

SCHEME OF RESERVATION & DELEGATION

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 will have effect as if incorporated in the Constitution.
- 1.2 The CCG remains accountable for all of its functions, including those that it has delegated.

2. Functions reserved to the Members

2.1 The following are reserved for the Members:

- Amending the inter-practice agreement;
- Request permission of the NHS Commissioning Board to amend the Constitution;
- Request to the NHSCB for a statutorily permissible change to the Geography of the CCG;
- Request to the NHSCB for a statutorily permissible change to the name of the CCG;
- Proposing de-selection of members of the Board;
- Merger with another Clinical Commissioning Group where statutorily permissible.

3. The CCG delegate all of its functions at paragraph 2.1 of this scheme of reservation and delegation to the Joint Members' Forum.

4. **Functions delegated to the Board**

4.1 All other functions are delegated to the Board.

5. **Functions delegated to the committees and sub-committees of the Board**

The Board delegates the following functions to the following committees:-

Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
REGULATION AND CONTROL	Determine the arrangements by which the members of the CCG approve those decisions that are reserved for the membership.	x				x
REGULATION AND CONTROL	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 Board, its committees, membership of committees, the overarching scheme of reservation and delegated powers, arrangements for taking urgent decisions, standing orders		x			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
	and prime financial policies.					
REGULATION AND CONTROL	Exercise or delegation of those functions of the CCG which have not been retained as reserved to the Membership via the Joint Members' Forum, delegated to the Board or other committee or sub-committee or any member or employee		x			
REGULATION AND CONTROL	<p>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"> o CCG's Board o committees and sub-committees of the CCG, or o its members or employees 		x			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
	<p>and sets out those decisions of the Board <u>reserved</u> to the Board and those <u>delegated</u> to the:</p> <ul style="list-style-type: none"> ○ Board’s committees and sub-committees, ○ members of the Board, ○ an individual who is member of the CCG but not the Board or a specified person for inclusion in the CCG’s constitution. 					
REGULATION AND CONTROL	Approval of the CCG’s overarching scheme of reservation and delegation.		x			
REGULATION AND CONTROL	Prepare the CCG’s operational scheme of delegation, which sets out those key operational decisions delegated to individual employees of the CCG, not for inclusion in the CCG’s constitution.				x	
REGULATION AND CONTROL	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			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
REGULATION AND CONTROL	Prepare detailed financial policies that underpin the CCG's prime financial policies.				x	
REGULATION AND CONTROL	Approve detailed financial policies.		x			
REGULATION AND CONTROL	Approve arrangements for managing exceptional funding requests.					x
REGULATION AND CONTROL	Set out who can execute a document by signature / use of the seal		x			
PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE BOARD	Approve the arrangements for: <ul style="list-style-type: none"> o identifying practice members to represent practices in matters concerning the work of the CCG; and o appointing clinical leaders to represent the CCG's membership on the CCG's Board, for example through election (if desired). 		x			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE BOARD	Approve the appointment of Board members, the process for recruiting and removing non-elected members to the Board (subject to any regulatory requirements) and succession planning.		x			X (Remuneration Committee)
PRACTICE MEMBER REPRESENTATIVES AND MEMBERS OF THE BOARD	Approve arrangements for identifying the CCG's proposed Chief Officer.	x	x			
STRATEGY AND PLANNING	Agree the vision, values and overall strategic direction of the CCG.		x			
STRATEGY AND PLANNING	Approval of the CCG's operating structure.		x			
STRATEGY AND PLANNING	Approval of the CCG's commissioning plan.		x			
STRATEGY AND PLANNING	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			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
STRATEGY AND PLANNING	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 Finance Resource Committee
ANNUAL REPORTS AND ACCOUNTS	Approval of the CCG's annual report and annual accounts.		x			
ANNUAL REPORTS AND ACCOUNTS	Approval of the arrangements for discharging the CCG's statutory financial duties.					x Finance Resource Committee
HUMAN RESOURCES	Approve the terms and conditions, remuneration and travelling or other allowances for Board members, including pensions and gratuities.		x			x Remuneration Committee
HUMAN RESOURCES	Approve terms and conditions of employment for all employees of the CCG including, pensions, remuneration, fees and travelling or		x			x Remuneration Committee

