

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. The clinical commissioning group remains accountable for all of its functions, including those that it has delegated.

SCHEME OF RESERVATION AND DELEGATION PART A

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Regulation and Control					
Determine the arrangements by which the members of the Group approve those decisions that are reserved for the membership	Y				
Consideration and approval of applications to NHS England on any matter concerning changes to the CCG's constitution	Y				
Approval of the CCG's overarching Scheme of Reservation and Delegation		Y			
Approval of the CCG's operational scheme of delegation that underpins the CCG's overarching Scheme of Reservation and Delegation (Detailed Financial Limits)					Audit Committee
Exercise or delegation of those functions of the Clinical Commissioning Group which have not been retained as reserved by the CCG, delegated to the Governing Body or other committee or subcommittee or specified member or employee			Y		
Recommend approval to the members to vary, amend or suspend the Standing Orders		Y			

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approval of variations and amendments to the standing orders	Y				
Review any decisions made to suspend standing orders					Audit Committee
Establish terms of reference and reporting arrangements of all committees and sub-committees that are established by the Governing Body		Y			
Approval of appointments to each of the committees which it has formally Constituted.		Y			
Authorise use of the seal			Y	Y	Governing Body Chair or other individuals as authorised by the Governing Body
Execute document on behalf of the group through a signature			Y	Y	Governing Body Chair or other individuals as authorised by the Governing Body
Discipline members of the Governing Body or employees who are in breach of statutory requirements or standing orders		Y			
Ensure there is an effective internal audit function				Y	
Review the work and findings of the external auditor					Audit Committee
Review the Clinical Commissioning Groups' constitution for compatibility with statute					Audit Committee
Review and approval of the internal audit strategy, operational plan and more detailed programme of work, ensuring that this is consistent with the audit needs of the organisation, as identified in the assurance framework					Audit Committee
Annual review of the CCG's standing orders, standing financial instructions and scheme of delegation					Audit Committee
Review of all risk and control related disclosure statements (in particular the governance statement), together with any appropriate independent					Audit Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
assurances, prior to endorsement by the clinical commissioning group.					
Duty to ensure that proper constitutional, governance and development arrangements are put in place to assure the members (through the governing body) of the organisation's ongoing capability and capacity to meet its duties and responsibilities. This will include arrangements for the ongoing developments of its members and staff			Y		
Approve procedures for declarations of Conflict of Interests and Gifts and Hospitality					Audit Committee
Approve arrangements for dealing with complaints					Clinical Executive Joint Committee
Discharge of the Public Sector Equality Duty					Herefordshire and Worcestershire Joint Commissioning Committee
Publication of evidence demonstrating compliance against the Public Sector Equality Duty on an annual basis			Y		
Promote education and training for persons who are employed, or who are considering becoming employed, in an activity which involves or is connected with the provision of services as part of the health service in England			Y		
Appointments of Practice Member Representatives and Members of 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 CCG; Appoint the Chair and Vice Chair of the Governing Body; and Appointing clinical leaders to represent the CCG's membership on the CCG's Governing Body, for example through election (if desired) 	Y				

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
(appointment of Clinical Chair is subject to approval by NHSE)					
Approve the appointment of non-elected Governing Body Members other than the Accountable Officer, the process for recruiting and removing non-elected members to the Governing Body (subject to any regulatory requirements) and succession planning (Appointment of Accountable Officer is reserved for NHS England)	Y				
Appoint and dismiss other committees that are directly accountable to the Governing Body		Y			
Confirm appointment of members of any committee of the CCG as representatives on outside bodies		Y			
Strategy and Planning					
Approve the vision, values and overall strategic direction of the group	Y				
Agree the strategic aims and objectives of the group		Y			
Approve the calling of emergency Governing Body meetings					Chair/Accountable Officer/Chief Operating Officer, by consulting one other GB Member
Approve any urgent decisions taken at emergency Governing Body meetings, in line with standing orders		Y			
Approve plans in respect of the application of available financial resources to support the agreed annual commissioning plan		Y			
Approve proposals for ensuring quality and developing clinical governance in services provided by the CCG or its constituent practices, having regard to any guidance issued by the Secretary of State		Y			
Receive and approve outline business cases for proposed developments and service changes, ensuring appropriate clinical input and challenge has been part of the development process;					Joint Clinical Executive Committee (<i>For Worcestershire CCGs only proposals</i>)

