer	Chief Finance Officer
7.3	Approval and monitor the CCG's risk management arrangements	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
7.4	Approve a comprehensive system of internal control, to support the delivery of robust governance arrangements across the range of the CCGs activities, whether clinical or non-clinical	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
7.5	Keep under review the system of internal control which supports the delivery of robust governance arrangements across the range of the CCGs activities, whether clinical or non-clinical	N/A	N/A	Audit Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
7.6	Approve proposals for action on litigation against or on behalf of the clinical commissioning group, including payments on advice of the NHS resolution (previously NHSLA)	N/A	Governing Body	N/A	N/A	Accountable Officer (within delegated limits)	Accountable Officer
7.7	Approve the group's arrangements for business continuity and emergency planning	N/A	Governing Body	Audit Committee	N/A	Joint Executive Team	Director of Commissioning and Business Delivery
7.8	Approval to participate in the NHS Resolution (previously NHSLA) Risk Pooling arrangements or agreement on appropriate alternative self-insure arrangements	N/A	Governing Body	N/A	N/A	Audit Committee	Director of Commissioning and Business Delivery
<b>8</b>	<b>FINANCE</b>						
8.1	Approval of the arrangements for discharging the CCG's statutory financial duties	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
8.2	Approve a comprehensive system of financial internal control,	N/A	Governing	N/A	N/A	Finance	Chief Finance

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
	including budgetary control, that underpin the effective, efficient and economic operation of the group, ensuring detailed financial procedures and systems are prepared and documented		Body			Committee	Officer
8.3	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)	N/A	Governing Body	N/A	N/A	Chief Finance Officer	Chief Finance Officer
8.4	Approve the CCG's corporate budgets that meet the financial duties of the CCG, including pay and non-pay budget levels	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
8.5	Approve the thresholds above which quotations or formal tenders must be obtained	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
8.6	Approve the arrangements for seeking professional advice regarding the supply of goods and services	N/A	Governing Body	Finance Committee	N/A	Chief Finance Officer	Chief Finance Officer
8.7	Approve the group's banking arrangements	N/A	Governing Body	N/A	Chief Finance Officer	Chief Finance Officer	Chief Finance Officer
8.8	Approve proposals for the write-off or losses over the delegated limits of the Accountable Officer and Chief Finance Officer	N/A	Governing Body	N/A	N/A	Audit Committee	Chief Finance Officer
8.9	Review of all write-off or losses	N/A	N/A	Audit Committee	N/A	Chief Finance Officer	Chief Finance Officer
8.10	Maintain a register of all write-off, losses and special payments	N/A	N/A		Chief Finance Officer	Chief Finance Officer	Chief Finance Officer
8.11	Approve special payments and compensation arrangements	N/A	Governing Body	N/A	N/A	Relevant Committee	Chief Finance Officer
8.12	Approve the appointment, and where necessary dismissal, of the External Auditors	N/A	Governing Body	N/A	N/A	Audit Committee	Chief Finance Officer
8.13	Approve the appointment, and where necessary dismissal, of the External Auditors	N/A	Governing Body	N/A	N/A	Audit Committee	Chief Finance Officer
8.14	Receive the annual management letter from the Internal Auditors	N/A	Governing	N/A	N/A	Audit	Chief Finance

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
			Body			Committee	Officer
8.15	Receive an annual report from the professional lead Internal Auditor	N/A	Governing Body	N/A	N/A	Audit Committee	Chief Finance Officer
<b>9</b>	<b>INFORMATION GOVERNANCE</b>						
9.1	Approve the arrangements for ensuring appropriate safekeeping and confidentiality of records and for the retention, storage, management, transfer and destruction of information and data	N/A	Governing Body	Audit Committee	N/A	Information Governance Operational Group	Chief Finance Officer (Senior Information Risk Owner)
9.2	Approve information sharing protocols with other organisations	N/A	Governing Body	N/A	Chief Finance Officer (Senior Information Risk Owner)	Information Governance Operational Group	Chief Finance Officer (Senior Information Risk Owner)
<b>10</b>	<b>PARTNERSHIP, JOINT OR COLLABORATIVE WORKING</b>						
10.1	Approve the arrangements governing joint or collaborative arrangements between the group and another statutory body(ies), where those arrangements incorporate decision making responsibilities	Membership	N/A	Governing Body	N/A	Accountable Officer	Accountable Officer
10.2	Approve the delegated decision-making responsibilities of individual members or employees of the group who represent the group in joint or collaborative arrangements with another statutory body(ies)	N/A	Governing Body	N/A	N/A	Accountable Officer	Accountable Officer
10.3	Receive the minutes of meetings of, or reports from, joint or collaborative arrangements between the group and another statutory body(ies)	N/A	Governing Body	N/A	N/A	Strategic Commissioning Board	Accountable Officer
10.4	Approve decisions delegated to joint committees established under section 75 of the 2006 Act	Membership	N/A	Governing Body	N/A	Accountable Officer	Accountable Officer
10.5	Authorise an individual to act on behalf of the CCG in discharging the CCG's duty in respect of statutory and local joint working arrangements, within the financial limits determined under this scheme of reservation and delegation and the standing financial	N/A	Governing Body	N/A	N/A	Accountable Officer	Accountable Officer

