

Scheme of Reservation and Delegation

SCHEME OF RESERVATION & 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. North Lincolnshire CCG remains accountable for all of its functions, including those that it has delegated.

Policy Area	Decisions reserved to the Council of Members
REGULATION & CONTROL	Determine the arrangements by which the members of the group approve those decisions that are reserved for the membership.
REGULATION & CONTROL	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 & CONTROL	Approval of the CCG Constitution
REGULATION & CONTROL	Approval of the CCG's vision, values and overall strategic direction
REGULATION & CONTROL	Approval of the CCG's overarching scheme of reservation and delegation
REGULATION & CONTROL	Approval of Standards of Business Conduct Policy
REGULATION & CONTROL	Approval of terms of reference of any committees of the Group
REGULATION & CONTROL	Approval of the CCG's operation scheme of delegation that underpins the CCG's overarching scheme of reservation and delegation as set out in the constitution
REGULATION & CONTROL	Approve arrangements for managing exceptional funding requests
REGULATION & CONTROL	Approve arrangements for identifying practice members to represent practices in matters concerning the work of the CCG
REGULATION & CONTROL	Approve arrangements for appointing clinical leaders to represent the CCG's membership on the CCG's governing body, for example via an election
REGULATION & CONTROL	Approve the appointment of governing body members, subject to any regulatory requirements and succession planning
REGULATION & CONTROL	Extraordinary meeting (for a Vote of Confidence in elected Members)
STRATEGY & PLANNING	Agree the vision, values and overall strategic direction of the CCG
COMMISSIONING	Approval of Annual Commissioning Plan
LEADERSHIP	Election of chair and vice-chair of the Council of Members
LEADERSHIP	Election of GP representatives to the governing body
LEADERSHIP	Approval of job descriptions of elected members of the governing body
LEADERSHIP	Ratify lay representatives to the governing body
LEADERSHIP	Ratify appointment of the chair of the governing body

TENDERING & CONTRACTING	Decision to tender in-house services
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Policy Area	Decisions delegated or reserved to the Governing Body
REGULATION & CONTROL	Determine the arrangements to ensure that the group exercises its functions effectively, efficiently and economically and in accordance with the groups principles of good governance
REGULATION & CONTROL	Approve any functions of the group that are specified in regulations
REGULATION & CONTROL	Approve Terms of Reference of any committees and sub-committees of the governing body
STRATEGY	Approval of the governing body annual workplan
REGULATION & CONTROL	Approval of any other policies that are not otherwise included in the Constitution or delegated to other committees or sub-committees Including policies for use of the seal and arrangements for managing exceptional funding requests)
REGULATION & CONTROL	Determine arrangements to ensure compliance with Standards of Business Conduct and Conflicts of Interest Policies and Registers of Interest are maintained
REGULATION & CONTROL	Provision of assurance of strategic risk
REGULATION & CONTROL	<p>Determine arrangements to ensure the CCG meets its duty to:</p> <ol style="list-style-type: none"> 1. Promote a comprehensive health service 2. Meet the public sector equality duty 3. Secure public involvement in the planning and development of commissioning services 4. Ensure that significant service decisions and strategies take due cognisance of the NHS Constitution 5. Ensure that the group acts to secure the continuous quality improvement to the quality of services 6. Assist and support NHS England to improve the quality of primary medical services 7. Have regard of the need to reduce inequalities 8. Ensure that service users, their carers and advocates are involved in decisions about their healthcare 9. Ensure that patients are able to make choices about their healthcare 10. Ensure that the group is able to obtain appropriate advice 11. Promote innovation 12. Promote research and the use of research 13. Promote education and training 14. Promote integration 15. Ensure financial governance
	<p>Determine the arrangements necessary to ensure:</p> <ol style="list-style-type: none"> 1. Compliance with running costs whilst maintaining sustainable functions. 2. Delivery and implementation of any guidance or standards issued by any relevant regulatory body.

