

**NHS South Reading Clinical Commissioning Group**  
**Constitution**  
**Part IV**

**1. SCHEDULE OF MATTERS RESERVED TO THE CCG AND SCHEME OF DELEGATION**

- 1.1 The arrangements made by the CCG as set out in this scheme of reservation and delegation of decisions shall have effect as if incorporated in the CCG’s constitution.
- 1.2 The CCG remains accountable for all of its functions, including those that it has delegated.

<b>Policy Area</b>	<b>Decision</b>	<b>Reserved to the Membership</b>	<b>Reserved or delegated to Governing Body</b>	<b>AO</b>	<b>CFO</b>	<b>Committees and Sub-committees</b>
1. REGULATION AND CONTROL	1.1 Determine the arrangements by which the members of the CCG approve those decisions that are reserved for the membership.	x				
1. REGULATION AND CONTROL	1.2 Consideration and approval of applications to the NHS Commissioning Board on any matter concerning changes to the CCG’s constitution, including terms of reference for the CCG’s governing body, its committees, membership of committees, the overarching scheme of reservation and delegated powers, arrangements for taking urgent decisions, standing orders and prime financial policies.	x				
1. REGULATION AND CONTROL	1.3 Exercise or delegation of those functions of the clinical commissioning CCG which have not been retained as reserved by the CCG, delegated to the governing		x			

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	body or other committee or sub-committee or any member or employee					
1. REGULATION AND CONTROL	<p>1.4 Prepare the CCG’s overarching scheme of reservation and delegation, which sets out those decisions of the CCG <u>reserved</u> to the membership and those <u>delegated</u> to the</p> <ul style="list-style-type: none"> <li>○ CCG’s governing body</li> <li>○ committees and sub-committees of the CCG, or</li> <li>○ its members or employees</li> </ul> <p>and sets out those decisions of the governing body <u>reserved</u> to the governing body and those <u>delegated</u> to the</p> <ul style="list-style-type: none"> <li>○ governing body’s committees and sub-committees,</li> <li>○ members of the governing body,</li> <li>○ an individual who is member of the CCG but not the governing body or a specified person</li> </ul> <p>for inclusion in the CCG’s constitution.</p>			x		

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1. REGULATION AND CONTROL	1.5 Approval of the CCG's overarching scheme of reservation and delegation.	x				
1. REGULATION AND CONTROL	1.6 Prepare the CCG's operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the clinical commissioning CCG, not for inclusion in the CCG's constitution.			x		
1. REGULATION AND CONTROL	1.7 Approval of the CCG's operational scheme of delegation that underpins the CCG's 'overarching scheme of reservation and delegation' as set out in its constitution.		x			
1. REGULATION AND CONTROL	1.8 Prepare detailed financial policies that underpin the clinical commissioning CCG's prime financial policies.				x	
1. REGULATION AND CONTROL	1.9 Approve detailed financial policies.		x			
1. REGULATION AND CONTROL	1.10 Approve arrangements for managing exceptional funding		x			

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	requests.					
1. REGULATION AND CONTROL	1.11 Set out who can execute a document by signature / use of the seal		x			
2. PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	2.1 Approve the arrangements for <ul style="list-style-type: none"> <li>o identifying practice members to represent practices in matters concerning the work of the CCG; and</li> <li>o appointing clinical leaders to represent the CCG's membership on the CCG's governing body, for example through election (if desired).</li> </ul>		x			
2. PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	2.2 Approve the appointment of governing body members, the process for recruiting and removing non-elected members to the governing body (subject to any regulatory requirements) and succession planning.	x				
2. PRACTICE	2.3 Approve arrangements for		x			

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MEMBER REPRESENTATIVES AND MEMBERS OF THE GOVERNING BODY	identifying the CCG's proposed accountable officer.					
3. STRATEGY AND PLANNING	3.1 Agree the vision, values and overall strategic direction of the CCG.	x				
3. STRATEGY AND PLANNING	3.2 Approval of the CCG's operating structure.	x				
3. STRATEGY AND PLANNING	3.3 Approval of the CCG's commissioning plan.	x				
3. STRATEGY AND PLANNING	3.4 Approval of the CCG's corporate budgets that meet the financial duties as set out in section 5.3 of the main body of the constitution	x				
3. STRATEGY AND PLANNING	3.5 Approval of variations to the approved budget where variation would have a significant impact on the overall approved levels of income and expenditure or the CCG's ability to achieve its agreed strategic aims.	x				