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
					Herefordshire and Worcestershire Joint Commissioning Committee (<i>For Herefordshire and Worcestershire CCGs Proposals</i>)
Sign off Clinical Policies and Strategies					Joint Clinical Executive Committee (<i>For policies and strategies specific to Worcestershire CCGs</i>) Herefordshire and Worcestershire Joint Commissioning Committee (<i>For policies and strategies which apply across Herefordshire and Worcestershire CCGs</i>)
Receive and approve HR policies and reports					Herefordshire and Worcestershire Joint Commissioning Committee
Ratify the Group's strategies as recommended by committees or the employee members of the Governing Body		Y			
Ratify proposals for acquisition, disposal or change of use of land or buildings		Y			
Approve individual compensation payments		Y			
Approve Group policies as defined for Governing Body Approval (unless delegated to individual committees)		Y			
Act with a view to promoting integration of both health services with other health services and health services with health-related and social care services where the group considers that this would improve the quality of services or reduce inequalities			Y		Director of Strategy Herefordshire and Worcestershire Joint Commissioning Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
For joint commissioning arrangements with Worcestershire County Council, provide an at least quarterly written report to the Clinical Executive Committee on achievement against set performance targets and indicators			Y		
Receive quarterly reports from the Area Prescribing Committee on the use of drugs in Worcestershire and where necessary make decisions in relation to drug use and the utilisation of resources;					Clinical Executive Joint Committee
Approve recommendations made by Alliance Board level groups(pending introduction of integrated governance mechanisms which will ultimately support devolved decisions making at individual Alliance Board level)					Clinical Executive Joint Committee
Decisions relating to the transition to future STP/ICS commissioning arrangements					Herefordshire and Worcestershire Joint Commissioning Committee via consensus of all CCGs; Each CCG retains a right to veto & escalate to their Governing Body.
Decisions relating to the implementation of STP programmes and approval of commissioning strategies for joint transformation programmes					Herefordshire and Worcestershire Joint Commissioning Committee
Decisions relating to the clinical sustainability of acute medical services (Excluding locally developed integrated care pathways)					Herefordshire and Worcestershire Joint Commissioning Committee
Decisions relating to mental health services (With the exception of those conducted jointly with local authorities)					Herefordshire and Worcestershire Joint Commissioning Committee
Decisions relating to community-based services shared between groups of CCG commissioners					Herefordshire and Worcestershire Joint Commissioning Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Decisions relating to specialist care not commissioned by NHSE					Herefordshire and Worcestershire Joint Commissioning Committee
Approval of fully ratified business case for disinvestment/decommissioning of services (where full public consultation hasn't been triggered)					Clinical Executive Joint Committee (<i>For commissioned services specific to Worcestershire CCGs</i>) Herefordshire and Worcestershire Joint Commissioning Committee (<i>For commissioned services across Herefordshire and Worcestershire CCGs</i>)
Ratification of recommendations for disinvestment/decommissioning of services where full public consultation has been triggered		Y			
Annual Reports and Accounts					
Review and endorse the CCG's annual report for approval by the Governing Body					Audit Committee
Approval of the CCG's Annual Report and annual accounts		Y			
Approval of the arrangements for discharging the CCG's statutory financial duties		Y			
Ratify the appointment (and where necessary) dismissal of External Auditors including arrangements for the separate audit of funds held on trust)		Y			
Receive the annual management letter from the External Auditor taking account of the advice, where appropriate, of the Audit Committee		Y			
Receipt of such reports as the Governing Body sees fit from the committees in respect of its exercise of powers delegated		Y			
Financial Planning and Management					

