

**NHS VALE OF YORK CLINICAL  
COMMISSIONING GROUP**

**GOVERNING BODY MEETING**



**Vale of York**

**Clinical Commissioning Group**

**Meeting Date: 5 September 2013**

**Report Sponsor:**

Kevin Howells  
Interim Chief Finance Officer

**Report Author:**

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Deputy Chief Finance Officer

**1. Title of Paper: Financial Policies and Procedures**

**2. Strategic Objectives supported by this paper**

- |  |     |
|--|-----|
| 1. Improve healthcare outcomes                             | No  |
| 2. Reduce health inequalities                              | No  |
| 3. Improve the quality and safety of commissioned services | Yes |
| 4. Improve efficiency                                      | Yes |
| 5. Achieve financial balance                               | Yes |

**3. Executive Summary**

On 1 April 2013 statutory accountability, functions and responsibilities transferred from North Yorkshire and York PCT to NHS Vale of York Clinical Commissioning Group ("the CCG").

As an organisation the CCG needs to have effective corporate governance arrangements and policies to provide a framework for its operation. The constitution sets out the arrangements made by the CCG to meet its responsibilities and includes the Prime Financial Policies, Standing Orders and Scheme of Reservation and Delegation.

The Prime Financial Policies identify the financial responsibilities that apply to everyone working for the group and its constituent organisations. However, they do not provide detailed procedural advice and the Constitution clearly identifies the fact that they should therefore be read in conjunction with the Detailed Financial Policies (DFPs) and Scheme of Delegation.

The DFPs and Scheme of Delegation, attached for Governing Body members and available at [www.valeofyorkccg.nhs.uk](http://www.valeofyorkccg.nhs.uk), detail the financial responsibilities, policies and procedures to be adopted by the CCG. They are designed to ensure that its financial transactions are carried out in accordance with the law and government policy, in order to achieve probity, accuracy, economy, efficiency and effectiveness.



**4. Evidence Base**

The DFPs and Scheme of Delegation have been produced based on the NHS England format and structure, but amended to encompass local arrangements.

**5. Risks relating to proposals in this paper**

None

**6. Summary of any finance / resource implications**

None

**7. Any statutory / regulatory / legal / NHS Constitution implications**

None

**8. Equality Impact Assessment**

No impact assessment has been done; the proposals will have an equal impact on all users.

**9. Any related work with stakeholders or communications plan**

The DFPs and Scheme of Delegation have been produced in conjunction with the Head of Integrated Governance and Finance Manager (Financial Accountant) and have been through the Senior Management Team for review and comment.

**10. Recommendations / Action Required**

The Governing Body is asked to approve the DFPs and Scheme of Delegation for operation with immediate effect.

**11. Assurance**

There will be regular internal and external audits of the DFPs and Scheme of Delegation and how they have been applied in practice.

