

CCG Constitution - APPENDIX F2 Operational Scheme of Delegation As at 1st October 2020

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| Subject: | Operational Scheme of Delegation |
| Policy Number | |
| Ratified By: | Governing Body |
| Date Ratified: | 12/09/19 * |
| Version: | 2.2 |
| Policy Executive Owner: | Chief Finance Officer |
| Designation of Author: | Deputy Chief Finance Officer |
| Name of Assurance Committee: | Audit Committee |
| Date Issued: | September 2020 |
| Review Date: | September 2021 |
| Target Audience: | All users of Buckinghamshire CCG including staff, contractors, agency workers etc. |
| Other Linked Policies: | <ul style="list-style-type: none"> - Standing Orders (SOs) - Prime Financial Policies |

*Not re-ratified September 2020 – amendments only to remove out of date delegations – i.e. Director of Commissioning and Delivery who left the CCG in 2019. Scope of delegations and thresholds otherwise unchanged. Head of Governance, 10/09/2020 (date of Governing Body where scheme would otherwise have been re-ratified)

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.

NOTE: AS OF 1 OCTOBER 2019, ALL DELEGATED AUTHORITIES TO THE CHIEF FINANCE OFFICER ARE ALSO DELEGATED TO THE EQUIVALENT ROLE HOLDER FOR OXFORDSHIRE CCG