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approval of the CCG's Prime Financial Policies					Audit Committee
Approval of detailed Financial Policies					Audit Committee
Review and approve schedules of non NHS losses and compensations					Audit Committee
Prepare detailed financial policies that underpin the clinical commissioning group's prime financial policies and schedule annual reviews				Y	
Approve arrangements for managing exceptional funding requests		Y			
Approve budgets		Y			
Approval of variations to the approved budget where variation would have a significant impact on the approved levels of income and expenditure or the CCG's ability to achieve its agreed strategic aims		Y			
Approval of banking arrangements					Audit Committee
Agreement of the approach to identifying the further QIPP schemes necessary to resolve any financial gaps on a recurrent basis					Financial Recovery Board
Approve the necessary reports and information to be taken to the Governing body to provide assurance on the sufficiency of financial recovery actions, progress on delivery, risk and mitigations together with recommendations for additional actions required.					Financial Recovery Board
Advise the Governing Body on the effective, efficient and economic use of its allocation, to remain within that allocation and deliver required financial targets and duties;				Y	
Ensure its expenditure does not exceed the aggregate of its allotments for the financial year				Y	
Ensure its use of resources (both its capital resource use and revenue resource use) does not exceed the				Y	

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
amount specified by the NHS Commissioning Board for the financial year					
Take account of any directions issued by the NHS Commissioning Board, in respect of specified types of resource use in a financial year, to ensure the group does not exceed an amount specified by the NHS Commissioning Board				Y	
Publish an explanation of how the group spent any payment in respect of quality made to it by the NHS Commissioning Board				Y	
Agree how STP wide financial control total is delivered, including the setting of the joint financial strategy					Herefordshire and Worcestershire Joint Commissioning Committee

Human Resources

Make decisions on the terms and conditions, remuneration, and travelling or other allowances for Governing Body and Executive members, including pensions and gratuities					Remuneration Committee
Ratify decisions on the terms and conditions, remuneration, and travelling or other allowances for Governing Body and Executive members, including pensions and gratuities		Y			
Approve the terms and conditions, remuneration, and travelling or other allowances for Governing Body and Executive members, including pensions and gratuities					Remuneration Committee
Approve terms and conditions of employment for all employees of the CCG including pensions, remuneration, fees, and travelling or other allowances payable to employees and to other persons providing services to the CCG					Remuneration Committee
Determine and approve the terms and conditions of employment for all employees of the CCG					Remuneration Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approve disciplinary arrangements for employees, including the Accountable Officer, (where they are an employee and/or member of the Clinical Commissioning Group, and for other persons working on behalf of the Group)					Remuneration Committee
Review disciplinary arrangements where the Accountable Officer is an employee or member of another clinical commissioning group					Remuneration Committee
Consider the severance payments of the Accountable Officer and other senior staff, and recommend seeking HM Treasury approval as appropriate in accordance with the guidance "Managing Public Money" (HM Treasury.gov.uk)					Remuneration Committee
Agree any significant changes to the number of sessions of Governing Body Members.					Remuneration Committee
Approval of the arrangements for the discharging the CCG's statutory duties as an employer					Remuneration Committee
Authority to approve recruitment to any post within the CCG structure or to approve any changes impacting on structure and running costs unless reserved for Remuneration Committee			Y	Y	
Approve human resources policies for employees and for other persons working on behalf of the CCGs					Herefordshire and Worcestershire Joint Commissioning Committee
Approve annually the CCG organisational development strategy (once endorsed by Herefordshire and Worcestershire Joint Commissioning Committee)		Y			

