

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 Clinical Commissioning Group (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 Group remains accountable for all of its functions, including those that it has delegated.

Policy Area	Decision	Reserved to Membership	Reserved or delegated to Governing Body	Chair	Accountable Officer	Chief Finance Officer	Audit Committee	Remuneration Committee	Other (as specified)
REGULATION AND CONTROL	Determine the arrangements by which the members of the CCG approve those decisions reserved for the membership.	✓							
REGULATION AND CONTROL	Consideration and approval of applications to NHS England on any matter concerning changes to the CCG's constitution.	✓							
REGULATION AND CONTROL	Exercise or delegation of those functions of the CCG which have not been retained as reserved by the CCG, or other committee or sub-committee or specified member of employee.		✓						

Policy Area	Decision	Reserved to Membership	Reserved or delegated to Governing Body	Chair	Accountable Officer	Chief Finance Officer	Audit Committee	Remuneration Committee	Other (as specified)
REGULATION AND CONTROL	Prepare the CCG's overarching scheme of reservation and delegation, which sets out those decisions reserved to the membership and those delegated to the Governing Body, committees and sub-committees, individuals or specified persons.		✓						
REGULATION AND CONTROL	Approval of the CCG's overarching scheme of reservation and delegation.		✓						
REGULATION AND CONTROL	Prepare the CCG's operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the CCG or members of the Governing Body (not included in the constitution).				✓				
REGULATION AND CONTROL	Approval of the CCG's operational scheme of delegation that underpins the CCG's overarching scheme of reservation and delegation.		✓						

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REGULATION AND CONTROL	Prepare the CCG's Prime Financial Policies.					✓			
REGULATION AND CONTROL	Approve the Prime Financial Policies.		✓						
REGULATION AND CONTROL	Prepare detailed financial policies that underpin the CCG's Prime Financial Policies.					✓			
REGULATION AND CONTROL	Approve detailed financial policies.		✓						
REGULATION AND CONTROL	Approve arrangements for managing exceptional funding requests.		✓						
REGULATION AND CONTROL	Calling meetings of the Governing Body.			✓					
REGULATION AND CONTROL	Definition and taking of 'urgent decisions' on behalf of the Governing Body (see Standing Orders).			✓	✓				✓ (lay member)
REGULATION AND CONTROL	Suspension of Standing Orders at Governing Body.			✓					

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REGULATION AND CONTROL	Use of and signing to authenticate the seal.			✓	✓	✓			
REGULATION AND CONTROL	Execute a document on behalf of the Group.			✓	✓	✓			
REGULATION AND CONTROL	Approve of terms of reference of committees of the CCG.	✓							
REGULATION AND CONTROL	Approval of terms of reference of committees of the governing body.		✓						
REGULATION AND CONTROL	Approval of policy for managing conflicts of interest.		✓						
REGULATION AND CONTROL	Determine arrangements to manage conflicts of interest in line with policy (see Standing Orders).								✓ Conflicts of Interest Guardian
APPOINTMENTS AND REMOVALS	Approve the arrangements for identifying practice members to represent practices in matters concerning the work of the CCG.	✓							

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APPOINTMENTS AND REMOVALS	Approve the arrangements for appointing Governing Body members and the process for recruiting and removing non-elected members to the Governing Body (subject to any regulatory requirements) under the Standing Orders for the CCG.	✓							
APPOINTMENTS AND REMOVALS	Recommend the appointment of the accountable officer to NHS England.			✓					
APPOINTMENTS AND REMOVALS	Elect the chair and vice-chair of the Council of Members.	✓							
APPOINTMENTS AND REMOVALS	Determine and approve the process for selecting and appointing members of the Senior Management Team.				✓				
STRATEGY AND PLANNING	Agree the vision, values and overall strategic direction of the CCG (following development of the same by the Governing Body).	✓							

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STRATEGY AND PLANNING	Approval of the CCG's commissioning plan following engagement with member practices.		✓						
STRATEGY AND PLANNING	Approval of the CCG's operating structure.		✓						
STRATEGY AND PLANNING	Approval of the CCG's corporate budgets (the financial plan that underpins the commissioning plan) that meet the CCG's financial duties.		✓						
STRATEGY AND PLANNING	Approval of 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.		✓						
STRATEGY AND PLANNING	Make decisions on the review, planning and procurement of primary medical care services (as per the terms of the delegation agreement with NHS England).								✓ Primary Care Commissioning Committee

