

**NHS WOLVERHAMPTON  
CLINICAL COMMISSIONING GROUP**

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**CONSTITUTION APPENDIX E**

**STANDING ORDERS**

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# **1. STATUTORY FRAMEWORK AND STATUS**

## **1.1. Introduction**

1.1.1. These Standing Orders have been drawn up to regulate the proceedings of the NHS Wolverhampton Clinical Commissioning Group so that it can fulfil its obligations, as set out largely in the 2006 Act, as amended by the 2012 Act and related regulations. They are effective from the date the group is established and are deemed to be part of its constitution, as noted at paragraph 10.2 thereof.

1.1.2. The Standing Orders, together with the group's Scheme of Reservation and Delegation and the group's Prime Financial Policies, provide a procedural framework within which the group discharges its business. They set out:

- a) the arrangements for conducting the business of the group;
- b) the appointment of member practice representatives;
- c) the procedure to be followed at meetings of the group, the governing body and any committees or sub-committees of the group or the governing body;
- d) the process to delegate powers,
- e) the protocol for declaration of interests and standards of conduct.

These arrangements must comply, and be consistent where applicable, with requirements set out in the 2006 Act (as amended by the 2012 Act) and related regulations and take account as appropriate of any relevant guidance.

1.1.3. Group members, employees, members of the governing body, members of the governing body's committees and sub-committees, members of the group's committees and sub-committees and persons working on behalf of the group should be aware that these three documents are part of the group's constitution and, where necessary, be familiar with their detailed provisions. Failure to comply with them may be regarded as a disciplinary matter that could result in dismissal.

## **1.2. Schedule of matters reserved to the clinical commissioning group and the Scheme of Reservation and Delegation**

1.2.1. The 2006 Act (as amended by the 2012 Act) provides the group with powers to delegate the group's functions and those of the governing body to certain bodies (such as committees) and certain persons. The group has decided that certain decisions may only be exercised by the group in formal session. These decisions and also those delegated are contained in the group's Scheme of Reservation and Delegation.

## 2. THE CLINICAL COMMISSIONING GROUP: COMPOSITION OF MEMBERSHIP, KEY ROLES AND APPOINTMENT PROCESSES

### 2.1. Composition of membership

- 2.1.1. Part 3 and Appendix B of the group's constitution provide details of the membership of the group.
- 2.1.2. Part 6 of the group's constitution provides details of the governing structure used in the group's decision-making processes, whilst Part 7 of the constitution outlines certain key roles and responsibilities within the group and its governing body, including the role of practice representatives at paragraph 7.1.

### 2.2. Key Roles and Appointment Processes

- 2.2.1. Paragraph 6.9.2 of the group's constitution sets out the composition of the group's governing body whilst Part 7 of the group's constitution identifies certain key roles and responsibilities within the group and its governing body. These Standing Orders set out how the group appoints individuals to these key positions using best practice and with reference to the national guidance on roles, attributes and skills.
- 2.2.2. The chair of the governing body, see 6.9.2(a) and 7.4 of the constitution, is subject to the following:
- a) **Nominations** – any eligible individual may put themselves forward for election and this must be done in the format, to the named individual(s) and by the date/time specified in the rules for that election.
  - b) **Eligibility** – any GP working in any member practice(s) on the date specified by the rules for the election who can demonstrate that they fulfil the criteria set out in the Chair's role description, unless disqualified by virtue of regulations or (e) below, subject to paragraph 8.3.6 of the constitution.
  - c) **Appointment process** – election by secret ballot, overseen by the Local Medical Committee, of all eligible GPs, as defined at (b) above;
  - d) **Term of office** – three years
  - e) **Eligibility for reappointment** – no individual will serve more than two consecutive terms of office;
  - f) **Grounds for removal from office** – no longer being a member of the governing body or a failure to perform to the required standard;
  - g) **Notice period** – three months to be served in writing to the Accountable Officer.
  - h) **By-elections** – if the position of Chair becomes vacant, the Governing Body will, as soon as practical, hold a by-election to fill the vacancy. In the interim

period, the deputy chair of the Governing Body will usual act as chair. If the Deputy Chair is unable to act as Chair, the Governing Body will appoint one of their number who is not an employee of the group to act as interim chair.