REGULATION & CONTROL	<p>3. Delivery of targets, policies and standards agreed by the group.</p> <p>4. The provision of appropriate assurance against strategic risks</p> <p>5. Delivery of the outcomes and milestones set out in the Commissioning Strategy.</p> <p>6. Effective liaison with and reporting to Members and the NHS England (as appropriate).</p> <p>7. That the CCG governance arrangements are reviewed to ensure that they are robust and are complied with by all Members of the CCG.</p> <p>8. That all relevant law and policy is complied with and the NHS North Lincolnshire CCG Governing Body adheres to the obligations placed on it and the CCG.</p> <p>9. That the group remains accountable to Members and the public.</p> <p>10. That CCG policies and procedures are implemented and adhered to at all times.</p> <p>11. That as far as reasonably practical:</p> <ul style="list-style-type: none"> a) effective and inclusive communication links are maintained to ensure that the views of Members are properly considered as part of the decision making process b) plans are in place that address local inequalities c) delivery of the group's vision, values, aims, culture and strategic direction. d) engagement with the Health & Wellbeing Board. e) effective public involvement in the decisions of the group. f) the promotion of safe and high quality services. g) co-ordinated and prioritised plans for the demand, financial and investment needs of the group are developed.
REGULATION & CONTROL	Approving joint commissioning arrangements with other CCGs (save for the establishment of joint commissioning committees with other CCGs and/or NHS England, which shall be reserved to the Council of Members).
REGULATION & CONTROL	Approve appointment of joint committees with local authorities under section 75 of the NHS Act 2006.
REGULATION & CONTROL	Approval of delegated decision-making authority to individuals for the purpose of making decisions under joint arrangements with other CCGs
REGULATION & CONTROL	Performance monitoring against commissioning plans
REGULATION & CONTROL	Approve the arrangements for identifying the CCG's proposed Accountable Officer, subject to regulatory requirement
REGULATION & CONTROL	Review of any breach of Standing Orders at the next scheduled meeting
ANNUAL REPORT & ACCOUNTS	Approval of the CCG's corporate budgets
ANNUAL REPORT & ACCOUNTS	Approval of variations to the approved budget where variation where variation would have a significant impact on the overall approved levels of income and expenditure

OPERATIONAL & RISK MANAGEMENT	Approval of the CCG's risk management arrangements
OPERATIONAL & RISK MANAGEMENT	Approve arrangements for risk sharing and or risk pooling with other organisations (for example arrangements for the poled funds with other CCG's or pooled budget arrangements under S.75 of the NHS Act 2006)
OPERATIONAL & RISK MANAGEMENT	Approval of a comprehensive system of internal control including budgetary control, that underpins the effective, efficient and economic operation of the CCG
INFORMATION GOVERNANCE	Approval of the arrangements for ensuring appropriate safe keeping and confidentiality of records for the storage, management and transfer of information and data in line with all relevant regulations
TENDERING & CONTRACTING	Approval of all the CCGs contract procedures (e.g. for any commissioning support for corporate support goods and services)
TENDERING & CONTRACTING	Award of contracts over the value of £500,000 over the lifetime of the contract or approval of business cases of £75,000 or over.
COMMISSIONING & CONTRACTING FOR CLINICAL SERVICES	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, public engagement and consultation
COMMISSIONING & CONTRACTING FOR CLINICAL SERVICES	Approve arrangements for coordinating the commissioning of services with other CCG's and or with the local authority, where appropriate
COMMUNICATION	Approving arrangements for handling Freedom of Information requests

Decisions delegated to the Integrated Audit & Governance Committee	
REGULATION & CONTROL	Approve the appointment of internal auditors
REGULATION & CONTROL	Approve counter fraud and security management arrangements
REGULATION & CONTROL	Determine whether the CCG's financial systems and financial information provisions are adequate and appropriate and advise the governing body accordingly
REGULATION & CONTROL	Determine the adequacy or otherwise of the assurance available for the groups system of control and risk management arrangements and advise the governing body accordingly
ANNUAL REPORT & ACCOUNTS	Approval of the CCG's Annual Report and Annual Accounts
ANNUAL REPORT & ACCOUNTS	Approval of the arrangements for discharging the CCG's statutory financial duties
OPERATIONAL & RISK MANAGEMENT	Approve the CCG's counter fraud and security management arrangements