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
	other allowances payable to employees and to other persons providing services to the CCG.					
HUMAN RESOURCES	Approve any other terms and conditions of services for the CCG's employees.					x Remuneration Committee/Workforce Committee
HUMAN RESOURCES	Determine the terms and conditions of employment for all employees of the CCG					Remuneration Committee
HUMAN RESOURCES	Determine pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the CCG.					Remuneration Committee
HUMAN RESOURCES	Recommend pensions, remuneration, fees and allowances payable to employees and to other persons providing services to the CCG.					Remuneration Committee
HUMAN RESOURCES	Approve disciplinary arrangements for employees, including the Chief Officer (where he/she is an					x Workforce Committee/Remuneration Committee

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
	employee or member of the CCG) and for other persons working on behalf of the CCG.					
HUMAN RESOURCES	Approval of the arrangements for discharging the CCG's statutory duties as an employer.					x Workforce Committee/Remuneration Committee
HUMAN RESOURCES	Approve human resources policies for employees and for other persons working on behalf of the CCG		x			x Workforce Committee/Remuneration Committee
QUALITY AND SAFETY	Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.		x			x Integrated Governance Committee
QUALITY AND SAFETY	Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.		x			

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
OPERATIONAL AND RISK MANAGEMENT	Prepare and recommend an operational scheme of delegation that sets out who has responsibility for operational decisions within the CCG.			x		x Audit Committee
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's counter fraud and security management arrangements					x Audit Committee
OPERATIONAL AND RISK MANAGEMENT	Approval of the CCG's risk management arrangements.		x			
OPERATIONAL AND RISK MANAGEMENT	Approve arrangements for risk sharing and or risk pooling with other organisations (for example arrangements for pooled funds with other CCGs or pooled budget arrangements under section 75 of the NHS Act 2006).		x			x Finance Resource Committee
OPERATIONAL AND RISK MANAGEMENT	Approval of a comprehensive system of internal control, including budgetary control, that underpin the effective, efficient and economic					x Audit Committee

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
	operation of the CCG					
OPERATIONAL AND RISK MANAGEMENT	Approve proposals for action on litigation and claims handling against or on behalf of the CCG.		x			
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's arrangements for business continuity and emergency planning.					x Integrated Governance Committee
OPERATIONAL AND RISK MANAGEMENT	Approve the CCG's arrangements for handling complaints.					x Integrated Governance Committee
INFORMATION GOVERNANCE	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 Integrated Governance Committee
TENDERING AND CONTRACTING	Approval of the CCG's contracts for any commissioning support.			x		
TENDERING AND	Approval of the CCG's contracts for corporate support (for example			x		

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
CONTRACTING	finance provision)					
PARTNERSHIP WORKING	Approve decisions delegated to joint committees established under section 75 of the 2006 Act.		x			
COMMISSIONING AND CONTRACTING FOR 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.		x			
COMMISSIONING AND CONTRACTING FOR CLINICAL SERVICES	Approve arrangements for co-ordinating the commissioning of services with other CCGs and or with the local authority(ies), where appropriate			x		

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Policy Area	Decision	Reserved to the Membership	Reserved or delegated to Board	Chief Officer	Chief Finance Officer	Committees and Sub-committees
COMMUNICATIONS/ INFORMATION GOVERNANCE	<p>Approving arrangements for handling Freedom of Information requests.</p> <p>Determining arrangements for handling Freedom of Information requests.</p> <p>Approving a comprehensive Publication Scheme for the CCG</p>			x		

WCCG DETAILED SCHEME OF DELEGATION

The delegation limits contained in this document are **the lowest level to which authority is 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. Review of this Scheme of Delegation should take place at least annually and any changes approved by the Audit Committee.