2.2.3. The deputy chair of the governing body, see 7.5 of the constitution, will be the lay member selected for their knowledge of Wolverhampton (constitution 6.9.2 (c) (ii)). The governing body's chair is to be an elected member and if, in addition the chair is a health professional, and Regulations (SI 2012/1631) require that the deputy chair's position to be held by a lay member.

2.2.4. The six other GP members of the governing body, (see 6.9.2(b) of the constitution), will be subject to the following criteria and process :

- a) **Nominations** – any eligible GP can put themselves forward for election to the governing body and this must be done in the format, to the named individual(s) and by the date/time specified in the rules for that election;
- b) **Eligibility** – any GP working in any member practice(s) on the date specified by the rules for the election, unless disqualified by virtue of regulations or (e) below, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – the six places will be proportionately allocated to groupings of practices operating in the city using their patient list size. The current (May 2017) allocation to groupings is as follows:-

• <b>Unity (Medical Chambers)</b>	3
• <b>Primary Care Home 1</b>	1
• <b>Primary Care Home 2</b>	1
• <b>Vertical Integration</b>	1

The places will be filled by elections by secret ballot, overseen by the Local Medical Committee of all eligible GPs, as defined at (b) above, from each of the groupings;

- d) **Term of office** – three years subject to 2.2.4 (g) (notice period) below ;
- e) **Eligibility for reappointment** – no individual will serve more than two consecutive terms of office;
- f) **Grounds for removal from office** – no longer being eligible as defined at (b) above, failure to perform to the required standard or any proven misconduct that would in the case of an employee of the group, result in their dismissal;
- g) **Notice period** – three months to be served in writing to the Chair;
- h) **By-elections** – if any of the six places fall vacant, the Governing Body will determine if there will be a by-election to fill the vacancy for the remainder of that term. The winner of any election will only be deemed to have served

one term of office for the purposes of (e) above if their time in office is over eighteen months.

- 2.2.5. The practice representatives, see 7.1 of the constitution, are subject to the following:
- a) **Nominations** – any eligible GP or other primary care health professional can put themselves forward for selection as the practice representative;
  - b) **Eligibility** – any GP or other primary care health professional working in the member practice;
  - c) **Appointment process** – selection by the practice using a voting procedure including all of its eligible GPs and primary care health professionals and which has been documented and lodged with the group’s Accountable Officer, who will then be notified in writing as to who each representative is;
  - d) **Term of office** – three years subject to f) (removal from office) and g) (notice period);
  - e) **Eligibility for reappointment** – no individual will serve more than three consecutive terms of office;
  - f) **Grounds for removal from office** – no longer being eligible as defined at (b) above or failure to perform to the required standard;
  - g) **Notice period** – one month to be served in writing to the Accountable Officer.
- 2.2.6. The lay members, see 6.9.2 (c) and (d) of the constitution, are subject to the following:
- a) **Nominations** – persons who meet the requirements of and are not disqualified by regulations, will be invited to apply for these positions;
  - b) **Eligibility** – further qualifying criteria for each of the positions will be clearly set out and only applicants who meet those criteria will be considered, subject to paragraph 8.3.6 of the constitution;
  - c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to each position;
  - d) **Term of office** – five years, with the first term starting on the effective date of the group’s constitution;
  - e) **Eligibility for reappointment** – no individual will serve more than two terms of office

- f) **Grounds for removal from office** – no longer being eligible as defined at (b) above, failure to perform to the required standard or any proven misconduct that would in the case of an employee of the group result in their dismissal;
- g) **Notice period** – one month to be served in writing to the chair.

2.2.7. The registered nurse, see 6.6.2 (e) of the constitution, is subject to the following:

- a) **Nominations** – membership of the governing body will rest with the individual appointed as the group’s Executive Nurse and applications will be sought by advertising that position;
- b) **Eligibility** – a registered nurse who will not, once appointed, also be employed in general practice or by any organisation from which the group secures any significant volume of provision, is not otherwise disqualified by regulations and who meets the specific criteria identified for the position, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position;
- d) Terms relating to tenure in post, including cessation provisions will be determined by the post-holder’s contract of employment with the group.