Quality & Patient Safety

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes					Quality, Performance and Resources Joint Committee
Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services		Y			
Monitoring and reviewing of the quality and safety of all services (primary, secondary and tertiary care, including the independent sector) commissioned by the CCG for its total population					Quality, Performance and Resources Joint Committee Primary Care Commissioning Committee for individual GP practices and primary medical services
Receive and scrutinise independent investigations reports relating to patient safety issues and agree publication plan					Quality, Performance and Resources Joint Committee
Duty to exercise its functions with a view to securing continuous improvement in the quality of services provided to individuals for, or in connection with, the prevention, diagnosis or treatment of illness			Y		
Act with a view to secure continuous improvement to the quality of services for patients and in outcomes, with particular regard to clinical effectiveness, safety and patient experience					Chief Nursing Officer/Director of Quality
Approval of Quality Impact Assessments for new proposals					Chief Nursing Officer
Ensure the CCG has appropriate arrangements in place to meet its safeguarding responsibilities					Chief Nursing Officer/Director of Quality
Approval of any CHC packages exceeding £2,000 per week or £200,000 per year					Quality, Performance and Resources Joint Committee
Assist and support NHS England in relation to improving the quality of primary medical services					Primary Care Commissioning Committee
Operational and Risk Management					

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
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)		Y			
Approve the CCG's policies and procedures for the management of risk					Audit Committee
Approval of the establishment and maintenance of an effective system of integrated governance, risk management and internal control across the whole of the group's activities (both clinical and non-clinical) that supports the achievement of the group's objectives					Audit Committee
Approve proposals for action on litigation against or on behalf of the Clinical Commissioning Group		Y			
Approve the CCG's arrangements for business continuity and emergency planning					Clinical Executive Joint Committee
Approval of Annual Assurance Report for Business Continuity and Emergency Planning		Y			
Approve the group's counter fraud and security management arrangements					Audit Committee
Identify the key strategic risks, evaluate them and ensure adequate processes are in place and are monitored					Individual committees as appropriate: Herefordshire and Worcestershire Joint Commissioning Committee Primary Care Commissioning Committees in Common Clinical Executive Joint Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
					Quality, Performance and Resources Joint Committee
Information Governance					
Approval of the arrangements for ensuring appropriate safekeeping and confidentiality of records and for the storage, management and transfer of information and data					Audit Committee
Tendering and Contracting					
Approval of the Group's contracts for any commissioning support					Herefordshire and Worcestershire Joint Commissioning Committee
Approval of the Group's contracts for corporate support (for example finance provision)					Clinical Executive Joint Committee <i>(for contracts specific to Worcestershire CCGs)</i> Herefordshire and Worcestershire Joint Commissioning Committee <i>(for contracts supporting both Herefordshire and Worcestershire CCGs)</i>
Review of written quotations and competitive tenders			Y	Y	Chief Operating Officer or any nominated deputies
Approval of contract and procurement awards (subject to value - see detailed scheme of delegation)		Y	Y		Clinical Executive Joint Committee <i>(For Worcestershire specific procurement awards)</i>

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
					Herefordshire and Worcestershire Joint Commissioning Committee (<i>For Herefordshire and Worcestershire Procurement awards</i>)
Approval of procurements relating to primary care					Primary Care Commissioning Committee
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 must be disclosed in this Scheme of Reservation and Delegation		Y			
Approve decisions delegated to joint committees established under section 75 of the 2006 Act		Y			
Commissioning and Contracting of 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 and public engagement and consultation		Y			
Approve arrangements for co-ordinating the commissioning of services with other CCGs and/or with the local authority (ies), where appropriate		Y			
Approve arrangements for contracting where there is or may be a conflict of interest with CCG members as potential providers					Audit Committee
Approve arrangements in relation to the commissioning of primary medical services under section 83 of the NHS Act					Primary Care Commissioning Committee

Decision/Duties	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Chief Finance Officer	Other (Stated)
Undertake reviews of primary medical care services in the CCG area					Primary Care Commissioning Committee
Manage the budget for commissioning of primary medical care services in the CCG area					Primary Care Commissioning Committee
Communications					
Approving arrangements for handling Freedom of Information Requests					Audit Committee
Approval of the CCG Communications and Engagement Strategy					Herefordshire and Worcestershire Joint Commissioning Committee

NHS SOUTH WORCESTERSHIRE CLINICAL COMMISSIONING GROUP (CCG)

DETAILED SCHEME OF DELEGATION – PART B

Delegated matters in respect of decisions that may have a far-reaching effect must be reported to the Chief Officer or Chief Finance Officer. The delegation shown below is the lowest level to which authority can be delegated. Delegation to lower levels is only permitted with written approval of the Chief Officer who will, before authorising such delegation, consult with other senior officers as appropriate.