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Delegated Matter	Authority Delegated To
<p>1. Management of Budgets Responsibility of keeping expenditure within budgets. Authority to spend is only extended where approved budget is available.</p>	
(a) At individual budget level (Pay and Non-Pay)	Authorised Budget Holders
(b) At service level	CCG Commissioning Managers or CCG Executive Directors
(c) For the totality of services covered by the Clinical Commissioning Group (CCG)	Chief Officer
(d) For all other areas	Appropriate Delegated Manager
(e) Approving expenditure where there is a variation in the tender price up to 10% or £100,000 whichever is the higher	Chief Officer
(f) Approving expenditure where there is a variation in the tender price greater than 10% or £100,000 tender price and less than 20% or £250,000, whichever is the higher	Chief Officer or Chief Finance Officer
(g) Approving expenditure where there is a variation in the tender price greater than 20% or £250,000, whichever is the higher	Audit and Governance Committee or Board
<p>2. Virements Virements may not be used to create new budgets.(For Service Level Agreement see Section 9)</p>	

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Delegated Matter	Authority Delegated To
(a) At individual budget level within a service up to £10,000	Authorised Budget Holders
(b) At individual budget level within a service £10,000-£25,000	Authorised Budget Holders in conjunction with CCG Executive Directors
(c) At individual budget level within a service over £25,000 and < £100,000	Chief Officer or CCG Executive Directors
(d) Between Services up to £500,000	Chief Officer
(e) Between Services greater than £500,000 and less than £1,000,000	Chief Officer in conjunction with Chief Finance Officer
(f) Between Services greater than £1,000,000	Board
3. Maintenance / Operation of Bank Accounts	Chief Finance Officer with the Associate Partner - Finance (CSU)
4. Non-Pay Revenue and Capital Expenditure Requisitioning/Ordering/payment of Goods & Services. (NB see section 9 for SLAs)	
<u>(a) Requisitions and Orders</u>	
(i) Stock/non stock requisitions up to £25,000	Authorised Budget Holders
(ii) All requisitions from £25,000 - £99,000	CCG Executive Directors
(iii) All requisitions from £99,000 - £150,000	Chief Officer or Chief Finance Officer
(iv) All requisitions from £150,000 - £250,000	Chief Officer
(v) All requisitions over £250,000	Board

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Delegated Matter	Authority Delegated To
(vi) Approval of requisitions or monthly invoices in line with signed contracts / head of terms	See Commissioning Expenditure section 9
(vii) Pharmacy orders up to £74,999	Chief Pharmacist
(viii) Pharmacy orders £75,000 - £249,999	Chief Pharmacist or Chief Officer
(ix) Works orders up to £74,999	Chief Finance Officer
(x) Works orders £75,000 - £249,999	Chief Finance Officer
(xi) Pharmacy and works orders over £250,000	Chief Finance Officer and Chief Officer
(b) Non pay expenditure for which no specific budget has been set up and which is not subject to funding under delegated powers of virement (subject to the limits specified above in (a))	Chief Officer and Chief Finance Officer
(c) Orders exceeding 12 month period (other than under contract)	Chief Finance Officer or Chief Officer
5. Capital Schemes	
(a) Selection of architects, quantity surveyors, consultant engineer and other professional advisers within EU regulations	Chief Officer or Chief Finance Officer
(b) Financial monitoring and reporting on all capital scheme expenditure	Chief Finance Officer or Appropriate Delegated Manager
(c) Granting and termination of leases with annual rent <£100k	Chief Finance Officer or Appropriate Delegated Manager
(d) Granting and termination of leases with annual rent >£100k	Chief Officer and Chief Finance Officer under Seal in consultation with Finance Resource Committee