2.2.8. The secondary care specialist doctor, see 6.9.2 (f) of the constitution, is subject to the following:

- a) **Nominations** – applications will be sought by advertising the position;
- b) **Eligibility** – a doctor who is/has been a secondary care specialist with a high level of understanding of how care is delivered in a secondary care setting, who is not employed in a member practice or any organisation from which the group secures any significant volume of provision, is not otherwise disqualified by regulations and who meets the specific criteria identified for the position, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position;
- d) **Term of office** – five years, with the first term starting on the effective date of the group’s constitution;
- e) **Eligibility for reappointment** – no individual will serve more than two terms of office;

- f) **Grounds for removal from office** – no longer being eligible as defined at (b) above, failure to perform to the required standard or any proven misconduct that would in the case of an employee of the group result in their dismissal;
- g) **Notice period** – one month to be served in writing to the Chair.

2.2.9. The Accountable Officer, see 6.9.2(g) and 7.6 of the constitution is subject to the following:

- a) **Nominations** – membership of the governing body will rest with the individual appointed as the group’s Chief Officer and applications will be sought by advertising that position;
- b) **Eligibility** – the qualifying criteria for the position will be clearly set out and only applicants who meet those criteria and are not disqualified by regulations will be considered, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position. The appointment will then be formally confirmed by the NHS Commissioning Board;
- d) Terms relating to tenure in post, including cessation provisions will be determined by the post-holder’s contract of employment with the group.

2.2.10. The Chief Finance Officer, see 6.9.2(h) and 7.7 of the constitution is subject to the following:

- a) **Nominations** – applications for post as employee of the group;
- b) **Eligibility** – holder of recognised accountancy qualification with current membership of the relevant professional body who meets the other specified criteria identified for the position and is not disqualified by regulations, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position;
- d) Terms relating to tenure in post, including cessation provisions will be determined by the post-holder’s contract of employment with the group.

2.2.11. The Group’s Director of Strategy and Transformation, see 6.9.2(h) and Director of Operations, see 6.9.2(i) are subject to the following;

- a) **Nominations** – applications for post as employee of the group;



- b) **Eligibility** – the qualifying criteria for the position will be clearly set out and only applicants who meet those criteria and are not disqualified by regulations will be considered, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position;
- d) Terms relating to tenure in post, including cessation provisions will be determined by the post-holder’s contract of employment with the group.

2.2.12. The practice manager representative, see 6.9.2(j) of the constitution is subject to the following:

- a) **Nominations** – applications will be sought by advertising the position;
- b) **Eligibility** – anyone who is/has been a GP practice manager with a high level of understanding of that role, who meets the other specified criteria identified for the position and is not disqualified by regulations, subject to paragraph 8.3.6 of the constitution;
- c) **Appointment process** – eligible applicants will be shortlisted and selected by interview using further criteria designed to identify the candidate best suited to the position;
- d) **Term of office** – five years, with the first term starting on the effective date of the group’s constitution;
- e) **Eligibility for reappointment** – no individual will serve more than two consecutive terms of office ;
- f) **Grounds for removal from office** – no longer being eligible as defined at (b) above, failure to perform to the required standard or any proven misconduct that would in the case of an employee of the group result in their dismissal;
- g) **Notice period** – one month’s to be served in writing to the chair.

### 3. MEETINGS OF THE CLINICAL COMMISSIONING GROUP

#### 3.1. Calling meetings

3.1.1. Ordinary meetings of the group will be held quarterly with at least one month’s notice given to all members via an e-mail to their practice representative. The details of the date, time and venue of these meetings will be publicised on the group’s website [www.wolverhamptonccg.nhs.uk](http://www.wolverhamptonccg.nhs.uk).

3.1.2. An extraordinary meeting of the group will be held if deemed necessary by the governing body or if requested in writing to the chair of the governing body by at

least ten practice representatives. At least one week's notice will be given to all members via an e-mail to their practice representative. Unless otherwise determined by the governing body or the chair thereof, because of the nature of the business of the meeting, the details of the date, time and venue of such meetings will be publicised on the group's website [www.wolverhamptonccg.nhs.uk](http://www.wolverhamptonccg.nhs.uk).

3.1.3. The governing body will schedule its meetings in advance and hold at least six such meetings in each financial year. Details of meeting dates, times and venues will be published on the group's website [www.wolverhamptonccg.nhs.uk](http://www.wolverhamptonccg.nhs.uk) and no meeting will be rescheduled without at least one week's notice of the re-arranged date.

