

## **APPENDIX D – Scheme Of Reservation And Delegation**

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.
  - 1.3. This Clinical Commissioning Group permits the specified persons, or a class or persons [namely nominated GPs on the Individual Funding Request Panel and the Director or the Partnership Commissioning Unit], to take decisions on its behalf as delegated clinical decision makes. Such persons not part of the NHS Vale of York CCG Member Practices or an employee of the NHS Vale of York CCG will enter into an honorary contract with the CCG for this purpose.

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REGULATION AND CONTROL	1	Determine the arrangements by which the members of the group approve those decisions that are reserved for the membership.	✓									
REGULATION AND CONTROL	2	Consideration and approval of applications to NHS England on any matter concerning changes to the group's constitution, including terms of reference for the group's governing body, its Committees, membership of Committees, the overarching scheme of reservation and delegated powers, arrangements for taking urgent decisions, standing orders and prime financial policies.	✓									
REGULATION AND CONTROL	3	Exercise or delegation of those functions of the clinical commissioning group which have not been retained as reserved by the group, delegated to the governing body or other Committee or sub-Committee or [specified] member or employee				✓						

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REGULATION AND CONTROL	4	Final decision regarding questions of order, relevancy and regularity and interpretation of the consultation, standing orders, scheme of reservation and delegation and prime financial policies at a meeting of the Governing Body.			✓							
REGULATION AND CONTROL	5	The powers which the Governing Body has reserved to itself within these Standing Orders may in emergency or for an urgent decision be exercised by the Chief Clinical Officer and the Chairman after having consulted at least two non-officer members (or member of the governing body). The exercise of such powers by the Chief Clinical Officer and Chairman shall be reported to the next formal meeting of the Governing Body in public session for formal ratification.			✓	✓						

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REGULATION AND CONTROL	6	Approval of urgent decisions taken by the Chief Clinical Officer and Chair.		✓								
REGULATION AND CONTROL	7	Approval of suspension of standing orders.		✓								
REGULATION AND CONTROL	8	<p>Prepare 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</p> <ul style="list-style-type: none"> <li>○ group's governing body</li> <li>○ Committees and sub-Committees of the group, or</li> <li>○ its members or employees and sets out those decisions of the governing body reserved to the governing body and those delegated to the governing body's Committees and Sub-Committees,</li> <li>○ members of the governing body,</li> <li>○ an individual who is member of the group</li> </ul>				✓						



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		and delegation' as set out in its constitution.										
REGULATION AND CONTROL	12	Approval of terms of reference of the Audit Committee and Remuneration Committee.		✓								
REGULATION AND CONTROL	13	Other than where there are statutory requirements, such as in relation to the governing body's Audit Committee or Remuneration Committee, the group shall determine the membership and terms of reference of Committees and sub Committees.	✓									
REGULATION AND CONTROL	14	Prepare detailed financial policies that underpin the clinical commissioning group's prime financial policies.					✓					
REGULATION AND CONTROL	15	Approve detailed financial policies.				✓						
REGULATION AND CONTROL	16	Approve arrangements for managing exceptional funding requests.		✓								
REGULATION AND CONTROL	17	Set out who can execute a document by signature /				✓						





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		<p>levels of income and expenditure or the group's ability to achieve its agreed strategic aims.</p> <p>(the governing body could set a limit above which it has to approve any variations – below this it could be the Chief Clinical Officer/Chief Finance Officer</p>										
STRATEGY AND PLANNING	29	Approval of the use of payment in respect of quality made to the CCG by NHS England.		✓								
ANNUAL REPORTS AND ACCOUNTS	30	Approval of the group's annual report and annual accounts.		✓								
ANNUAL REPORTS AND ACCOUNTS	31	Sign the annual accounts on behalf of the group.				✓	✓					
ANNUAL REPORTS AND ACCOUNTS	32	Approval of the arrangements for discharging the group's statutory financial duties.		✓								
HUMAN RESOURCES	33	Approve the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities.								✓		



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		employees, including the Chief Clinical Officer (where he/she is an employee or member of the clinical commissioning group) and for other persons working on behalf of the group.										
HUMAN RESOURCES	40	Review disciplinary arrangements where the Chief Clinical Officer is an employee or member of another clinical commissioning group		✓								
HUMAN RESOURCES	41	Approval of the arrangements for discharging the group's statutory duties as an employer.		✓								
HUMAN RESOURCES	42	Approve human resources policies for employees and for other persons working on behalf of the group		✓								
HUMAN RESOURCES	43	To review and approve the business case for redundancy for all employees, including the proper calculation and scrutiny of such termination payments taking account of national								✓		

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		guidance as is appropriate										
HUMAN RESOURCES	44	Approval of Code of Conduct for staff and whistle blowing procedures.		✓								
HUMAN RESOURCES	45	Approval of variation to funded establishment.				✓						
STANDARDS OF BUSINESS CONDUCT AND MANAGEMENT OF CONFLICTS OF INTEREST	46	Approval of arrangements for managing conflicts of interest as set out in the constitution.		✓								
STANDARDS OF BUSINESS CONDUCT AND MANAGEMENT OF CONFLICTS OF INTEREST	47	Approval of arrangements for standards of business conduct, including declaring hospitality and sponsorship.		✓								
STANDARDS OF BUSINESS CONDUCT AND MANAGEMENT OF CONFLICTS OF INTEREST	48	Approval and determination of arrangements for the management of declared conflicts of interest.							✓			
STANDARDS OF BUSINESS CONDUCT AND MANAGEMENT OF CONFLICTS OF INTEREST	49	Decision as to whether a discussion at the Governing Body or Committee meeting can proceed where more than			✓				✓		✓	

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		50% of the embers are required to withdraw from a meeting or part of it owing to the arrangements agreed for the management of conflicts of interest. (Delegation depends on the body/Committee meeting.)										
QUALITY AND SAFETY	50	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.		✓								
QUALITY AND SAFETY	51	Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.		✓								
OPERATIONAL AND RISK MANAGEMENT	52	Prepare and recommend an operational scheme of delegation that sets out who has responsibility for operational decisions within the group.				✓						