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Delegated Matter	Authority Delegated To
6. Quotation, Tendering & Contract Procedures	
(a) Goods/services up to £20,000 * (Minimum of 2 verbal quotes required)	CCG Commissioning Managers or CCG Executive Directors
(b) Goods/services from £20,000 - £75,000 * (Minimum of 3 written quotations required)	Chief Finance Officer or CCG Executive Directors
(c) Goods/services from £75,000 - £100,000 * (Minimum of 3 competitive tenders required)	Chief Finance Officer or CCG Executive Directors
(c) Goods/services from £100,000 - £200,000 * (Minimum of 3 competitive tenders required) subject to OJEU tender limits for Part A and Part B procurement	Chief Officer and Lay Member under Seal
(d) Goods/services over £200,000 * (Minimum of 6 competitive tenders required)	Chief Officer and Lay Member under Seal
(e) Waiving of quotations and tenders subject to Prime Financial Policies	Chief Officer or Chief Finance Officer. The Chief Finance Officer must also ensure the Finance Resource Committee approves instances and these are also reported to the Audit Committee.
(f) Opening Tenders and Quotations	
(i) Estimated value up to £50,000	Two senior officers/managers designated by the Chief Officer and not from the originating department
(ii) Estimated value over £50,000	Two senior officers/managers designated by the Chief Officer and not from the originating department, including a member of the Board
(g) Authorisation of payments to public partnership schemes under existing contracts	Chief Finance Officer

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Delegated Matter	Authority Delegated To
(* amended December 2014)	
7. Setting of Fees and Charges (Income generation)	Chief Finance Officer
8. Discretionary Grants to Local Authorities/Voluntary Bodies	
(a) Discretionary Grants < £250,000	Chief Financial Officer or CCG Executive Directors
(b) Discretionary Grants > £250,000 and < £500,000	Chief Officer
(c) Discretionary Grants > £500,000	Board
9. Commissioning Expenditure	
(a) Signing Service Level Agreements (including Continuing Care) approved within Annual Budget	CCG Executive Directors
(b) NHS service level agreements: Approval of annual requisitions in line with signed service level agreements and or heads of terms < £120,000,000	Associate Partner – Finance (CSU)
(c) Other service level agreements: Regular monthly invoices including invoices supported by purchase orders of approved Service Level Agreements:	
Up to £25,000	Authorised Budget Holders

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Delegated Matter	Authority Delegated To
£25,000 - £99,000	CCG Executive Directors
Over £99,000	Chief Officer or Chief Finance Officer
(d) Further reimbursement of expenditure within approved allocation:	
Up to £25,000	Authorised Budget Holders
£25,000 - £99,000	CCG Executive Directors
Over £99,000	Chief Officer or Chief Finance Officer
(e) Over / under performance of commissioning contracts:	
(i) Agreement of over/under performance	Associate Partner – Finance (CSU)
(ii) Authorisation of over/under performance payments	CCG Executive Directors
(f) Continuing Care:	
(i) Approval of invoices < £25,000	Authorised Continuing Care Budget Holder (CSU)
(ii) Approval of invoices > £25,000	CCG Executive Director or Chief Officer
(g) Non contracted activity: also subject to Section 75 where Local Authority needs to approve	
(i) Approval of invoices < £1,000	Acute Contracts Manager (CSU) or Finance Manager (CSU)
(ii) Approval of invoices > £1,000	CCG Executive Directors

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Delegated Matter	Authority Delegated To
(i) Individual Funding Requests:	
(i) < £50,000	Head of Individual Funding Requests (CSU)
(ii) > £50,000	CCG Executive Directors or Chief Officer
(h) GMS and PMS Expenditure	
(i) Notifying GP practices of approved annual allocation	CCG Executive Directors
(ii) Regular Monthly installments schedules of approved reimbursements: <£300,000	CCG Executive Directors or Associate Partner – Finance (CSU)
(iii) Further reimbursement of expenditure within approved allocation:	
Up to £25,000	Authorised Budget Holders
£25,000 - £99,000	CCG Executive Directors
Over £99,000	Chief Officer or Chief Finance Officer
(iv) Other Expenditure	As per non pay delegated limits
(i) Other Expenditure	CCG Commissioning Managers or CCG Executive Directors