3.1.4. Committees of the group or the governing body and any sub-committees thereof will hold meetings as specified in their terms of reference.

### **3.2. Agenda, supporting papers and business to be transacted**

3.2.1. Items of business to be transacted for inclusion on the agenda of a meeting of the group or the governing body need to be notified to the chair of the governing body at least ten working days (excluding weekends and bank holidays) before the meeting takes place. Supporting papers for such items need to be submitted such that the agenda and supporting papers will be circulated to all members of a meeting at least five working days before the date the meeting will take place. Addition of further agenda items or acceptance by the meeting of supporting papers after these deadlines will be at the discretion of the chair of the governing body or other person chairing the meeting as appropriate.

3.2.2. Agendas and certain papers for meetings of the group and its governing body will be published on the group's website [www.wolverhamptonccg.nhs.uk](http://www.wolverhamptonccg.nhs.uk).

### **3.3. Petitions**

3.3.1. Where a petition has been received by the group, the chair of the governing body shall include the petition as an item for the agenda of the next meeting of the governing body.

### **3.4. Chair of a meeting**

3.4.1. At any meeting of the group or its governing body, the chair of the governing body will preside. At any meeting of a committee or sub-committee, its chair as defined in its terms of reference will preside. If the designated chair is absent from any meeting, the designated deputy chair, if any and if present, shall preside. Otherwise a member of the forum will be chosen by the members present, or by a majority of them, and shall preside.

3.4.2. If the chair is absent temporarily on the grounds of a declared conflict of interest the deputy chair, if present, will preside for the relevant business of the meeting. If both the chair and deputy chair are absent or disqualified from participating, a

member of the forum who is able to participate will be chosen by the members present, or by a majority of them, and will preside.

### **3.5. Chair's ruling**

- 3.5.1. The decision of the chair of the meeting on questions of order, relevancy and regularity and their interpretation of the constitution, Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies at the meeting, shall be final.

### **3.6. Quorum**

- 3.6.1. Meetings of the group will be quorate if more than 50% of the practices in the group are represented by their practice representative or any substitute notified in writing to the Accountable Officer at least 24 hours before the meeting was scheduled to start. If enough members are disqualified from taking part in a vote due to a declared interest that the meeting ceases to be quorate for that item of business, no such vote will be taken and the item and/or the remainder of the meeting (if it cannot be quorate thereafter) shall be adjourned and the business remaining on the agenda dealt with on a date to be agreed.
- 3.6.2. Meetings of the governing body will be quorate if more than 50% of the members as defined by paragraph 6.9.2 of the constitution, including at least half of the elected members, are present or represented by an individual as notified to the chair more than 24 hours before the meeting was scheduled to start. If the reason for the meeting not being quorate is that all or some of the elected members and the practice manager are disqualified from taking part in a vote due to a declared interest, in line with the group's arrangements for managing conflicts of interest, the meeting will be quorate provided that more than 50% of the other members of the Governing Body are present. . The chair of the meeting for that item of business will ensure that the requirements of the constitution at 8.4.9 and 8.4.10 have been met.
- 3.6.3. For all other of the group's committees and sub-committees, including the governing body's committees and sub-committees, the details of the quorum for these meetings and status of representatives are set out in the appropriate terms of reference and are governed by the constitution at 8.4.8 to 8.4.10 if declared interests reduce the membership for any item of business.

### **3.7. Decision making**

- 3.7.1. Chapter 6 of the group's constitution, together with the Scheme of Reservation and Delegation, sets out the governing structure for the exercise of the group's statutory functions. Generally, it is expected that at meetings of the group and the governing body, decisions will be reached by consensus. Should this not be possible then a vote of members will be required, the processes for which are set out below.
- 3.7.2. In the event of a vote being necessary at a meeting of the group:

- a) **Eligibility** – practice representatives, or any substitute notified in writing to the Accountable Officer at least 24 hours before the meeting was scheduled to start, will be able to cast one vote on behalf of their practice.
- b) **Majority necessary to confirm a decision** - a simple majority of the members present and voting at the meeting;
- c) **Casting vote** - the chair of the meeting will have a casting vote in the unlikely event of no overall majority being established.