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
	instructions. For example: <ul style="list-style-type: none"> <li>Safeguarding (children's and adult)</li> <li>Health and Wellbeing Board</li> </ul>						
10.6	Approve the joint commissioning arrangements with NHS England whether to support the CCG's functions or NHS England's functions	Membership	N/A	Governing Body	N/A	Accountable Officer	Accountable Officer
<b>.11</b>	<b>TENDERING</b>						
11.1	Approve the CCG's tendering arrangements for any commissioning or corporate support in excess of £1,000,000	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
11.2	Approve the CCG's tendering arrangements for any commissioning support below a value of £1,000,000.	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
11.3	Approve the CCG's tendering arrangements for any corporate support below a value of £1,000,000.	N/A	Governing Body	N/A	N/A	Finance Committee	Chief Finance Officer
11.4	Approve formal waiver of tendering arrangements	N/A	N/A	N/A	Accountable Officer or Chief Finance officer	Finance Committee	Chief Finance Officer
11.5	Receive a report of approved tender waivers	N/A	Governing Body	Audit Committee	N/A	Chief Finance Officer	Chief Finance Officer
<b>12</b>	<b>COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES</b>						
12.1	Approve the arrangements for discharging the CCG's statutory duties associated with its commissioning functions, including approval of policies for commissioning and decommissioning	N/A	Governing Body	Strategic Commissioning Board	N/A	Accountable Officer	Director of Commissioning and Business Delivery
12.2	Approve arrangements (including where appropriate, an individual's authority to act) for co-ordinating the commissioning of services with other clinical commissioning groups	N/A	Governing Body	Strategic Commissioning Board	N/A	Accountable Officer	Director of Commissioning and Business Delivery
12.3	Approve arrangements (including where appropriate, an individual's authority to act) for co-ordinating the commissioning of services with the local authority(s)	N/A	Governing Body	Strategic Commissioning Board	N/A	Accountable Officer	Director of Commissioning and Business



Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
							Delivery
12.4	Approval of policies to support the commissioning and decommissioning of services, both clinical and non-clinical	N/A	Governing Body	Strategic commissioning Board	N/A	Finance Committee	Director of Commissioning and Business Delivery
12.5	Approval of contracts for clinical services (Refer to Financial Delegated Limits for Approval and Authorisation)	N/A	N/A	N/A	N/A	Chief Finance Officer	Chief Finance Officer
12.6	Approve contracts to provide Primary Care Services, where delegated to the CCG, to provide services to some or all of the CCG's population	Membership	N/A	Primary Care Commissioning Committee	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
12.7	Maintain a register of all procurements, whether through competitive tender or tender waiver that meets the requirements of national guidance	N/A	N/A	N/A	Chief Finance Officer	Finance Committee	Chief Finance Officer
12.8	Review register of all procurements, whether through competitive tender or tender waiver that meets the requirements of national guidance	N/A	Governing Body	Audit Committee	N/A	Chief Finance Officer	Chief Finance Officer
<b>13</b>	<b>COMMISSIONING AND CONTRACTING FOR NON-CLINICAL SERVICES</b>						
13.1	Approve arrangements for co-ordinating the commissioning of non-clinical services with other groups	N/A	N/A	Strategic Commissioning Board	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
13.2	Approve arrangements for co-ordinating the commissioning of non-clinical services with local authority(ies)	N/A	N/A	Strategic Commissioning Board	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
13.3	Approval of contracts for non-clinical services (Refer to Financial Delegated Limits for Approval and Authorisation)	N/A	Governing Body	N/A	Accountable Officer; Chief Finance Officer	Appropriate Sub-Committee	Accountable Officer; Chief Finance Officer
<b>14</b>	<b>COMMUNICATIONS</b>						



Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Governing Body	Delegated To		Responsible for Recommending a course of action	Operational Responsibility
				Governing Body or Committee	Individual Member or Officer		
14.1	Approve arrangements for handling Freedom of Information requests	N/A	Governing Body	Joint Executive Team	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
14.2	Publishing a Freedom of Information Scheme	N/A	Governing Body	Joint Executive Team	N/A	Director of Commissioning and Business Delivery	Director of Commissioning and Business Delivery
14.3	Approve the arrangements for public engagement, consultation and involvement including the Communications and Engagement Strategy	N/A	Governing Body	Strategic Commissioning Board	N/A	Joint Executive Team	Director of Commissioning and Business Delivery