

## CCG Constitution - APPENDIX F2 Operational Scheme of Delegation As at 1st September 2018

Subject:	Operational Scheme of Delegation
Policy Number	
Ratified By:	Governing Body
Date Ratified:	13/09/18
Version:	2.0
Policy Executive Owner:	Chief Finance Officer
Designation of Author:	Deputy Chief Finance Officer
Name of Assurance Committee:	Audit Committee
Date Issued:	September 2018
Review Date:	September 2019
Target Audience:	All users of Buckinghamshire CCG including staff, contractors, agency workers etc.
Other Linked Policies:	<ul style="list-style-type: none"> <li>- Standing Orders (SOs)</li> <li>- Prime Financial Policies</li> </ul>

## **Purpose**

The Purpose of this document is to define the Clinical control framework for committing the resources of the Clinical Commissioning Group. The Scheme of Delegation identifies which functions the **Accountable Officer** shall perform personally and which have been delegated to other Directors or Officers.

## **Scope**

To ensure that all staff, particularly budget managers and authorised signatories are aware of their authorities and responsibilities for compliance with the relevant procedures.

The Scheme of Delegation is consistent with the NHS Code of Conduct and Accountability. Directors and Officers are reminded that powers are delegated to them on the understanding that they would not exercise delegated powers in a manner in which their judgement was likely to be a cause for public concern. The Code of Conduct of Accountability in the NHS sets out the core standards of conduct expected of NHS managers.

To provide details of delegated limits to all officers holding responsibilities. Budget Holders agree to operate within the delegated limits as outlined in this document. It is their responsibility to manage within their budget and to identify any changes to the budget assumptions surrounding activity, timing and staffing issues which may result in changes to financial risk. If a proposed transaction is beyond their authority, it should be referred to their manager. Failure to do so may result in disciplinary action.

This document forms part of the CCG's corporate governance framework which is the regulatory framework for the business conduct of the CCG to which its officers are expected to comply. The aim is not to create a bureaucracy but to protect the CCG's interests and to protect staff from any accusation that they have acted less than properly. It does this by ensuring that all staff, particularly budget managers and authorised signatories are aware of their authorities and responsibilities for compliance with the relevant procedures.

## **Schedule of Matters Reserved to the CCG and Scheme of Delegation**

The arrangements made by the CCG as set out in The Scheme of Reservation and Delegation of Decisions. This document shows those matters which are reserved and delegated for the discharge of the CCG's functions.

The CCG remains accountable for all of its functions, including those it has delegated.

## **Delegated Matters**

Delegated matters in respect of decisions will need to be agreed or reported to other groups such as the Executive Committee or **Programme Boards**. This policy does not override these but sets out individual powers for committing resources. The delegation shown below is the lowest level to which authority is delegated. Delegation to lower levels is only permitted with written approval of the **Accountable Officer** who will, before authorising such delegation, consult with other Senior Officers as appropriate.

All items concerning Finance must be carried out in accordance with Prime Financial Policies.

## **Scheme of Delegation to Employees**

Standing Orders (SOs) and Prime Financial Policies set out in some detail the financial responsibilities of the **Accountable Officer**, **Director of Commissioning and Delivery**, the Chief Finance Officer and other Managements Directors of the CCG.

The scheme of delegation covers only matters delegated by the Governing Body to the Accountable Officer and Directors and certain other specific matters referred to in prime financial policies. Further delegation may be approved.

- i) by the governing body in approving specific management policies
- ii) by the CCG **Accountable Officer**
- iii) As part of Financial Procedures approved by the Chief Finance Officer.

Each Director will need to consider the arrangements for authorisation of expenditure against delegated budgets and further delegation of management/professional responsibilities.