| DELEGATED MATTER | | AUTHORITY DELEGATED TO |
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| 1. | Management of Budgets 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 Management 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. The CFO remains accountable for all decisions under this authority. |
| (d) | For all other areas | CFO 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. 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. The CFO remains accountable for all decisions under this authority. |
| 2. | Virements 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 Management 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. 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. 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 |
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| 3. | Maintenance / Operation of bank Accounts | Chief Finance Officer / Deputy Chief Finance Officer with the Finance Controller (CSU) |
| 4 | Non-Pay Revenue and Capital Expenditure Requisitioning/Ordering/Payment of Goods and Services | |
| 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 | Capital Schemes | |
| 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 ⁵ |
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| 6 | Quotation, Tendering & Contract Procedures | |
| a) | 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) | <p>Authorisation of payments to public partnership schemes under existing contracts</p> <ul style="list-style-type: none"> • May relate to Section 106 (1990 Town & 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. • 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. • May be applied where there is an existing contract (GMS, PMS, APMS) between the CCG and the practice or practices concerned. | CFO |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ⁶ |
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| 7 | Setting of Fees and Charges (Income generation) | CFO |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ⁷ |
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| 8 | Commissioning Expenditure | |
| a) | 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. The CFO remains accountable for all decisions under this authority. CCG Budget Managers or CCG Directors or Deputy Director of Finance (CSU) |
| b) | Further reimbursement of expenditure within approved allocation | CCG Budget Managers or CCG Directors |
| c) | 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 |
| d) | Other Expenditure | CCG Budget Managers or CCG Management Directors |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ⁸ |
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| 9 | <i>Agreements / Licences</i> | |
| a) | 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) | Extensions to existing leases | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority. |
| c) | Letting of Premises to/from outside organisations | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority. |
| d) | Approval of rent based on professional assessment | CFO |
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| 10 | <i>Condemning & Disposal</i> | |
| a) | 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. 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. The CFO remains accountable for all decisions under this authority. |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ⁹ |
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| 11 | <i>Losses, Write-off & Compensation</i> | In conjunction with Audit Committee |
| a) | Losses and cash due to theft, fraud, overpayment and others >£50,000 | CFO |
| b) | Fruitless Payments (including abandoned Capital Schemes) | |
| | i) <£100,000 | CFO |
| | ii) >£100,000 and <£250,000 | CFO |
| c) | Bad Debts and Claims Abandoned. Private Patients, Overseas Visitors & Other >£50,000 | CFO |
| 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 >£50,000 | CFO |
| e) | Compensation payments made under legal obligation | CFO |
| f) | Extra contractual payments made to contractors up to £50,000 | CFO |
| g) | Extra statutory or exit regulatory payments | CFO |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ¹⁰ |
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| | <i>Ex Gratia Payments</i> | |
| g) | <p>Patients and staff for loss of personal effects : i) <£500 ii) >£500 and <£5,000 iii) >£5,000 and £50,000</p> <p>Any ex Gratia payment relating to termination of employment deemed in excess of or outside of statutory or contractual entitlements would be escalated to the Remuneration Committee for review and recommendation to the Governing Body. It will also be subject to an application with Business Case to NHS England.</p> <p>This would also include novel, contentious or repercussive cases i.e. Severance payments</p> | <p>CCG Budget Managers CFO CFO</p> |
| h) | For clinical negligence >£1,000,000 (negotiated settlements) | CFO |
| i) | For personal injury claims involving negligence where legal advice has been obtained and guidance applied < £1,000,000 (including plaintiff's costs) | CFO |
| j) | Other, except cases of maladministration where there was no financial loss by claimant <£50,000 | CFO |
| k) | Write off of NHS Debtors : i) <£250,000 | CFO – reported to Audit Committee for information |
| l) | Write off of Non-NHS Debtors : i) <£250,000 | CFO – reported to Audit Committee for information |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO¹¹ |
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| 12. | <i>Reporting of Incidents to the Police</i> | |
| a) | Where a criminal offence is suspected : <ul style="list-style-type: none"> i) Criminal Offence of a violent nature ii) Theft iii) Other | CCG Budget Managers or CCG Management Directors CCG Management Directors CCG Management Directors |
| b) | Where a fraud is involved (following referral to the Counter Fraud Service) | CFO |
| c) | Where an incident occurs out of normal working hours | On Call Director |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO¹² |
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| 13. | <i>Receiving Hospitality</i> | |
| | 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 |
| 14. | <i>Implementation of Internal and External Audit Recommendations</i> | CFO |
| 15. | <i>Maintenance & Update of CCG Financial Procedures</i> | CFO |
| 16. | <i>Investment of Funds</i> | CFO |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO ¹³ |
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| 17. | Personnel & Pay | |
| a) | Authority to fill funded post on the establishment with permanent staff | Authorised Budget Holders and CCG Budget Managers |
| b) | Authority to appoint staff not on the formal establishment | CCG Management Directors |
| c) | <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) |
| d) | <i>Upgrading & 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) | CFO In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority. To commend the case before seeking Ministerial support via NHS England |
| e) | <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 Management Directors CFO (Discretionary Spend) |
| f) | <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 Management Directors, CFO and Deputy CFO (relevant to staff function and subject to Remuneration Committee recommendation/decision where applicable) CCG Management 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. 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 Management Directors CCG Management Directors Line/Departmental Managers, Deputy CFO or CCG Management Directors (see also Appendix F3) In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Remuneration Committee. The CFO remains accountable for all decisions under this authority (except where relating to the CFO) |

