

NHS Norwich Clinical Commissioning Group – Scheme of Reservation and Delegation - January 2019

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1	REGULATION AND CONTROL	Determine the arrangements by which the members of the group approve those decisions that are reserved for the membership.	✓								
2	REGULATION AND CONTROL	Consideration and approval of applications to the 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.	✓								
3	REGULATION AND CONTROL	Exercise or delegation of those functions of the clinical commissioning group which have not been retained as reserved by			✓						

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		the group, delegated to the Governing Body or other committee or sub-committee or [specified] member or employee									
4	REGULATION AND CONTROL	<p>Prepare the group's overarching scheme of reservation and delegation, which sets out those decisions of the group <u>reserved</u> to the membership and those <u>delegated</u> to the</p> <ul style="list-style-type: none"> • group's Governing Body • committees and sub-committees of the group, or • its members or employees <p>and sets out those decisions of the Governing Body <u>reserved</u> to the Governing Body and those <u>delegated</u> to the</p> <ul style="list-style-type: none"> • Governing Body's committees 			✓						

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		and sub-committees, <ul style="list-style-type: none"> • members of the Governing Body, • an individual who is member of the group but not the Governing Body or a specified person for inclusion in the group's constitution. 									
5	REGULATION AND CONTROL	Approval of the group's overarching scheme of reservation and delegation.	✓								
6	REGULATION AND CONTROL	Prepare the group's operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the clinical commissioning group, not for inclusion in the group's constitution.				✓					

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7	REGULATION AND CONTROL	Approval of the group's operational scheme of delegation that underpins the group's 'overarching scheme of reservation and delegation' as set out in its constitution.			✓						
8	REGULATION AND CONTROL	Prepare prime and detailed financial policies that underpin the clinical commissioning group's prime financial policies.				✓					
9	REGULATION AND CONTROL	Approve prime and detailed financial policies.		✓							
10	REGULATION AND CONTROL	Approve arrangements for managing exceptional funding requests.									✓
11	REGULATION AND CONTROL	Approve Clinical Threshold policies									✓

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12	REGULATION AND CONTROL	Approve drugs & therapeutics decisions									✓
13	REGULATION AND CONTROL	Set out who can execute a document by signature / use of the seal		✓							
14	REGULATION AND CONTROL	Require and receive the declaration of Governing Body members' interests which may conflict with those of the organisation and, taking account of any waiver which the Secretary of State for Health may have made in any case , determining the extent to which that a member may remain involved with the matter under consideration		✓							
15	REGULATION AND CONTROL	Receive reports from committees including those that the governing body is required by the Secretary of State or other regulation to establish and to action	✓								

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		appropriately									
16	REGULATION AND CONTROL	Confirm the recommendations of the governing body committees where the committees do not have executive powers		✓							
17	REGULATION AND CONTROL	Approve terms of reference and reporting arrangements of all committees and sub-committees that are established by the governing body		✓							
18	REGULATION AND CONTROL	Approve any urgent decisions taken by the Chair of the organisation and Chief Officer for ratification by the governing body in public session		✓							
19	REGULATION AND CONTROL	Receipt of such reports as the governing body see fit from Executive Committees and other committees in respect of its exercise of powers delegated		✓							

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20	PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	Approve the arrangements for <ul style="list-style-type: none"> identifying practice members to represent practices in matters concerning the work of the group; and appointing elected healthcare representatives to the group's membership on the group's Governing Body, for example through election (if desired). 	✓								
21	PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	Approve the appointment of Governing Body non-elected members, the process for recruiting and removing non-elected members to the Governing Body (subject to any regulatory requirements) and succession planning.	✓								

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22	PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	Approve arrangements for identifying the group's proposed Chief officer.		✓							
23	STRATEGY AND PLANNING	Agree the vision, values and overall strategic direction of the group.	✓								
24	STRATEGY AND PLANNING	Approve the group's commissioning strategy in line with the overarching CCG strategic direction <ul style="list-style-type: none"> - local commissioning - strategic commissioning 		✓							✓
25	STRATEGY AND PLANNING	Approval of the group's operational plan.		✓							

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26	STRATEGY AND PLANNING	Approval of the group's corporate budgets that meet the financial duties as set out in section 5.3 of the main body of the constitution.		✓							
27	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 group's ability to achieve its agreed strategic aims.		✓							
28	ANNUAL REPORTS AND ACCOUNTS	Receive and scrutinise the group's annual report and annual accounts prior to approval by the Governing Body					✓				
29	ANNUAL REPORTS AND ACCOUNTS	Approval of the group's annual report and annual accounts.		✓							
30	ANNUAL REPORTS AND ACCOUNTS	Approval of the arrangements for discharging the group's statutory financial duties.					✓				