### **Financial Control Environment**

In accordance with Prime Financial Policies the governing body exercises financial supervision and control by:

- i) Authorising the operational plan;
- ii) Requiring the submission and approval of budgets within approved allocations / overall income;
- iii) Defining and approving essential features in respect of important procedures and financial systems (including the need to obtain value for money)
- iv) Defining specific responsibilities placed on members of the governing body, committees, members and employees as indicated in the Scheme of Delegation.
- v) Approving provision of shared services through the commissioning support unit (CSU)

Once the governing body has reviewed and approved the Operating Plan and any supporting financial plan / budget the governing body will delegate approval to the **Accountable Officer, Director of Commissioning and Delivery**, the Chief Finance Officer and other directors and employees to commit these resources for the purpose set out in the plan subject to the financial thresholds set out in this scheme of delegation.

**Please see the end of this document for a glossary of roles used within.**

DELEGATED MATTER		AUTHORITY DELEGATED TO
<b>1.</b>	<b>Management of Budgets</b> Responsibility of keeping expenditure within budgets. Authority to spend is only extended where approved budget is available.	
(a)	At individual budget level (Pay and Non Pay) ( e.g. Locality Team Projects)	Authorised Budget Holders
(b)	At Portfolio Level	CCG Commissioning Managers or CCG <b>Management</b> Directors
(c)	For the totality of services covered by the Clinical Commissioning Group (CCG)	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
(d)	For all other areas	CFO or <b>DCD</b> or 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 (subject to check/ advice from SCWCSU Procurement Team on current and relevant legislation/regulation/thresholds – EU or other)	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
(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 (subject to check/ advice from SCWCSU Procurement Team on current and relevant legislation/regulation/thresholds – EU or other)	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
<b>2.</b>	<b>Virements</b> Virements may not be used to create new budgets.	
(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 and < £25,000	CCG Commissioning Managers or CCG <b>Management</b> Directors
(c)	At individual budget level within a service > £25,000 and < £100,000	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
(d)	Between Services > £100,00 and < £500,000	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
(e)	Between Services > £500,000 and < £1,000,00	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions.

	DELEGATED MATTER	AUTHORITY DELEGATED TO
3.	<b>Maintenance / Operation of bank Accounts</b>	Chief Finance Officer / Deputy Chief Finance Officer with the Finance Controller (CSU)
4	<b>Non-Pay Revenue and Capital Expenditure Requisitioning/Ordering/Payment of Goods and Services</b>	See scheme above
a)	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 in (a))	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions.
b)	Orders exceeding 12 month period (other than under contract)	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions.
5	<b>Capital Schemes</b>	
a)	Selection of architects, quantity surveyors, consultant engineers and other professional advisors within EU regulations	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions.
b)	Financial monitoring and reporting on all capital scheme expenditure	CFO or Appropriate Delegated Manager
c)	Granting and termination of leases with annual rent <£150k	CFO or Appropriate Delegated Manager
d)	Granting and termination of leases with annual rent >£150k and <£250k	In order of authority to make allowances for absence: (1) CFO Under Seal and (2) AO/DAO Under Seal. The CFO remains accountable for all decisions.

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>5</sup>
<b>6</b>	<b>Quotation, Tendering &amp; Contract Procedures</b>	
<b>a)</b>	Opening Tenders and Quotations (applicable only in the absence of electronic tendering)	
	i) Estimated value <£50,000	Two senior officers/managers designated by (in order of authority to make allowances for absence) (1) CFO (2) AO/DAO and not from the originating department. The CFO remains accountable for all decisions.
	ii) Estimated value >£50,000	Two senior officers/managers designated by (in order of authority to make allowances for absence) (1) CFO including a Lay Member of the Governing Body (2) AO/DAO including a Lay Member of the Governing Body, and not from the originating department. The CFO remains accountable for all decisions.
<b>b)</b>	<p>Authorisation of payments to public partnership schemes under existing contracts</p> <ul style="list-style-type: none"> <li>• May relate to Section 106 (1990 Town &amp; Country Planning Act) private agreements made between local authorities and developers, which can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms.</li> <li>• May be applied where CCG is asked to endorse Section 106 agreement where one or member practices (and therefore CCG members) are financial beneficiaries of payments under Section 106 in supporting development of primary care estate. The CCG itself would not be a financial beneficiary.</li> <li>• May be applied where there is an existing contract (GMS, PMS, APMS) between the CCG and the practice or practices concerned.</li> </ul>	CFO

