

**NHS WOLVERHAMPTON
CLINICAL COMMISSIONING GROUP**

CONSTITUTION APPENDIX F

SCHEME OF RESERVATION AND DELEGATION


1. SCHEDULE OF MATTERS RESERVED TO THE CLINICAL COMMISSIONING GROUP AND SCHEME OF DELEGATION

- 1.1. The decision-making 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.
- 1.3. The table below indicates which decisions have been reserved to the group membership and these decisions can only be taken at a quorate meeting of the group itself, as described in the constitution and Standing Orders, or under 3.8.1 of Standing Orders in emergency or unforeseen circumstances.
- 1.4. Other decisions have been delegated to the governing body and these must be taken at a quorate meeting of that body, as described in the constitution and Standing Orders, or under 3.8.2 of Standing Orders in emergency or unforeseen circumstances.
- 1.5. Decisions delegated to the Accountable Officer or the Chief Finance Officer must be taken by the relevant individual or someone with express, written authority to do so on their behalf.
- 1.6. Decisions delegated to committees or sub-committees must be taken at a quorate meeting of that body, as described in the constitution, Standing Orders and the relevant terms of reference

Decision	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Other Officer	Committee
Approval of applications to the NHS Commissioning Board-NHS England on any matter concerning changes to the group's constitution	✓				
Approval of the group's detailed scheme of delegation, setting out the key operational decisions delegated to individual employees of the group (and not deemed to be part of the constitution)		✓			
Approval of the delegation of powers to the group's joint committee with Wolverhampton City Council	✓				
Approval of the delegation of powers to representatives of the group under any joint or collaborative arrangements with other clinical commissioning groups		✓			
Approval of proposed changes to the Prime Financial Policies		✓			
Approval of the group's detailed financial policies (not deemed to be part of the constitution) and overall banking arrangements					Finance and Performance
Determination of detailed arrangements, consistent with its prime and detailed financial policies, under which the group will meet its general financial duties				Chief Finance	
Approval of the group's operating structure		✓			
Approval of the group's commissioning strategy, plans and policies, together with any arrangements for consultation thereon, and its procurement strategy		✓			

Decision	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Other Officer	Committee
Approval of the group's budgets and any variations thereto which are significant enough to impact on the group's ability to meet its statutory duties and/or agreed strategic aims		✓			
Approval to award any contract of a higher value than that specified in Prime Financial Policy 13.3		✓			
Approval of budget variations not significant enough to impact on the group's ability to meet its statutory duties and/or agreed strategic aims					Finance and Performance
Approval of the group's annual report and annual accounts		✓			
Approval of terms and conditions, remuneration, fees and allowances for governing body members, including any pensions					Remuneration
Approval of arrangements by the group to form or participate in forming a company and invest in and/or provide loans and guarantees and make other financial provision to the company In addition, the governing body will consider recommendations to vary the Prime Financial Policies made to it by the AGC		✓			
Approval of terms and conditions, remuneration, fees, allowances and pensions payable to all employees and others providing services					Remuneration
Approval of grants and loans to voluntary organisations		✓			

Decision	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Other Officer	Committee
Approval of human resources policies for employees and others working on behalf of the group, through which the group will discharge its statutory duties as an employer					Remuneration
Determination of arrangements for ensuring that the group meets the public sector equality duty and reduces inequalities in both access and outcomes			✓		
Determination of arrangements for securing public involvement, , promoting both awareness and use of the NHS Constitution, obtaining appropriate advice and promoting integration of services			✓		
Determination of arrangements for securing continuous improvement to the quality of commissioned services				Executive Nurse	
Determination of arrangements for supporting NHS England as regards improving the quality of primary medical services including quality and safety			✓		
Determination of arrangements for promoting the involvement of patients, their carers and representatives in decisions about their healthcare				Executive Nurse	
Determination of arrangements for enabling patients to make choices				Executive Nurse	
Determination of arrangements for promoting innovation, research, education and training				Executive Nurse	
Approval of policies for risk management including assurance, information governance, business continuity, emergency planning, security and complaints handling					Quality and Safety
Approval of action plans to address risks to the		✓			

Decision	Reserved to the Membership	Reserved or delegated to Governing Body	Accountable Officer	Other Officer	Committee
achievement of strategic objectives or acceptance of the risk as currently assessed					
Determination of arrangements for internal audit and counter fraud services				Chief Finance	
Approval of internal audit and counter fraud plans and other arrangement for/sources of assurance through an integrated governance framework					Audit and Governance
Determination of arrangements for external audit services					
Approval of business cases relating to new investments, new service developments or service increases within the overall operating plan or budgetary financial limit					Commissioning