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4. ANNUAL REPORTS AND ACCOUNTS	4.1 Approval of the CCG's annual report and annual accounts.	x				
4. ANNUAL REPORTS AND ACCOUNTS	4.2 Approval of the arrangements for discharging the CCG's statutory financial duties.		x			
5. HUMAN RESOURCES	5.1 Approve the terms and conditions, remuneration and travelling or other allowances for governing body members, including pensions and gratuities.					Remuneration Committee
5. HUMAN RESOURCES	5.2 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
5. HUMAN RESOURCES	5.3 Determine the terms and conditions of employment for employees of the CCG which are not			x		

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	required to be considered and approved by the Remuneration Committee					
5. HUMAN RESOURCES	5.4 Determine pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the CCG.					Remuneration Committee
5. HUMAN RESOURCES	5.5 Recommend pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the CCG. which are not required to be considered and approved by the Remuneration Committee			x		
5. HUMAN RESOURCES	5.6 Approve disciplinary arrangements for employees, including the accountable officer (where he/she is an employee or member of the clinical commissioning CCG) and for other persons working on behalf of the CCG.		x			
5. HUMAN RESOURCES	5.7 Review disciplinary arrangements where the accountable officer is an employee or member of another		x			



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	clinical commissioning CCG					
5. HUMAN RESOURCES	5.8 Approval of the arrangements for discharging the CCG's statutory duties as an employer.		x			
5. HUMAN RESOURCES	5.9 Approve human resources policies for employees and for other persons working on behalf of the CCG		x			
6. QUALITY AND SAFETY	6.1 Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.		x			
6. QUALITY AND SAFETY	6.2 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.		x			
6. QUALITY AND SAFETY	6.3 Approve arrangements, including supporting policies, to ensure the CCG fulfils its statutory duties with		x			

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	regards to Safeguarding Children and Adults					
6. QUALITY AND SAFETY	6.4 Approve arrangements, including supporting policies, to ensure the CCG fulfils its statutory duties with regards to Equality		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.1 Approve an operational scheme of delegation recommended by the AO that sets out who has responsibility for operational decisions within the CCG.		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.1 Approve the CCG's counter fraud and security management arrangements		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.2 Approval of the CCG's risk management arrangements.		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.3 Approve arrangements for risk sharing and or risk pooling with other organisations (for example arrangements for pooled funds with other clinical commissioning CCGs or pooled budget arrangements under section 75 of the NHS Act 2006).		x			

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7. OPERATIONAL AND RISK MANAGEMENT	7.4 Approval of a comprehensive system of internal control, including budgetary control, that underpin the effective, efficient and economic operation of the CCG		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.5 Approve proposals for action on litigation against or on behalf of the clinical commissioning CCG.		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.6 Approve the CCG's arrangements for business continuity and emergency planning.		x			
7. OPERATIONAL AND RISK MANAGEMENT	7.7 Approve the CCG's arrangements for handling complaints.		x			
8. INFORMATION GOVERNANCE	8.1 Approval of the arrangements for ensuring appropriate and safekeeping and confidentiality of records and for the storage, management and transfer of information and data.		x			
9. TENDERING AND CONTRACTING	9.1 Approval of the CCG's contracts for any commissioning support.			x Subject to Scheme of Financial		

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				Delegation		
9. TENDERING AND CONTRACTING	9.2 Approval of the CCG's contracts for corporate support (for example finance provision).			x Subject to Scheme of Financial Delegation		
10. PARTNERSHIP WORKING	10.1 Approve decisions that individual members or employees of the CCG participating in joint arrangements on behalf of the CCG can make. Consider and approve recommendations made in joint committees under the Federation MoU.		x			
10. PARTNERSHIP WORKING	10.2 Approve decisions delegated to joint committees established under section 75 of the 2006 Act.		x			
11. COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	11.1 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		x			

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	consultation.					
11. COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	11.2 Approve arrangements for co-ordinating the commissioning of services with other CCGs and or with the local authority(ies), where appropriate		x			
12. COMMUNICATIONS	12. Approving arrangements for handling Freedom of Information requests. Determining arrangements for handling Freedom of Information requests.			x		