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Delegated Matter	Authority Delegated To
10. Engagement of Staff Not On the Establishment	
(a) Where aggregate commitment is more than £40,000 and less than £74,999	CCG Executive Directors and Authorised Budget Holders
(b) Where aggregate commitment in any one year is more than £74,999	Chief Officer or Chief Finance Officer
(c) Where aggregate commitment in any one year is more than £100,000	Remuneration Committee
(d) Engagement of Trust's solicitors	Chief Officer or CCG Executive Directors
(e) Appointment of Agency, Interim and Consultants	CCG Executive Directors or Chief Finance Officer
(i) Senior Managers (ii) Admin and Clerical	CCG Executive Directors or Chief Finance Officer
11. Agreements/Licences	
(a) Preparation and signature of all tenancy agreements/licences for all staff subject to Trust policy on accommodation for staff	Chief Finance Officer
(b) Extensions to existing leases	Chief Finance Officer or Chief Officer
(c) Letting of premises to/from outside organisations	Chief Finance Officer and Chief Officer
(d) Approval of rent based on professional assessment	Chief Finance Officer
12. Condemning & Disposal	

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Delegated Matter	Authority Delegated To
(a) Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively:	
(i) with current/estimated purchase price < £500	CCG Commissioning Managers
(ii) with current/estimated purchase price > £500	Chief Officer or Chief Finance Officer
(iii) disposal of mechanical and engineering plant (subject to estimated income of less than £1,000 per sale)	CCG Commissioning Managers
(iv) disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale)	Chief Officer or Chief Finance Officer
13. Losses, Write-off & Compensation	(In conjunction with Audit Committee)
(a) Losses and cash due to theft, fraud, overpayment and others up to £50,000	Chief Finance Officer
(b) Fruitless Payments (including abandoned Capital Schemes)	
up to £100,000	Chief Finance Officer
Greater than 100,00 and less than £250,000	Chief Officer and Chief Finance Officer
(c) Bad Debts and Claims Abandoned. Private Patients, Overseas Visitors & Other Up to £50,000	Chief Finance Officer
(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 £50,000	Chief Finance Officer
(e) Compensation payments made under legal obligation	Chief Officer and Chief Finance Officer

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Delegated Matter	Authority Delegated To
(f) Extra contractual payments to contractors up to £50,000	Chief Finance Officer
Ex gratia payments	
(g) Patients and staff for loss of personal effects:	
Less than £500	CCG Commissioning Managers
Between £500 and £5,000	Chief Finance Officer
Between £5,000 and £50,000	Chief Officer or Chief Finance Officer
(h) For clinical negligence up to £1,000,000 (negotiated settlements)	Board
(i) For personal injury claims involving negligence where legal advice has been obtained and guidance applied Up to £1,000,000 (including plaintiff's costs)	Board
(j) Other, except cases of maladministration where there was no financial loss by claimant - £50,000	Chief Officer and Chief Finance Officer
(k) Write off of NHS debtors	
(i) Up to £250,000	Chief Finance Officer - reported to Audit Committee for information
(ii) Greater than £250,000	Chief Officer and Chief Finance Officer – reported to Audit Committee for information
(l) Write off of Non-NHS debtors	

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Delegated Matter	Authority Delegated To
(i) Up to £250,000	Chief Finance Officer - reported to Audit Committee for information
(ii) Greater than £250,000	Chief Officer and Chief Finance Officer – reported to Audit Committee for information
14. Reporting of Incidents to the Police	
(a) Where a criminal offence is suspected	
(i) Criminal offence of a violent nature	CCG Executive Directors in conjunction with Chief Officer
(ii) Theft	CCG Executive Directors
(iii) Other	CCG Executive Directors
(b) Where a fraud is involved (following referral to the Counter Fraud service)	Chief Finance Officer
(c) Where an incident occurs out of normal working hours	SWL On Call Director
15. Petty Cash Disbursements (not applicable to central Cashiers Office)	
(a) Expenditure up to £25 per item	Petty Cash Holder
(b) Reimbursement of patients monies up to £100	CCG Commissioning Managers
(c) Reimbursement of patients monies in excess of £100	CCG Commissioning Managers