3.7.3. In the event of a vote (other than those described at 2.2 above) being necessary at a meeting of the governing body:

- a) **Eligibility** – members of the governing body as defined by paragraph 6.9.2 of the constitution will be able to cast one vote but others in attendance at the meeting will not. Any member who cannot attend the meeting and wishes their vote to be cast by a representative must have notified the Chair of the identity of that individual more than 24 hours before the meeting was scheduled to start;
- b) **Majority necessary to confirm a decision** – a simple majority
- c) **Casting vote** - the chair of the meeting will have a casting vote in the event of no overall majority being established.

3.7.4. If a vote is taken the outcome of the vote and any dissenting views must be recorded in the minutes of the meeting.

3.7.5. For all other of the group’s committees and sub-committees, including the governing body’s committees and sub-committees, any vote will be decided at a quorate meeting by a simple majority, as set out in the respective terms of reference, with the chair of the meeting having a casting vote if necessary.

### **3.8. Emergency powers and urgent decisions**

3.8.1. Those powers that the group has reserved to itself (see SO 1.2) may, in an emergency or unforeseen circumstances, be exercised by the Chair of the governing body and the Accountable Officer after consultation with at least two practice representatives and the Chief Finance Officer if the group will, or is likely to, incur any excessive or unnecessary expenditure as a result of them not utilising the emergency powers, suffer exposure to a risk outside the group’s stated risk appetite (including but not limited to prospective reputational damage) or other matter which, in the opinion of the Chair, requires an urgent decision to be taken prior to the next meeting of the group. The exercise of such powers will be reported to all practice representatives and subsequently ratified (or not as the case may be) and recorded at the next meeting of the group.

3.8.2. Those powers that the group has delegated to the governing body may in an emergency or the need for an urgent decision be exercised by the Chair of the governing body and the Accountable Officer after consultation with at least two

other elected members of the governing body and the Chief Finance Officer if the group will, or is likely to, incur any excessive or unnecessary expenditure as a result of them not utilising the emergency powers, suffer exposure to a risk outside the group's stated risk appetite (including but not limited to prospective reputational damage) or other matter which, in the opinion of the Chair, requires an urgent decision to be taken prior to the next meeting of the governing body. The exercise of such powers will be reported to all members of the governing body as defined by paragraph 6.9.2 of the constitution and subsequently ratified (or not as the case may be) and recorded at the next meeting of the governing body. An urgent decision is one that needs to be taken before the next meeting of the governing body in order to ensure that the group meets its statutory, regulatory, governance and contractual obligations.

- 3.8.3. The provisions of paragraphs 3.8.1 and 3.8.2 shall apply (suitably modified) to the any committees established by the group and the governing body.

### **3.9. Suspension of Standing Orders**

- 3.9.1. Except where it would contravene any statutory provision or any direction made by the Secretary of State for Health or NHS England, any part of these Standing Orders may be suspended at any meeting, provided a simple majority plus one of the voting members of that meeting are in agreement.
- 3.9.2. A decision to suspend Standing Orders together with the reasons for doing so shall be recorded in the minutes of the meeting.
- 3.9.3. A separate record of matters discussed during the suspension shall be kept. These records shall be made available to the governing body's Audit and Governance Committee for review of the reasonableness of the decision to suspend Standing Orders.

### **3.10. Records of Attendance**

- 3.10.1. The names of all voting members (or their representatives) present at any meeting of the group, its governing body and any committee/sub-committee must be recorded in the minutes of that meeting together with the names of any attendees at such meetings.

### **3.11. Minutes**

- 3.11.1. It will be the responsibility of the person chairing any meeting to ensure that an individual has been identified to take and draft the minutes of that meeting. The chair of that meeting will confirm the accuracy of those minutes before they are presented to the next meeting of that forum for formal approval and be signed off by the person chairing that subsequent meeting.
- 3.11.2. Minutes of meetings of the group and its governing body will be among the papers published on the group's website [www.wolverhamptonccg.nhs.uk](http://www.wolverhamptonccg.nhs.uk).