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31	ANNUAL REPORTS AND ACCOUNTS	Approve the opening of bank accounts					✓				
32	ANNUAL REPORTS AND ACCOUNTS	Receive the annual management letter from the External Auditor.		✓							
33	ANNUAL REPORTS AND ACCOUNTS	Receive an annual report from the Internal Auditor and agree action on recommendations					✓				
34a	HUMAN RESOURCES	Approve the terms and conditions, remuneration and travelling or other allowances for Governing Body members, including pensions and gratuities.							✓		
34b	HUMAN RESOURCES	Decisions in respect of redundancy and severance payments to senior managers		✓							
35	HUMAN RESOURCES	Make recommendations to the Governing body on the terms and conditions of Chief Officer,							✓		

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		Directors and very Senior Managers of the Group									
36	HUMAN RESOURCES	Make recommendations to the Governing body on Approve the terms and conditions of employment for all other employees of the Group							✓		
37	HUMAN RESOURCES	Approve pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the group.		✓							
38	HUMAN RESOURCES	Recommend to Governing Body on pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the group.							✓		
39	HUMAN RESOURCES	Approve disciplinary arrangements for employees, including the Chief officer (where he/she is an employee or member of the clinical commissioning group) and for		✓							

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		other persons working on behalf of the group.									
40	HUMAN RESOURCES	Approval of the arrangements for discharging the group's statutory duties as an employer.		✓							
41	HUMAN RESOURCES	Approve human resources policies for employees and for other persons working on behalf of the group.			✓						
42	HUMAN RESOURCES	Appoint and dismiss members of the Governing Body - elected members - Non Executive members	✓	✓							
43	HUMAN RESOURCES	Appoint, appraise, discipline and dismiss Chief Officer and Chief Finance Officer		✓							
44	HUMAN RESOURCES	Approve individual compensation payments subject to nationally set delegated limits		✓							

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45	QUALITY AND SAFETY	Recommend the mechanism, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.						✓			
46	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.		✓							
47	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.								✓	
48	OPERATIONAL & RISK MANAGEMENT	Approve the group's counter fraud and security management arrangements.			✓						

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49	OPERATIONAL & RISK MANAGEMENT	Review the arrangements in place to support the Assurance Framework process prepared on behalf of the Governing Body and advising the Governing Body accordingly					✓				
50	OPERATIONAL & RISK MANAGEMENT	Approval and monitoring of the group's risk management arrangements.		✓							
51	OPERATIONAL & RISK MANAGEMENT	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).		✓							
52	OPERATIONAL & RISK MANAGEMENT	Approval of a comprehensive system of internal control, including budgetary control that underpins the effective, efficient and economic operation of the					✓				

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		group.									
53	OPERATIONAL & RISK MANAGEMENT	Approve proposals for action on litigation against or on behalf of the clinical commissioning group.				✓					
54	OPERATIONAL & RISK MANAGEMENT	Approve the group's arrangements for business continuity and emergency planning.		✓							
55	OPERATIONAL & RISK MANAGEMENT	Identify the key strategic risks, evaluate them and ensure adequate responses are in place and are monitored		✓							
56	INFORMATION GOVERNANCE	Approve the group's arrangements for handling complaints.			✓						
57	INFORMATION GOVERNANCE	Approval of the arrangements for ensuring appropriate and safekeeping and confidentiality of records and for the storage, management and transfer of information and data.		✓							

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58	TENDERING AND CONTRACTING	Approval of the group's contracts for any commissioning and corporate support.			✓						
59	PARTNERSHIP WORKING	Approve decisions that individual members or employees of the group participating in joint arrangements on behalf of the group can make. Such delegated decisions will be detailed in the operational scheme of delegation.		✓							
60	PARTNERSHIP WORKING	Approve decisions delegated to joint committees established under section 75 of the 2006 Act or under Legislative Reform (CCGs) Order 2014		✓							
61	COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	Approval of the arrangements for discharging the group's statutory duties associated with its commissioning functions, including but not limited to promoting the involvement of each patient,		✓							

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		patient choice, reducing inequalities, improvement in the quality of services, obtaining appropriate advice and public engagement and consultation.									
62	COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	Approve arrangements for co-ordinating the commissioning of services with other groups and or with the local authority(ies), where appropriate.		✓							
63	COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	Receive recommendations for approval from the relevant Collaborative Commissioning Network									✓
64	COMMISSIONING AND CONTRACTING	The exercise of the delegated functions for primary care commissioning set out in the NHS									

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	FOR CLINICAL SERVICES	England's delegated agreement in accordance with section 13Z of the NHS Act								✓	
65	COMMUNICATIONS	Approving arrangements for handling Freedom of Information requests.			✓						