AREA OF RESPONSIBILITY		AUTHORITY DELEGATED TO
1.	<p>Management of Budgets Responsibility of keeping expenditure within budgets.</p> <p>a) At individual budget level (Pay and Non Pay)</p> <p>b) For the totality of services covered by the CCG.</p> <p>c) Approving expenditure up to a maximum of £50k.</p>	<p>Budget Holder</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p>
2.	<p>Maintenance/Operation of Bank Accounts</p>	<p>Chief Finance Officer</p>
3.	<p>Non Pay Revenue and Capital Expenditure/Requisitioning/Ordering/Payment for Goods and Services outside the NHS Limits quoted are per annum when ordering services to be provided over a period of time. Fragmentation of orders in order to remain within delegated limits is not acceptable.</p> <p>a) Approval of expenditure/requisitioning/ordering</p> <p>Up to and including £1,000</p> <p>Above £1,000 and up to £25,000</p>	<p>Heads of Service (Agenda for Change 8b or above) or delegated deputies</p> <p>Executives or delegated deputies (only staff AfC 8b and above)</p>

	<p>Above £25,000</p> <p>For pre-agreed expenditure above £25k</p> <p>b) In relation to Continuing Healthcare Packages:</p> <p>i) Up to £1,000 per week for normal packages</p> <p>ii) Up to £1,500 per week for end of life packages</p> <p>iii) Up to £2,000 per week for all packages and up to £200,000 for annual packages</p> <p>Anything over these values to be formally reviewed and agreed through the CCG Quality, Resources and Performance Committee</p>	<p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or delegated deputies</p> <p>Chief Finance Officer or Deputy Chief Finance Officer</p> <p>CHC Team Leaders or Associate Director of Quality or Chief Nurse and Director of Quality or delegated deputies</p> <p>CHC Team Leaders or Associate Director of Quality or Chief Nurse and Director of Quality or delegated deputies</p> <p>Associate Director of Quality or Chief Nurse and Director of Quality or delegated deputies</p> <p>Quality, Performance and Resources Committee</p>
	<p>a) Purchase Orders exceeding 12 month period.</p> <p>b) Contracts and other approvals of expenditure with other NHS organisations and contractors such as General Practitioners:</p> <p>Up to £500,000 (per annum)</p> <p>£501,000 - £1 million</p>	<p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p> <p>Accountable Officer and reported to the Governing Body</p>
<p>4.</p>	<p>Capital Schemes</p> <p>a) Selection of architects, quantity surveyors, consultant engineer and other professional advisors within EU regulations.</p> <p>b) Financial monitoring and reporting on all capital scheme expenditure</p> <p>c) Granting and termination of leases</p>	<p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p> <p>Chief Finance Officer</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p>

<p>5.</p>	<p>Procurement and contract awards for healthcare services (excluding Primary Care)</p> <p>a) Up to an overall contractual value of £1m</p> <p>b) Overall contractual value between £1.01m to £6m (Worcestershire only)</p> <p>c) Overall contractual value exceeding £6m (Worcestershire only)</p> <p>d) Overall contractual value between £1.01m and £10m (Herefordshire and Worcestershire joint procurements and contracts)</p> <p>e) Overall contractual value exceeding £10m (Herefordshire and Worcestershire joint procurements and contracts)</p> <p>All procurement and contract awards for Primary Care services</p>	<p>Accountable Officer</p> <p>Joint Clinical Executive Committee</p> <p>Governing Body</p> <p>Herefordshire & Worcestershire Joint Commissioning Committee</p> <p>Governing Body</p> <p>Primary Care Commissioning Committee</p>
<p>6.</p>	<p>Quotation, Tendering and Contract Procedures</p> <p>a) Inviting a minimum of two written quotations for goods/services from £25,001 to £100,000</p> <p>b) Inviting a minimum of three written quotations for goods/services from £100,001 to £181,000.</p> <p>c) Inviting a minimum of three written competitive tenders for goods/services £181,001 and above.</p> <p>d) Waiving of quotations and tenders.</p> <p>e) Opening quotations for goods/services above £181,001.</p> <p>f) Opening all tenders.</p>	<p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or nominated deputies</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or nominated deputies</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or nominated deputies</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer to be reported to the Audit Committee.</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or nominated deputies</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or nominated deputies</p>