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>6</sup>
<b>7</b>	<b>Setting of Fees and Charges ( Income generation)</b>	CFO

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>7</sup>
<b>10</b>	<b>Commissioning Expenditure</b>	
<b>a)</b>	i) Acute SLAs; Approval of requisitions in line with signed SLA <£100,000,000 ii) Other SLA's regular monthly invoices against approved Service Level Agreements	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority. CCG Budget Managers or CCG Directors (per list under item 4) or Deputy Director of Finance (CSU)
<b>b)</b>	Further reimbursement of expenditure within approved allocation	CCG Budget Managers or CCG Directors (per list under item 4)
<b>c)</b>	Over / Under performance of commissioning contracts : i) Agreement of over/under performance ii) Authorisation of Over performance payments	CCG Budget Managers or CCG Directors or Head Contracting Team (CSU) or Deputy Director of Finance (CSU) CFO or Deputy CFO
<b>d)</b>	Other Expenditure	CCG Budget Managers or CCG <b>Management</b> Directors (per list under item 4)

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>8</sup>
<b>11</b>	<b><i>Agreements / Licences</i></b>	
<b>a)</b>	Preparation and signature of all tenancy agreements/licences for all staff subject to CCG policy on accommodation for staff	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority.
<b>b)</b>	Extensions to existing leases	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
<b>c)</b>	Letting of Premises to/from outside organisations	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
<b>d)</b>	Approval of rent based on professional assessment	CFO
<b>12</b>	<b><i>Condemning &amp; Disposal</i></b>	
<b>a)</b>	Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively :	
	i) With current/estimated purchase price <£500	CCG Budget Managers or Deputy CFO
	ii) With current/estimated purchase price >£500	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.
	iii) Disposal of mechanical and engineering plant ( subject to estimated income of <£1,000 per sale)	CCG Budget Managers or Deputy CFO
	iv) Disposal of mechanical and engineering plant ( subject to estimated income of >£1,000 per sale)	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority.



DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>9</sup>
<b>13</b>	<b><i>Losses, Write-off &amp; Compensation</i></b>	In conjunction with Audit Committee
<b>a)</b>	Losses and cash due to theft, fraud, overpayment and others >£50,000	CFO
<b>b)</b>	Fruitless Payments (including abandoned Capital Schemes)	
	i) <£100,000	CFO
	ii) >£100,000 and <£250,000	CFO
<b>c)</b>	Bad Debts and Claims Abandoned. Private Patients, Overseas Visitors & Other >£50,000	CFO
<b>d)</b>	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 >£50,000	CFO
<b>e)</b>	Compensation payments made under legal obligation	CFO
<b>f)</b>	Extra contractual payments made to contractors up to £50,000	CFO

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>10</sup>
	<b>Ex Gratia Payments</b>	
<b>g)</b>	Patients and staff for loss of personal effects : i) <£500 ii) >£500 and <£5,000 iii) >£5,000 and £50,000	CCG Budget Managers CFO CFO
<b>h)</b>	For clinical negligence >£1,000,000 (negotiated settlements)	CFO
<b>i)</b>	For personal injury claims involving negligence where legal advice has been obtained and guidance applied < £1,000,000 (including plaintiff's costs)	CFO
<b>j)</b>	Other, except cases of maladministration where there was no financial loss by claimant <£50,000	CFO
<b>k)</b>	Write off of NHS Debtors : i) <£250,000	CFO – reported to Audit Committee for information
<b>l)</b>	Write off of Non-NHS Debtors : i) <£250,000	CFO – reported to Audit Committee for information

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>11</sup>
<b>14.</b>	<b><i>Reporting of Incidents to the Police</i></b>	
<b>a)</b>	Where a criminal offence is suspected : <ul style="list-style-type: none"> <li>i) Criminal Offence of a violent nature</li> <li>ii) Theft</li> <li>iii) Other</li> </ul>	CCG Budget Managers or CCG <b>Management</b> Directors CCG <b>Management</b> Directors CCG <b>Management</b> Directors
<b>b)</b>	Where a fraud is involved ( following referral to the Counter Fraud Service)	CFO
<b>c)</b>	Where an incident occurs out of normal working hours	On Call Director