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

| DELEGATED MATTER | | AUTHORITY DELEGATED TO |
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| i) | <p><i>Sick Leave:</i></p> <ul style="list-style-type: none"> i) Extension of sick leave on half pay ii) Return to work part time on full pay to assist recovery iii) Extension of sick leave on full pay | <p>CCG Management Directors CCG Management Directors CCG Management Directors</p> |
| j) | <p><i>Study Leave:</i></p> <ul style="list-style-type: none"> i) Medical Staff Study Leave ii) All other Study Leave <5 days iii) All other Study Leave >5 days | <p>CCG Directors and AO Line Manager/Departmental Manager CCG Management Directors</p> |
| k) | <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"> i) <£5,000 ii) >£5,000 | <p>CCG Management Directors AO or DAO</p> |
| l) | <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> |
| m) | <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> |
| m) | <p><i>Authorised Car & 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 Management Directors</p> |
| n) | <p><i>Renewal of Fixed Term Contract</i></p> | <p>CCG Management Directors or AO or DAO</p> |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO |
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| o) | <i>Redundancy :</i> i) <£50,000 ii) >£50,000 to £95,000 (Maximum allowable under NHS England rules) | CFO Remuneration Committee or Chair and AO |
| p) | <i>Ill Health Retirement :</i> Decision to pursue retirement on the grounds of ill-health | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO, in conjunction with Occupational Health. The CFO remains accountable for all decisions under this authority |
| q) | <i>Dismissal:</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority |
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| 18. | <i>Authorisation of Sponsorship Deals</i> | Refer to Hospitality and Gifts Policy (including sponsorship arrangements) |
| 19. | <i>Authorisation of Research Projects</i> | CCG Management Directors |
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| DELEGATED MATTER | | AUTHORITY DELEGATED TO |
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| 20. | Authorisation of Clinical Trials | AO in conjunction with Clinical Leads and CCG Management Directors |
| 21. | Insurance Policies and Risk Management | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority |
| 22. | Patients' and Relatives' Complaints: 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 | Deputy Director of Quality In conjunction with Complaints Team Deputy Director of Quality In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority |
| 23. | Relationships with media | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. |
| 24. | Infectious Diseases and Notifiable Outbreaks | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO (3) Deputy Director of Quality link with Director of Public Health & Area Team |
| 25. | Extended Role Activities : 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) Deputy Director of Quality – Link with NHS England Area Team Chief Nurse |
| 26. | Facilities for staff not employed by the CCG to gain practical experience: 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) Deputy Director of Quality in conjunction with HR (CSU) CCG Management Directors |

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| 27. | <i>Review of Fire Precautions</i> | AO or DAO or Appropriate Delegated Director with CSU |
| 28. | <i>Review of all statutory compliance legislation and Health & Safety requirements</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated Director with CSU The CFO remains accountable for all decisions under this authority |

| DELEGATED MATTER | | AUTHORITY DELEGATED TO |
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| 29. | <i>Review of Medicines Inspectorate Regulations</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority in conjunction with Clinical Leads and CCG Directors |
| 30. | <i>Review of compliance with environmental regulations</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated Director with CSU |
| 31. | <i>Review of CCG's compliance with the Data Protection Act</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated CCG Management Director |
| 32. | <i>Monitor proposals for contractual arrangements between CCG and outside bodies</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO. The CFO remains accountable for all decisions under this authority |
| 33. | <i>Review of CCG's compliance with the Access to Records Act</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated CCG Management Director |
| 34. | <i>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</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated CCG Management Director |
| 35. | <i>The Keeping of a Declaration of Interests Register</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated CCG Management Director |
| 36. | <i>Attestation of Sealings in accordance with Standing Orders</i> | CFO |
| 37. | <i>The Keeping of a register of Sealings</i> | CFO |
| 38. | <i>The Keeping of the Hospitality Register</i> | AO or DAO |
| 39. | <i>Retention of Records</i> | In order of authority to make allowances for absence: (1) CFO (2) AO/DAO or Appropriate Delegated CCG Management Director |
| 40. | <i>Clinical Audit</i> | AO or DAO |

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| 41. | <i>Responsibility officers for medical revalidation, evaluation of fitness to practice and monitoring the conduct and performance of doctors</i> | AO or DAO |
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| GLOSSARY OF TERMS | |
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| <i>AO – Accountable Officer</i> | <i>CLL – Clinical Locality Leads</i> |
| <i>DAO – Deputy Accountable Officer</i> | <i>CCD – Clinical Commissioning Directors</i> |
| | <i>CCG Management Directors</i> Where referred to in this document, this will relate to: <ul style="list-style-type: none"> • The Accountable Officer • The Deputy Accountable Officer • The Chief Finance Officer • The Director of Commissioning and Delivery • The Director of Transformation • Joint Director of Nursing and Quality (with NHS Oxfordshire CCG) • Joint Director of Contracting, Performance and Assurance (with NHS Oxfordshire CCG) |
| <i>CFO – Chief Finance Officer</i> | <i>Budget Manager – e.g. Head Of Joint Care Commissioning, Head of Medicines Management, Programme Manager Urgent Care, aka minimum band 8b</i> |
| <i>Deputy CFO – Deputy Chief Finance Officer</i> | |