### **3.12. Those invited to attend and admission of public and the press**

- 3.12.1. Employees of and providers of relevant services to the group and other representatives of any organisations with which it jointly commissions or from whom it commissions healthcare services will be invited to attend meetings of the governing body whenever the transaction of its business will be made more efficient and effective by their presence.
- 3.12.2. In addition, representatives of the following will be invited to attend and contribute from their perspective, to all meetings of the governing body as observers, declaring any interests as appropriate:
- the Local Medical Committee, as statutory representatives of the GP profession;
  - Wolverhampton City Council, as key commissioning partners and host of the local Public Health function;
  - Wolverhampton Health and Wellbeing Board, through which the group and the Council will develop joint strategic needs assessments and joint strategies;
  - local HealthWatch to represent patients/carers.
- 3.12.3. The public and representatives of the press may attend all meetings of the group and its governing body unless it is necessary to ask them and those invited to attend as observers, to withdraw under: (a) Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest; (b) Section 1(8) of that Act in the interests of public order.
- 3.12.4. Members and employees of the group who remain at a meeting whilst confidential business is discussed will treat the relevant papers, discussion and minutes as absolutely confidential and not to be disclosed outside of the group without express written permission to do so from the Chair or Deputy Chair of the governing body, the Accountable Officer or the Chair of the Audit and Governance Committee.
- 3.12.5. No member of the public or representative of the press will record or transmit a meeting of the group or its governing body without express permission from the chair of the meeting.

## **4. APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

### **4.1. Appointment of committees and sub-committees**

- 4.1.1. The group may appoint committees and sub-committees of the group, subject to any regulations made by the Secretary of State, and make provision for the appointment of committees and sub-committees of its governing body. Where such committees and sub-committees of the group or the governing body are appointed they are included in Chapter 6 of the group's constitution.
- 4.1.2. Other than where there are statutory requirements, such as in relation to the governing body's Audit and Governance and Remuneration committees, the

group shall determine the membership and terms of reference of committees and sub-committees and shall, if it requires, receive and consider reports of such committees at the next appropriate meeting of the group.

- 4.1.3. The provisions of these Standing Orders shall apply where relevant to the operation of the governing body, the governing body's committees and sub-committees and all committees and sub-committees unless stated otherwise in the committee's or sub-committee's terms of reference.

#### **4.2. Terms of Reference**

- 4.2.1. Terms of reference shall have effect as if incorporated into the constitution and shall be appended to it.

#### **4.3. Delegation of Powers by Committees to Sub-committees**

- 4.3.1. Where committees are authorised to establish sub-committees they may not delegate executive powers to the sub-committee unless expressly authorised by the group.

#### **4.4. Approval of Appointments to Committees and Sub-Committees**

- 4.4.1. The group shall approve the appointments to each of the committees and sub-committees which it has formally constituted including those of the governing body. The Remuneration Committee will agree such travelling or other allowances for the members of such forums, as it considers appropriate.

### **5. DUTY TO REPORT NON-COMPLIANCE WITH STANDING ORDERS**

- 5.1. If for any reason these Standing Orders are not complied with, full details of the non-compliance, any justification for non-compliance and the circumstances around the non-compliance will be reported to the next formal meeting of the governing body for action or ratification. All members of the group and staff have a duty to disclose any non-compliance with these Standing Orders to the Accountable Officer as soon as possible.

### **6. USE OF SEAL AND AUTHORISATION OF DOCUMENTS**

#### **6.1. Clinical Commissioning Group's seal**

- 6.1.1. The group may have a seal for executing documents where necessary. The following individuals or officers are authorised to authenticate its use by their signature:

- a) the Accountable Officer;

b) the Chair of the governing body;

c) the Chief Finance Officer;

6.1.2 A register of sealings will be maintained by the Corporate Operations Manager

## **6.2. Execution of a document by signature**

6.2.1. The following individuals are authorised to execute a document on behalf of the group by their signature.

a) the Accountable Officer

b) the Chair of the governing body

c) the Chief Finance Officer

## **7. OVERLAP WITH OTHER CLINICAL COMMISSIONING GROUP POLICY STATEMENTS AND PROCEDURES**

### **7.1. Policy statements: general principles**

7.1.1. The group will from time to time agree and approve policy statements and procedures which will apply to all or specific groups of staff employed by NHS Wolverhampton Clinical Commissioning Group. The decisions to approve such policies and procedures will be recorded in an appropriate group or governing body minute, will be deemed where appropriate to be an integral part of the group's standing orders and will indicate as appropriate, those for which non-compliance may be regarded as a disciplinary matter that could result in dismissal.