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>12</sup>
<b>16</b>	<b><i>Receiving Hospitality</i></b>	
	You must ensure that the best interests of public and patients/clients are upheld in decision making and that any decisions are not improperly influenced by gifts or inducements (as set out in the code of conduct for NHS Managers).  In the exceptional circumstances that a gift or hospitality is accepted, both individual and collective hospitality receipt items in excess of £25 per item received must be declared.	Declarations required in CCG's Hospitality Register
<b>17.</b>	<b><i>Implementation of Internal and External Audit Recommendations</i></b>	CFO
<b>18.</b>	<b><i>Maintenance &amp; Update of CCG Financial Procedures</i></b>	CFO
<b>19.</b>	<b><i>Investment of Funds</i></b>	CFO

DELEGATED MATTER		AUTHORITY DELEGATED TO <sup>13</sup>
<b>20</b>	<b>Personnel &amp; Pay</b>	
<b>a)</b>	Authority to fill funded post on the establishment with permanent staff	Authorised Budget Holders and CCG Budget Managers
<b>b)</b>	Authority to appoint staff not on the formal establishment	CCG <b>Management</b> Directors
<b>c)</b>	<i>Additional Increments:</i> The granting of additional increments to staff within budget, up to a maximum annual equivalent of £142,500 per annum.	CFO with advice from the Director of HR or equivalent (CSU)
<b>d)</b>	<i>Upgrading &amp; Regrading :</i> i) All requests for upgrading/regarding shall be dealt with in accordance with CCG procedure ii) Where appropriate prior approval (annual equivalent of £142,500 or greater)	<b>CFO</b> In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority. To commend the case before seeking Ministerial support via NHS England
<b>e)</b>	<i>Establishments :</i> i) Additional staff to the agreed establishment with specifically allocated finance ii) Additional staff to the agreed establishment without specifically allocated finance	CCG <b>Management</b> Directors <del>AO or DAO or DCD or CFO (Discretionary Spend)</del>
<b>d)</b>	<i>Pay:</i> i) Authority to complete standing data forms effecting pay, new starters, variations and leavers, up to a maximum annual equivalent of £142,500 per annum. ii) Authority to complete standing data forms effecting pay, new starters, variations and leavers, over an annual equivalent of £142,500 per annum  iii) Authority to complete and authorise positive reporting forms iv) Authority to authorise overtime v) Authority to authorise travel and subsistence expenses vi) Approval of Performance Related Pay Assessment	CCG <b>Management</b> Directors, CFO and Deputy CFO (relevant to staff function and subject to Remuneration Committee recommendation/decision where applicable) CCG <b>Management</b> Directors, CFO and Deputy CFO commend the case before seeking Ministerial support via NHS England In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority (relevant to staff function and subject to Remuneration Committee recommendation/decision where applicable) Line/Departmental Managers, Deputy CFO or CCG <b>Management</b> Directors CCG <b>Management</b> Directors Line/Departmental Managers, Deputy CFO or CCG <b>Management</b> Directors (see also Appendix F3) In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Remuneration Committee. The CFO remains accountable for all decisions under this authority (except where relating to the CFO)

DELEGATED MATTER		AUTHORITY DELEGATED TO
<b>g)</b>	<i>Payroll Deductions:</i> <ul style="list-style-type: none"> <li>i) PAYE, NIC &amp; Pension Payments &lt;£500k</li> <li>ii) Payment requests &lt;£100,000</li> </ul>	CFO CFO
<b>h)</b>	<i>Leave:</i> <ul style="list-style-type: none"> <li>i) Approval of Annual Leave</li> <li>ii) Annual Leave – approval of carry forward up to a maximum of 5 days</li> <li>iii) Annual Leave – approval of carry forward up to a maximum of 5 days and &lt;10 days</li> <li>iv) Annual Leave – approval of carry forward 10 days or more</li> <li>v) Compassionate Leave – approval up to 3 days</li> <li>vi) Compassionate Leave – approval up to 6 days</li> <li>vii) Special Leave arrangements: <ul style="list-style-type: none"> <li>• Paternity Leave</li> <li>• Carers Leave</li> </ul> </li> <li>viii) Unpaid Leave</li> <li>ix) Time off in Lieu</li> <li>x) Maternity Leave – Paid and Unpaid</li> </ul>	Line / Departmental Manager Line / Departmental Manager CCG <b>Management</b> Directors CCG <b>Management</b> Directors Line / Departmental Manager CCG <b>Management</b> Directors Line / Departmental Manager CCG <b>Management</b> Directors CCG <b>Management</b> Directors Line Manager / Departmental Manager Automatic approval within CCG <b>Management</b> Directors (subject to HR guidance)