7.	<p>Setting of Fees and Charges</p> <p>a) Price of all NHS contracts, be they block, cost per case, cost and volume, spare capacity.</p> <p>b) Professional fees for architects, engineers, surveyors and related professions.</p> <p>c) All other fees and charges. Private patients, overseas visitors, income generation and all other patient related services.</p>	<p>Chief Finance Officer or nominated Deputy.</p> <p>Chief Operating Officer</p> <p>Chief Finance Officer or nominated Deputy.</p>
8.	<p>Management of Staff not on the Establishment</p> <p>a) Non-medical staff and medical staff: Where aggregate commitment in any one year (or total commitment) is more than 000.</p> <p>b) Engagement of CCG's solicitors.</p> <p>c) Booking of bank or agency staff subject to aggregate commitment above:</p> <ul style="list-style-type: none"> • Medical Locums • Nursing • Admin and Clerical • Consultancy Staff 	<p>Accountable Officer or Chief Operating Officer or Chief Finance Officer</p> <p>Accountable Officer or Chief Operating Officer or Chief Finance Officer or Director of Partnership and Change or Head of Governance and Corporate Affairs</p> <p>Accountable Officer and Chief Finance Officer</p>
9.	<p>Agreements/Licences</p> <p>a) Extensions to existing leases.</p> <p>b) Letting of premises to outside organisations.</p> <p>c) Approval of rent based on professional assessment.</p>	<p>Accountable Officer or Chief Operating Officer</p> <p>Accountable Officer or Chief Operating Officer</p> <p>Accountable Officer or Chief Operating Officer</p>

<p>10.</p>	<p>Condemning and Disposal</p> <p>a) Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively:</p> <p> i) With current estimated purchase price <£250.</p> <p> ii) With current purchase new price > £250.</p> <p> iii) Disposal of mechanical and engineering plant (subject to estimated income of less than £1,000 per sale).</p> <p> iv) Disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale).</p>	<p>Member of Executive Management Team</p> <p>Member of Executive Management Team and Chief Finance Officer</p> <p>Chief Finance Officer</p> <p>Chief Finance Officer</p>
<p>11.</p>	<p>Losses, Write-off and Compensation</p> <p>a) Losses and cash due to theft, fraud, overpayment and others – up to £5,000 per incident or connected group of incidents.</p> <p>b) Fruitless payments (including abandoned Capital Schemes) – up to £25,000 each.</p> <p>c) Bad debts and claims abandoned, private patients, overseas visitors and other – up to £5,000 each.</p> <p>d) Damage to buildings, fittings, furniture and equipment and loss of equipment and property in stores and in use due to culpable causes (e.g. fraud, theft, arson) or other – up to £5,000 per claim.</p> <p>e) Compensation payments made under legal obligation.</p> <p>f) Extra contractual payments to contractors – up to £5,000 each.</p>	<p>Chief Finance Officer and reported to Audit Committee.</p> <p>Chief Finance Officer and reported to Audit Committee.</p> <p>Chief Finance Officer and reported to Audit Committee.</p> <p>Chief Finance Officer and reported to Audit Committee.</p> <p>Accountable Officer, Chief Operating Officer or Chief Finance Officer and reported to Audit Committee.</p>