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Delegated Matter	Authority Delegated To
16. Receiving Hospitality	
Applies to both individual and collective hospitality receipt items. In excess of £25 per item received.	Declaration required in Trust's Hospitality Register
17. Implementation of Internal and External Audit Recommendations	Chief Finance Officer
18. Maintenance & Update of Trust Financial Procedures	Chief Finance Officer
19. Investment of Funds	Chief Finance Officer
20. Personnel & Pay	
(a) Authority to fill funded post on the establishment with permanent staff	Authorised Budget Holders
(b) Authority to appoint staff not on the formal establishment	CCG Executive Directors
(c) <u>Additional Increments</u>	
The granting of additional increments to staff within budget	Chief Finance Officer or (with advice from the Director of Human Resources or equivalent (CSU))

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Delegated Matter	Authority Delegated To
(d) <u>Upgrading & Regrading</u>	
All requests for upgrading/regrading shall be dealt with in accordance with Trust procedure	Chief Officer or Chief Finance Officer
(e) <u>Establishments</u>	
(i) Additional staff to the agreed establishment with specifically allocated finance	CCG Executive Directors
(ii) Additional staff to the agreed establishment without specifically allocated finance	Chief Officer or Chief Finance Officer
(f) <u>Pay</u>	
(i) Authority to complete standing data forms effecting pay, new starters, variations and leavers	CCG Executive Directors
(ii) Authority to complete and authorise positive reporting forms	Line/Departmental Manager or CCG Executive Directors
(iii) Authority to authorise overtime	CCG Executive Directors
(iv) Authority to authorise travel and subsistence expenses	Line/Departmental Manager or CCG Executive Directors
(v) Approval of Performance Related Pay Assessment	Chief Officer or Remuneration Committee
(g) <u>Payroll Deductions</u>	

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Delegated Matter	Authority Delegated To
(i) PAYE, NIC & Pension Payments < £500k	Associate Partner - Finance (CSU)
(ii) Payment requests < £100,000	Associate Partner - Finance (CSU)
(h) <u>Leave</u>	
(i) Approval of annual leave	Line/Departmental Manager
(ii) Annual leave – approval of carry forward up to a maximum of 5 days	Line/Departmental Manager
(iii) Annual Leave – approval of carry forward in excess of 5 days but less than 10 days	CCG Executive Directors
(iv) Annual Leave – approval to carry forward 10 days or more	Chief Officer
(v) Compassionate leave up to 3 days	Line/Departmental Manager
(vi) Compassionate leave up to 6 days	CCG Executive Directors
(vii) Special leave arrangements	
▪ Paternity Leave	Line/Departmental Manager
▪ Carers leave (up to 5 days)	CCG Executive Directors
(viii) Leave without pay	CCG Executive Directors
(ix) Medical Staff Leave of Absence – Paid and Unpaid	CCG Executive Directors or Chief Officer
(x) Time off in lieu	Line Manager/Departmental Manager
(xi) Maternity Leave – Paid and Unpaid	Automatic approval within guidance

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Delegated Matter	Authority Delegated To
(i) <u>Sick Leave</u>	
(i) Extension of sick leave on half pay up to 3 months	CCG Executive Directors
(ii) Return to work part time on full pay to assist recovery	CCG Executive Directors
(iii) Extension of sick leave on full pay	CCG Executive Directors
(j) <u>Study Leave</u>	
(i) Study Leave outside the UK	Chief Officer
(ii) Medical Staff Study Leave	CCG Executive Directors and Chief Officer or Clinical Chair
(iii) All other study leave (UK)	Line Manager/Departmental Manager or CCG Executive Directors
(k) <u>Removal Expenses, Excess Rent and House Purchases</u>	
Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview)	
(i) Up to £5,000	CCG Executive Directors
(ii) Over £5,000	Chief Officer

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Delegated Matter	Authority Delegated To
(l) <u>Grievance Procedure</u>	
All grievances must be dealt with strictly in accordance with the Grievance Procedure and the advice of a Human Resources Officer must be sought when the grievance reaches the level of General Manager	Chief Officer
(m) <u>Authorised Car & Mobile Phone Users</u>	
Requests for mobile telephone users, Blackberry & telephone remote access	CCG Executive Directors
(n) <u>Renewal of Fixed Term Contract</u>	Chief Officer or CCG Executive Directors
(o) <u>Staff Retirement Policy</u>	
Authorisation of extensions of contract beyond normal retirement age in exceptional circumstances	CCG Executive Directors
(p) <u>Redundancy</u>	
Estimated cost up to £50,000	Chief Finance Officer
Estimated cost over £50,000	Remuneration Committee or Chair and Chief Officer