DELEGATED MATTER		AUTHORITY DELEGATED TO
<b>i)</b>	<p><i>Sick Leave:</i></p> <ul style="list-style-type: none"> <li>i) Extension of sick leave on half pay</li> <li>ii) Return to work part time on full pay to assist recovery</li> <li>iii) Extension of sick leave on full pay</li> </ul>	<p>CCG <b>Management</b> Directors  CCG <b>Management</b> Directors  CCG <b>Management</b> Directors</p>
<b>j)</b>	<p><i>Study Leave:</i></p> <ul style="list-style-type: none"> <li>i) Medical Staff Study Leave</li> <li>ii) All other Study Leave &lt;5 days</li> <li>iii) All other Study Leave &gt;5 days</li> </ul>	<p>CCG Directors and AO or DCD  Line Manager/Departmental Manager  CCG <b>Management</b> Directors</p>
<b>k)</b>	<p><i>Removal Expenses, Excess Rent and House Purchases :</i></p> <p>Authorisation of payment of removal expenses incurred by officers taking up new appointments (providing consideration was promised at interview)</p> <ul style="list-style-type: none"> <li>i) &lt;£5,000</li> <li>ii) &gt;£5,000</li> </ul>	<p>CCG <b>Management</b> Directors   <b>AO or DAO or DCD</b></p>
<b>l)</b>	<p><i>Grievance Procedure :</i></p> <p><i>All grievances must be dealt with strictly in accordance with the Grievance Procedure and the advice of ConsultHR must be sought .</i></p>	<p>Line Manager/Departmental Manager</p>
<b>m)</b>	<p><i>Discipline Procedure :</i></p> <p><i>All grievances must be dealt with strictly in accordance with the Discipline Procedure and the advice of ConsultHR must be sought .</i></p>	<p>Line Manager/Departmental Manager</p>
<b>m)</b>	<p><i>Authorised Car &amp; Mobile Phone Users:</i></p> <p><i>Requests for car usage, mobile telephone users, I-Phone and VPN access</i></p>	<p>Budget Managers, Deputy CFO or CCG <b>Management</b> Directors</p>
<b>n)</b>	<p><i>Renewal of Fixed Term Contract</i></p>	<p>CCG <b>Management</b> Directors or <b>AO or DAO or DCD</b></p>

DELEGATED MATTER		AUTHORITY DELEGATED TO
<b>o)</b>	<b>Redundancy :</b> i) <£50,000 ii) >£50,000 to £95,000 (Maximum allowable under NHS England rules)	CFO Remuneration Committee or Chair and AO or DCD
<b>p)</b>	<b>Ill Health Retirement :</b> Decision to pursue retirement on the grounds of ill-health	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, in conjunction with Occupational Health. The CFO remains accountable for all decisions under this authority
<b>q)</b>	<b>Dismissal:</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority
<b>21.</b>	<b>Authorisation of New Drugs:</b> i) <del>Estimated total annual cost &lt;£25,000</del> ii) <del>Estimated total annual cost &gt;£25,000</del>	Head of Medicines Management <del>AO or DCD on recommendation from Medicines Management Sub-Committee</del>
<b>22.</b>	<b>Authorisation of Sponsorship Deals</b>	Refer to Hospitality and Gifts Policy (including sponsorship arrangements)
<b>23.</b>	<b>Authorisation of Research Projects</b>	CCG Management Directors