		Accountable Officer, Chief Operating Officer or Chief Finance Officer and reported to Audit Committee.
12.	Reporting of Incidents to the Police a) Where a criminal offence is suspected b) Where a fraud is involved	Member of Executive Management Team Advice to be sought from a member of Executive Management Team, Chief Finance Officer and Counter Fraud Specialist
13.	Petty Cash Disbursements (not applicable to central Cashier's Office) a) Expenditure up to £50 per item.	Petty Cash Holder on receipt of authorisation from member of Executive Management Team.
14.	Receiving Hospitality a) Acceptance of meals and refreshments above the value of £75 b) Acceptance of Travel and accommodation which extends beyond direct costs incurred c) Acceptance of commercial sponsorship	Member of the Executive Management Team. Member of the Executive Management Team Head of Governance and Corporate Affairs and CCG Conflict of Interests Guardian
15.	Implementation of Internal and External Audit Recommendations	CCG Lead
16.	Personnel and Pay a) Authority to fill funded post on the establishment with permanent staff in accordance with Human Resources recruitment/selection procedure. b) Authority to appoint staff to post not on the formal establishment. c) Additional increments: The granting of additional increments to staff within budget d) Upgrading and re-grading: All requests for upgrading/re-grading shall be dealt with in accordance with Human Resources procedures.	Accountable Officer and Chief Finance Officer Accountable Officer and Chief Finance Officer Accountable Officer and Chief Finance Officer upon the advice of Human Resources Accountable Officer and Chief Finance Officer

<p>e) Establishments</p> <p> i) Additional staff to the agreed establishment with specifically allocated finance</p> <p> ii) Additional staff to the agreed establishment without specifically allocated finance</p> <p>f) Pay</p> <p> i) Authority to authorise change forms effecting pay, new starters, variations and leavers.</p> <p> ii) Completion and authorisation of transactional HR documentation such as new starter forms, change forms and termination forms</p> <p> iii) Authority to authorise overtime</p> <p> iv) Authority to authorise travel and subsistence expenses</p> <p> v) Approval of Agenda for Change incremental progression</p> <p>g) Leave</p> <p> i) Approval of annual leave</p> <p> ii) Annual leave – approval of carry forward (up to maximum of five days)</p> <p> iii) Annual leave – Approval of carry forward (over 5 days)</p> <p> iv) Compassionate leave</p> <p> v) Special leave arrangements.</p> <p> vi) Leave without pay.</p> <p> vii) Time off in lieu.</p> <p> viii) Maternity Leave – paid and unpaid.</p> <p>h) Sick Leave</p>	<p>Accountable Officer and Chief Finance Officer</p> <p>Accountable Officer and Chief Finance Officer</p> <p>Accountable Officer and Chief Finance Officer</p> <p>Accountable Officer and Chief Finance Officer</p> <p>Member of the Executive Management Team</p> <p>Line Manager</p> <p>Line Manager</p> <p>In line with Annual Leave Policy</p> <p>Line Manager</p> <p>Member of the Executive Management Team</p> <p>In line with Other Leave Policy</p> <p>In line with Other Leave Policy</p> <p>In line with Other Leave Policy</p> <p>In line with Other Leave Policy</p> <p>In Line with Maternity, Adoption, Paternity and Parental Leave Policy</p>
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	<p>i) Study Leave</p> <p>j) Removal Expenses, Excess Rent and House Purchases</p> <p>Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview).</p> <p>i) Up to £7,500.</p> <p>ii) Over £7,500 to £15,000.</p> <p>iii) Over £15,000 and above.</p> <p>k) Grievance Procedure</p> <p>All grievance cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of a Human Resources Officer must be sought as appropriate.</p> <p>l) Authorised Car and Mobile Phone Users</p> <p>i) Requests for new posts to be authorised as car users.</p> <p>ii) Requests for new posts to be authorised as mobile telephone users.</p> <p>m) Renewal of Fixed Term Contract.</p>	<p>In line with Management of Sickness Absence Policy</p> <p>In line with Training and Development Policy</p> <p>Accountable Officer or Chief Finance Officer</p> <p>Accountable Officer or Chief Finance Officer</p> <p>Remuneration Committee</p> <p>In line with Grievance Policy</p> <p>Member of Executive Management Team</p> <p>Member of Executive Management Team</p> <p>Member of Executive Management Team</p> <p>Accountable Officer or Chief Finance Officer</p>
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	<p>n) Authorisation of extensions of contract beyond normal retirement age in exceptional circumstances.</p> <p>o) Redundancy.</p> <p>p) Decision to pursue retirement on the grounds of ill-health.</p> <p>q) Dismissal</p>	<p>Accountable Officer or Chief Finance Officer</p> <p>Accountable Officer and Remuneration Committee</p> <p>Accountable Officer or Chief Finance Officer</p> <p>In line with Disciplinary Policy</p>
17.	<p>Authorisation of New Drugs</p> <p>Procedure for the Adoption of New Medicinal Products applies.</p>	<p>Area Prescribing Committee and Joint Clinical Executive Committee</p> <p>Head of Medicines Commissioning (in discussion with APC) for cost neutral products</p> <p>Clinical Executive Joint Committee for decisions involving additional financial spend</p>
18.	<p>Authorisation of Sponsorship Deals</p>	<p>Clinical Executive Joint Committee (<i>For Worcestershire specific sponsorship deals</i>)</p> <p>Herefordshire and Worcestershire Joint Commissioning Committee (<i>For Herefordshire and Worcestershire sponsorship deals</i>)</p>
19.	<p>Authorisation of Research Projects</p>	<p>Clinical Executive Joint Committee (<i>For Worcestershire specific research projects</i>)</p> <p>Herefordshire and Worcestershire Joint Commissioning Committee (<i>For Herefordshire and Worcestershire research projects</i>)</p>
20.	<p>Authorisation of Clinical Trials</p>	<p>Clinical Executive Joint Committee (<i>For Worcestershire specific clinical trials</i>)</p> <p>Herefordshire and Worcestershire Joint Commissioning Committee (<i>For Herefordshire and Worcestershire trials</i>)</p>

