

Scheme of Reservation and Delegation

2014/5

Final

Review needed: April 2016

Version Control

Last Updated	Updated By	What was changed	File Version
31 st July 2014	Anoop Seera	Board Approved - Final Version	SMCCG - Scheme of Reservation and Delegation-2014-5-v1-final

1. **SCHEDULE OF MATTERS RESERVED TO THE SOUTH MANCHESTER CLINICAL COMMISSIONING GROUP (SMCCG) AND SCHEME OF DELEGATION**
- 1.1 The arrangements made by SMCCG as set out in the scheme of reservation and delegation of decisions shall have effect as if incorporated in SMCCG's constitution.
- 1.2 Nothing in the scheme of reservation and delegation should impair the discharge of the direct accountability to the Membership or the Board of the Chief Finance Officer. Outside of these requirements the Chief Finance Officer shall be accountable to SMCCG's Chief Officer.
- 1.3 SMCCG remains **accountable** for all of its functions, including those that it has delegated.
- 1.4 Unless stated in SMCCG's constitution or in its scheme of reservation and delegation, SMCCG's Chief Officer has responsibility for the operational management of SMCCG.

Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
1.	REGULATION AND CONTROL						
1.1	Determine the arrangements by which the members of SMCCG approve those decisions that are reserved for the membership.	Membership	N/A	N/A	Chair	N/A	Chief Officer
1.2	Consideration and approval of applications to the NHS Commissioning Board on matters concerning changes to SMCCG's constitution.	Membership	N/A	N/A	N/A	The Board	Chief Officer
1.3	Approval of SMCCG's overarching scheme of reservation and delegation, which sets out those decisions that are in statute the responsibility of SMCCG and that are reserved to the membership and those delegated to the <ul style="list-style-type: none"> <input type="checkbox"/> SMCCG's Board <input type="checkbox"/> Committees, sub-committees or advisory panels of SMCCG or <input type="checkbox"/> It's members or employees 	Membership	N/A	N/A	N/A	The Board	Chief Officer
1.4	Prepare the scheme of reservation and delegation, which sets out those decisions that are in statute the responsibility of the Board and those delegated to the <ul style="list-style-type: none"> <input type="checkbox"/> Board's committees and sub-committees, <input type="checkbox"/> Members of the Board, <input type="checkbox"/> An individual who is member of SMCCG but not the Board or a specified person 	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer

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				The Board or Committee	Individual Member or Officer		
1.5	Promulgate the governance arrangements of SMCCG to members, employees of SMCCG and to people working on behalf of SMCCG.	N/A	N/A	N/A	Chief Officer	N/A	Chief Officer
1.6	Final authority on interpretation of SMCCG's constitution and supporting appendices (i.e. standing orders, prime financial policies and scheme of reservation and delegation).	N/A	N/A	N/A	Chair	N/A	Chief Officer
1.7	Disclosure of non-compliance with SMCCG's constitution (incorporating its standing orders, prime financial policies and scheme of reservation and delegation).	N/A	N/A	N/A	All Staff	N/A	Chief Officer
1.8	Suspension of standing orders	N/A	N/A	The Board	N/A	N/A	Chief Officer
1.9	Review of suspension of standing orders	N/A	N/A	Audit Committee	N/A	N/A	Chief Officer
1.10	Approval of SMCCG's operational scheme of delegation that underpins SMCCG's overarching scheme of reservation and delegation as set out in the constitution.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
1.11	Approve SMCCG's prime financial policies	N/A	N/A	The Board	N/A	Finance Committee	Chief Finance Officer
1.12	Approve detailed financial procedures	N/A	N/A	Finance Committee	N/A	Finance Committee	Chief Finance Officer
1.13	Approve arrangements for managing exceptional funding requests	N/A	N/A	Finance Committee	N/A	Finance Committee	Chair of Committee
1.14	Set out who can execute a document by signature / use of the seal	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer

Ref No	PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE BOARD						
2.	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
2.1	Approve the arrangements for Identifying practice members to represent practices in matters concerning the work of SMCCG; and	Membership	N/A	N/A	N/A	Chief Officer	Chief Officer
2.2	Approve the arrangements for Appointing clinical leaders to represent SMCCG's membership on SMCCG's Board.	Membership	N/A	N/A	N/A	Chief Officer	Chief Officer
2.3	Approve the appointment of the Board members, the process for recruiting and removing non-elected members to the Board (subject to any regulatory requirements) and succession planning.	Membership	N/A	N/A	N/A	Chief Officer	Chief Officer
2.4	Approve arrangements for recruiting SMCCGs Chief Officer.	N/A	N/A	The Board	N/A	Chair	Chair

3. STRATEGY AND PLANNING							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
3.1	Approve the vision, values and overall strategic direction of SMCCG.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
3.2	Approve SMCCG's operating structure.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
3.3	Approve SMCCG's commissioning plan	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
3.4	Approve the SMCCG's arrangements for engaging the public and key stakeholders in SMCCG's planning and commissioning arrangements.	N/A	N/A	The Board	N/A	Patient and Public Advisory Group	Chair of the Board
3.5	Approve SMCCG's budget to meet the statutory financial duties.	N/A	N/A	The Board	N/A	Finance Committee	Chief Finance Officer
3.6	Approve variations to the approved budget (as per the virement policy) where variation would have a significant impact on the overall approved levels of income and expenditure or SMCCG's ability to achieve its agreed strategic aims.	N/A	N/A	The Board	N/A	Finance Committee	Chief Finance Officer