DELEGATED MATTER		AUTHORITY DELEGATED TO
24.	<b>Authorisation of Clinical Trials</b>	AO or DCD in conjunction with Clinical Leads and CCG Management Directors
25.	<b>Insurance Policies and Risk Management</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority
26.	<b>Patients' and Relatives' Complaints:</b>  i) Overall responsibility for ensuring all complaints are dealt with effectively  ii) Responsibility for ensuring complaints relating to the CCG are investigated thoroughly  iii) Medico-Legal Complaints – Co-ordination of their management	DCD In conjunction with Patient Experience Team (CSU)  DCD  In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority
27.	<b>Relationships with media</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD.
28.	<b>Infectious Diseases and Notifiable Outbreaks</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD link with Director of Public Health & Area Team
29.	<b>Extended Role Activities :</b>  Approval of Nurses to undertake duties/procedures which can properly be described as beyond the normal scope of Nursing Practice	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD – Link with NHS England Area Team Chief Nurse
30.	<b>Facilities for staff not employed by the CCG to gain practical experience:</b>  i) Professional recognition, Honorary Contracts and Insurance of Medical Staff  ii) Work Experience Students	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD in conjunction with HR (CSU)  CCG Management Directors
31.	<b>Review of Fire Precautions</b>	AO or DAO or DCD or Appropriate Delegated Director with CSU



32.	<b>Review of all statutory compliance legislation and Health &amp; Safety requirements</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. or Appropriate Delegated Director with CSU The CFO remains accountable for all decisions under this authority
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DELEGATED MATTER		AUTHORITY DELEGATED TO
33.	<b>Review of Medicines Inspectorate Regulations</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority in conjunction with Clinical Leads and CCG Directors
34.	<b>Review of compliance with environmental regulations</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated Director with CSU
35.	<b>Review of CCG's compliance with the Data Protection Act</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated CCG Management Director
36.	<b>Monitor proposals for contractual arrangements between CCG and outside bodies</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD. The CFO remains accountable for all decisions under this authority
37.	<b>Review of CCG's compliance with the Access to Records Act</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated CCG Management Director
38	<b>Review of CCG's compliance with the Code of Practice for handling confidential information in the contracting environment and the compliance with 'safe haven' per EL92/60</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated CCG Management Director
39.	<b>The Keeping of a Declaration of Interests Register</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated CCG Management Director
40.	<b>Attestation of Sealings in accordance with Standing Orders</b>	CFO
41.	<b>The Keeping of a register of Sealings</b>	CFO
42.	<b>The Keeping of the Hospitality Register</b>	AO or DAO
43.	<b>Retention of Records</b>	In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) DCD, or Appropriate Delegated CCG Management Director
44,	<b>Clinical Audit</b>	AO or DAO
45.	<b>Responsibility officers for medical revalidation, evaluation of fitness to practice and monitoring the conduct and performance of doctors</b>	AO or DAO

GLOSSARY OF TERMS	
<i>AO – Accountable Officer</i>	<i>CLL – Clinical Locality Leads</i>
<i>DAO – Deputy Accountable Officer</i>	<i>CCD – Clinical Commissioning Directors</i>
<i>DCD – Director of Commissioning and Delivery</i>	<p><b>CCG <i>Management</i> Directors – <del>Executive Committee</del> Directors</b></p> <p>Where referred to in this document, this will relate to:</p> <ul style="list-style-type: none"> <li>• The Accountable Officer</li> <li>• The Deputy Accountable Officer</li> <li>• The Chief Finance Officer</li> <li>• The Director of Commissioning and Delivery</li> <li>• The Director of Transformation</li> <li>• Joint Director of Nursing and Quality (with NHS Oxfordshire CCG)</li> <li>• Joint Director of Contracting, Performance and Assurance (with NHS Oxfordshire CCG)</li> </ul>
<i>CFO – Chief Finance Officer</i>	<b><i>Budget Manager – e.g. Head Of Joint Care Commissioning, Head of Medicines Management, Programme Manager Urgent Care, aka minimum band 8b</i></b>
<i>Deputy CFO – Deputy Chief Finance Officer</i>	