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Delegated Matter	Authority Delegated To
(q) <u>Ill Health Retirement</u>	
Decision to pursue retirement on the grounds of ill-health	Chief Officer
(r) <u>Dismissal</u>	Chief Officer
21. Authorisation of New Drugs	
(i) Estimated total yearly cost up to £25,000	Chief Pharmacist
(ii) Estimated total yearly cost above £25,000	Chief Pharmacist
	Chief Officer
22. Authorisation of Sponsorship Deals	
23. Authorisation of Research Projects	Chief Officer
24. Authorisation of Clinical Trials	Clinical Chair in conjunction with Clinical Leads and CCG Executive Directors
25. Insurance Policies and Risk Management	Chief Officer and Chief Finance Officer or Appropriate Delegated Director
26. Patients' and Relatives' Complaints	In conjunction with Complaints Panel
(a) Overall responsibility for ensuring that all complaints are dealt with effectively	Chief Officer

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Delegated Matter	Authority Delegated To
(b) Responsibility for ensuring complaints relating to a Directorate are investigated thoroughly	Chief Officer
(c) Medico-Legal Complaints – Co-ordination of their management	Chief Officer
27. Relationships with media	Chief Officer
28. Infectious Diseases and Notifiable Outbreaks	Chief Officer / Link with Local Authority
29. Extended Role Activities	
Approval of Nurses to undertake duties/procedures which can properly be described as beyond the normal scope of Nursing Practice	Chief Officer / Link with CCG Registered Nurse
30. Patient Services (Retained Provider functions)	CCG Executive Directors
(a) Variation of operating and clinic sessions within existing numbers	
(i) Outpatients	
(ii) Other	
(b) All proposed changes in bed allocation and use	
(i) Temporary Change	
(ii) Permanent Change	
(iii) Contract Monitoring and Reporting	
31. Facilities for staff not employed by the Trust to gain practical experience	

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Delegated Matter	Authority Delegated To
Professional Recognition, Honorary Contracts and Insurance of Medical Staff	Director of Human Resources or equivalent (CSU)
Work Experience students	CCG Commissioning Managers or Departmental Managers
32. Review of Fire Precautions	Chief Officer or Appropriate Delegated Director
33. Review of all statutory compliance legislation and Health & Safety requirements	Director of Corporate Affairs, Performance & Quality and Clinical Chair
34. Review of Medicines Inspectorate Regulations	Clinical Chair in conjunction with Clinical Leads
35. Review of compliance with environmental regulations	Director of Corporate Affairs, Performance & Quality
36. Review of Trust's compliance with the Data Protection Act	Director of Corporate Affairs, Performance & Quality
37. Monitor proposals for contractual arrangements between the CCG and outside bodies	Chief Finance Officer and Chief Officer
38. Review the Trust's compliance with the Access to Records Act	Director of Corporate Affairs, Performance & Quality
39. Review of the Trust's compliance with the Code of Practice for handling confidential information in the contracting environment and the compliance with "safe haven" per EL 92/60	Director of Corporate Affairs, Performance & Quality
40. The Keeping of a Declaration of Interests Register	Director of Corporate Affairs, Performance & Quality
41. Attestation of Sealings in accordance with Standing Orders	Chair / Chief Officer
42. The Keeping of a register of Sealings	Director of Corporate Affairs, Performance & Quality
43. The Keeping of the Hospitality Register	Director of Corporate Affairs, Performance & Quality

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Delegated Matter	Authority Delegated To
44. Retention of Records	Director of Corporate Affairs, Performance & Quality
45. Clinical Audit	Clinical Chair
46. Responsible officers for medical revalidation, evaluation of fitness to practice and monitoring the conduct and performance of doctors	Clinical Chair