4. ANNUAL REPORTS AND ACCOUNTS							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
4.1	Approval of SMCCG's annual report and annual accounts	N/A	N/A	Audit Committee (subject to review of the draft annual report and annual accounts by the Board)	N/A	Chief Officer and Chief Finance Officer respectively.	Chief Officer and Chief Finance Officer respectively.
4.2	Approval of the arrangements for discharging SMCCG's statutory financial duties.	N/A	N/A	The Board	N/A	Finance Committee	Chief Finance Officer

5. HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
5.1	Approve the terms and conditions, remuneration and travelling or other allowances for Board members, including pensions and gratuities.	N/A	N/A	Remuneration Committee	N/A	Chief Officer	Chief Officer (excluding own post)
5.2	Approve terms and conditions of employment for all employees of SMCCG including, pensions, remuneration, fees, and travelling or other allowances payable to employees and to other persons providing services to SMCCG.	N/A	N/A	Remuneration Committee	N/A	Chief Officer	Chief Officer
5.3	Approve any other terms and conditions of services for SMCCG's employees.	N/A	N/A	Remuneration Committee	N/A	Chief Officer	Chief Officer
5.4	Approve disciplinary arrangements for employees, including the Chief Officer (where he/she is an employee or member of the clinical commissioning group) and for other persons working on behalf of SMCCG.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
5.5	Approve disciplinary arrangements where SMCCG has joint appointments with another Group and the individuals are employees of that Group.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
5.6	Approval of the arrangements for discharging SMCCG's statutory duties as an employer.	N/A	N/A	The Board	N/A	Remuneration Committee	Chair of Committee
5.7	Approve human resources policies for employees and for other persons working on behalf of SMCCG	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee

6. QUALITY AND SAFETY							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
6.1	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
6.2	Approve SMCCG's arrangements for handling complaints.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
6.3	Approve SMCCG's arrangements for safeguarding children and vulnerable adults	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
6.4	Approve SMCCG's arrangements for engaging patients and their carers in decisions concerning their healthcare.	N/A	N/A	The Board	N/A	Communications and Engagement Committee	Chair of Committee
6.5	Approve arrangements for supporting the NHS Commissioning Board in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee

7. GOVERNANCE COMMITTEE OPERATIONAL AND RISK MANAGEMENT							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
7.1	Approve SMCCG's counter fraud and security management arrangements.	N/A	N/A	The Board	N/A	Audit Committee	Chair of Committee
7.2	Approval of SMCCG's risk management arrangements.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
7.3	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).	N/A	N/A	The Board	N/A	Finance Committee	Chair of Committee
7.4	Approve a comprehensive system of internal control, including budgetary control, that underpin the effective, efficient and economic operation of SMCCG.	N/A	N/A	The Board	N/A	Finance Committee	Chair of Committee
7.5	Approve the thresholds above which quotations or formal tenders must be obtained.	N/A	N/A	The Board	N/A	Finance Committee	Chair of Committee
7.6	Approve the arrangements for seeking professional advice regarding the supply of goods and services.	N/A	N/A	The Board	N/A	Finance Committee	Chair of Committee
7.7	Approve proposals for action on litigation against or on behalf of the Clinical Commissioning Group.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
7.8	Approve SMCCG's arrangements for business continuity and emergency planning.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
7.9	Approve SMCCG's banking arrangements.	N/A	N/A	The Board	N/A	Finance Committee	Chair of Committee

8. INFORMATION GOVERNANCE							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
8.1	Approve the arrangements for ensuring appropriate and safekeeping and confidentiality of records and for the storage, management and transfer of information and data.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee
8.2	Approve information sharing protocols with other organisations.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Senior Information Risk Owner
9. PARTNERSHIP, JOINT OR COLLABORATIVE WORKING							
9.1	Approve the arrangements governing joint or collaborative arrangements between SMCCG and another statutory body(ies) where those arrangements incorporate decision making responsibilities.	N/A	N/A	The Board	N/A	Chief Officer and Chief Finance Officer	Chief Officer and Chief Finance Officer
9.2	Approve the delegated decision making responsibilities of individual members or employees of SMCCG who represent SMCCG in joint or collaborative arrangements with another statutory body(ies).	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chair of Committee

10.	TENDERING						
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
10.1	Approve SMCCG's tendering arrangements for any commissioning or corporate support	N/A	N/A	The Board	N/A	Finance Committee	Chief Finance Officer
11.	COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES						
11.1	Approve the arrangements for discharging SMCCG's statutory duties associated with its commissioning functions.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
11.2	Approve arrangements (including where appropriate, an individual's authority to act) for co-ordinating the commissioning of services with other CCGs.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
11.3	Approve arrangements (including where appropriate, an individual's authority to act) for co-ordinating the commissioning of services with the local authority(ies)	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
11.4	Approval of contracts for clinical services as per the 'Scheme of Delegation'	N/A	N/A	The Board	N/A	Chief Finance Officer	Chief Finance Officer

12. COMMISSIONING AND CONTRACTING FOR NON-CLINICAL SERVICES							
Ref No	Reserved or Delegated Matter	Matter Reserved to the Membership	Matter Reserved to the Board	Delegated to		Responsible for Recommending a course of action	Operational Responsibility
				The Board or Committee	Individual Member or Officer		
12.1	Approve arrangements for co-ordinating the commissioning of non clinical services with other Groups.	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
12.2	Approve arrangements for co-ordinating the commissioning of non clinical services with local authority(ies).	N/A	N/A	The Board	N/A	Chief Officer	Chief Officer
13. COMMUNICATIONS							
13.1	Approve arrangements for handling Freedom of Information requests.	N/A	N/A	The Board	N/A	Corporate Governance Committee	Chief Officer