OPERATIONAL & RISK MANAGEMENT	Independent review of the CCG's Strategic and Corporate Risk Registers
OPERATIONAL & RISK MANAGEMENT	Approval of a comprehensive system of internal control, including budgetary control that underpins the effective
TENDERING & CONTRACTING	Determination of the permissible criteria for waiving tendering procedures or accepting a non-competitive (i.e. sole competitive) or single source tender
TENDERING & CONTRACTING	Review of waivers from formal tendering procedures

Decisions delegated to the Remuneration Committee	
REGULATION & CONTROL	Recommend the remuneration and conditions of service of the senior team / governing body
HUMAN RESOURCES	Recommend terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities
HUMAN RESOURCES	Recommend terms and conditions of employment for all employees of the CCG including pensions, remuneration, fees and travelling or other allowance payable to employees and to other persons providing services to the CCG
HUMAN RESOURCES	Recommend any other terms and conditions of service for the CCG employees
HUMAN RESOURCES	Recommend pensions, remuneration, fees and allowances payable to employees and other persons providing services to the CCG
HUMAN RESOURCES	Approval of the arrangements for discharging the CCG's statutory duties as an employer

Decisions delegated to the Primary Care Commissioning Committee	
REGULATION & CONTROL	Make decisions in relation to the review, planning and procurement of primary care services in North Lincolnshire, under delegated authority from NHS England

Decisions delegated to the Quality, Performance & Finance Committee	
QUALITY & SAFETY	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvements in quality and patient outcomes
QUALITY & SAFETY	Approve arrangements for supporting NHS Commissioning Board in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services
OPERATIONAL & RISK MANAGEMENT	Operational management and monitoring of the CCGs Risk Registers
OPERATIONAL & RISK	Approve the CCGs arrangements for business continuity and emergency planning

MANAGEMENT	
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Decisions delegated to the Planning & Commissioning Committee

COMMISSIONING	Approve commissioning strategies, new clinical strategies and policies – subject to the requirements of the CCG financial control framework.
COMMISSIONING	To approve, including clinical sign-off, of all service specifications.
COMMISSIONING	To approve general commissioning policies in respect of treatments, procedures and drugs, taking account any advice provided by the appropriate sub-committees
COMMISSIONING	Determine the adequacy or otherwise of the assurance available for the groups system of control and risk management arrangements and advise the governing body accordingly
COMMISSIONING	To receive and agree NICE quality standards, sign-off implementation plans and agree monitoring regimes (including prescribing).

Decisions delegated to the Integrated Commissioning Committee (Committees in Common)

COMMISSIONING	Approval of decisions pertaining to matters set out within to the Integrated Commissioning Programme Plan, or any other matter subject to prior directions from the governing body
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Decisions delegated to the Executive Group Meeting

TENDERING & CONTRACTING	Award of contracts between the value of £15,000 and £499,999 over the lifetime of the contract or approval of business cases of value between £15,000 and £74,999.
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Decisions delegated to the Accountable Officer

REGULATION AND CONTROL	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.
REGULATION AND CONTROL	Determination of operational or other arrangements and policies that are not otherwise included in the Constitution or delegated to other committees or sub-committees, specified member or employee.
REGULATION AND CONTROL	Ensure arrangements are in place for partnership working with local authorities under section 75 of the NHS Act 2006

Decisions delegated to the Chief Finance Officer

REGULATION AND CONTROL	Determine arrangements to ensure sound system of financial control
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REGULATION AND CONTROL	Develop detailed financial policies that underpin the group's prime financial policies
REGULATION AND CONTROL	Produce the financial statements for audit and publication in accordance with the statutory requirements to demonstrate effective stewardship of public money and accountability to NHS England
REGULATION AND CONTROL	Develop arrangements to ensure value for money in all contracts entered into.
TENDERING AND CONTRACTING	Award of contracts up to the value of £14999 over the lifetime of the contract or approval of business cases up to the value of £14,999.