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ANNUAL REPORT AND ACCOUNTS	Receive the CCG's Annual Report and Annual Accounts.	✓							
ANNUAL REPORT AND ACCOUNTS	Approval of the CCG's Annual Report and Annual Accounts		✓						
ANNUAL REPORT AND ACCOUNTS	Approve the timetable for the preparation and approval of the CCG's annual report and annual accounts						✓		
ANNUAL REPORT AND ACCOUNTS	Approve the appointment of the CCG's external auditor, as advised by the CCG's auditor panel.		✓						
ANNUAL REPORT AND ACCOUNTS	Approval of the arrangements for discharging the group's statutory financial duties.		✓						
HUMAN RESOURCES	Approve human resources policies for employees and for other persons working on behalf of the CCG.							✓	

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HUMAN RESOURCES	Make recommendations to the governing body on the terms and conditions of employment / service, including remuneration, fees and allowances, pensions, gratuities and redundancy payments, for all employees and governing body members (excluding the lay members) and any other persons providing services to the CCG, including pensions and gratuities.							✓	
HUMAN RESOURCES	Approve the terms and conditions of employment / service, including remuneration, fees and allowances, pensions, gratuities and redundancy payments, for all employees and governing body members (excluding the lay members) and any other persons providing services to the CCG, including pensions and gratuities.		✓						
HUMAN RESOURCES	Approve any other terms and conditions of services for the CCG's employees.		✓						

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HUMAN RESOURCES	Approve arrangements for discharging the group's statutory duties as an employer.							✓	
HUMAN RESOURCES	Approve disciplinary arrangements for employees, including the accountable officer (where he/she is an employee or member of the CCG) and for other persons working on behalf of the CCG.							✓	
HUMAN RESOURCES	Review disciplinary arrangements where the accountable officer is an employee or member of another CCG.							✓	
HEALTH AND SAFETY	Approve arrangements for ensuring the CCG discharges its legal responsibilities for health, safety and security.						✓		
QUALITY AND SAFETY	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.								✓ Quality Committee

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QUALITY AND SAFETY	Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.								✓ Quality Committee
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's counter fraud and security management arrangements.						✓		
OPERATIONAL AND RISK MANAGEMENT	Approval of the CCG's risk management framework.						✓		
OPERATIONAL AND RISK MANAGEMENT	Approve the internal audit, external audit and counter-fraud plans and any changes to the provision or delivery of related services (other than the appointment or removal of the external auditor where authority is reserved to the Governing Body).						✓		
OPERATIONAL AND RISK MANAGEMENT	Approval of the Incident Reporting Policy and monitoring of incidents.						✓		✓ (policy approval in consultation with Quality Committee)

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OPERATIONAL AND RISK MANAGEMENT	Approve arrangements for risk sharing and/or risk pooling with other organisations (for example arrangements for pooled funds with other CCGs or pooled budget arrangements under section 75 of the NHS Act 2006).	✓ OR	✓ OR						
OPERATIONAL AND RISK MANAGEMENT	Approve proposals for action on litigation against or on behalf of the CCG.				✓				
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's arrangements for business continuity and emergency planning.						✓		
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's arrangements for handling complaints.								✓ Quality Committee
OPERATIONAL AND RISK MANAGEMENT	Approve a comprehensive system of internal control, including budgetary control that underpins the effective, efficient and economic operation of the CCG.		✓						

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INFORMATION GOVERNANCE	Approve arrangements for ensuring appropriate safekeeping and confidentiality of data and for the storage, management and transfer of information and data.						✓		
INFORMATION GOVERNANCE	Approve arrangements for ensuring compliance with the Freedom of Information Act 2000.						✓		
INFORMATION GOVERNANCE	Determine arrangements for ensuring compliance with the Freedom of Information Act 2000.				✓				
TENDERING AND CONTRACTING	Approve tenders and contracts.								✓ As per thresholds set out in Financial Scheme of Delegation
PARTNERSHIP WORKING	Approve decisions that individual members or employees of the group participating in joint arrangements on behalf of the CCG can make. Such delegated decisions must be disclosed in this scheme of reservation and delegation.		✓						

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PARTNERSHIP WORKING	Approve decisions delegated to joint committees established under section 75 of the 2006 Act.		✓						
PARTNERSHIP WORKING	Exercise the commissioning functions of the CCG jointly with other CCGs as part of the Joint Committee of West Yorkshire & Harrogate CCGs in respect of matters set out in the committee's terms of reference and work plan.								✓ Joint Committee of West Yorkshire & Harrogate CCGs
PARTNERSHIP WORKING	Approve arrangements for joint commissioning of services with other CCGs, NHS England and or with the local authority.	✓							
PARTNERSHIP WORKING	Authority to enter in to strategic or other transformation discussions with partner organisations.		✓						

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COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	Approval of the arrangements for discharging the CCG's statutory duties associated with its commissioning functions (excl primary care), including but not limited to promoting the involvement of each patient, patient choice, reducing inequalities, improvement in the quality of services, obtaining appropriate advice and public engagement and consultation.		✓						