21.	Approval of Insurance Policies and sign off of Local Security Management Strategy	Accountable Officer or Chief Operating Officer or Chief Finance Officer
22.	Patients' and Relatives' Complaints a) Overall responsibility for ensuring that all complaints are dealt with effectively. b) Responsibility for ensuring complaints relating to a directorate is investigated thoroughly. c) Co-ordination of the management of medico-legal complaints	Chief Operating Officer Head/ Director of Service or Complaints Manager Accountable Officer
23.	Relationships with Press a) Non-Emergency General Enquiries <ul style="list-style-type: none"> • Within hours • Outside hours b) Emergency <ul style="list-style-type: none"> • Within hours • Outside hours 	In accordance with the CCG's policy on media relations
24.	Infectious Diseases and Notifiable Outbreaks	Chief Nursing Officer and Director of Quality
25.	Facilities for staff not employed by the CCG to gain practical experience Work experience students.	Upon the advice of Human Resources.
26.	Review of fire precautions	Accountable Officer or Chief Operating Officer or Head of Governance and Corporate Affairs
27.	Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations.	Chief Operating Officer
28.	Review of Medicines Inspectorate Regulations.	Head of Medicines Management.
29.	Review of compliance with environmental regulations, for example those relating to clean air and waste disposal.	Chief Operating Officer
30.	Review of CCG's compliance with the Data Protection Act.	Chief Operating Officer
31.	Monitor proposals for contractual arrangements between the CCG and outside non-NHS bodies.	Chief Finance Officer or Head of Governance and Corporate Affairs

32.	Review the CCG's compliance with the Access to Records Act.	Head of Governance and Corporate Affairs
33.	Review of the CCG's compliance code of practice for handling confidential information in the contracting environment and the compliance with "safe haven" per EL 92/60.	Head of Governance and Corporate Affairs
34.	The keeping of a Declaration of Interests Register.	Head of Governance and Corporate Affairs
35.	Attestation of sealings in accordance with Standing Orders.	Head of Governance and Corporate Affairs
36.	The keeping of a register of sealings.	Head of Governance and Corporate Affairs
37.	The keeping of the Gifts and Hospitality Register.	Head of Governance and Corporate Affairs
38.	Retention of Records (in accordance with HSC)	Head of Governance and Corporate Affairs
39.	Clinical Audit of commissioned services.	Chief Nursing Officer and Director of Quality