

## Detailed Scheme of Delegation

Updated December 2018

Reference Document	Delegated Matter	Delegated Authority - Commissioner	Scope of Delegation
Prime Financial Policies - Sec 7	<p><b>1. Management of Budgets</b></p> <p>Responsibility to keep expenditure within budgets and to ensure that budgets are only used for the type of expenditure for which they have been set.</p> <p>At individual budget level (Pay and Non Pay)</p> <p>At Directorate level</p> <p>All Other Areas</p> <p><b>a) Approval of Budget Virements</b> Between commissioning budgets up to £50,000 or between admin budgets/provider patient services non-</p>	<p>Budget Holder</p> <p>Director</p> <p>Chief Finance Officer/Accountable Officer</p> <p>Budget Holder</p>	

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	<p>recurrently up to £10,000</p> <p>Between commissioning budgets up to £100,000 or between admin budgets recurrently and/or up to £50,000</p> <p>Above £100,000 between commissioning budgets or above £50,000 between admin budgets</p>	<p>Chief Finance Officer</p> <p>Accountable Officer</p>	
<p>Prime Financial Policies - Sec 11</p>	<p><b>2. Maintenance/Operation of Bank Accounts</b></p> <p>a) Approval of banking arrangements</p> <p>b) Variation to approved signatories</p>	<p>Chief Finance Officer/Deputy CFO</p> <p>Governing Body</p> <p>Chief Finance Officer</p>	<p>In accordance with PFP</p>
<p>Prime Financial Policies - Sec 17</p>	<p><b>3. Non Pay Revenue and Capital Expenditure / Requisitioning / Ordering</b></p> <p>A Requisitions or payments for Goods and Services</p>		

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	<ul style="list-style-type: none"> <li>• Requisitions or payments up to £1,000</li> <li>• Requisitions or payments up to £10,000</li> <li>• Requisitions or payments up to £249,999</li> <li>•</li> <li>• Requisitions or payments from £250,000 to £999,999</li> <li>• Stock/non stock requisitions from £1,000,000</li> </ul>	<p>Budget Manager</p> <p>Budget Holder</p> <p>Directors</p> <p>Chief Finance Officer or Accountable Officer</p> <p>Governing Body for Approval</p>	
	<p>b) Authorisation of Payments against an signed NHS Contract or signed s75 or s256 with the Local Authority (inc all partnership agreements)</p>	<p>Accountable Officer Chief Finance Officer, Director, Deputy Director of Commissioning, Deputy CFO, Associate Director of Finance (Business Intelligence)</p>	

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	<p>c) Primary care payments (inc Delegated)</p> <p>Payment schedules (Exeter and invoice payments )</p> <ul style="list-style-type: none"> <li>- Initial review of payments</li>   <li>- Authorisation to Process</li> </ul>	<p>Primary Care Team</p> <p>One of:  Director of Locality Development and Engagement, Chief finance Officer, Deputy CFO, Associate Director of Finance (Business Intelligence)</p>	
	<p>d) Orders exceeding 36 month period</p>	<p>Accountable Officer or Chief Finance Officer</p>	

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	e) All contracts for Non Health Care goods & services and subsequent variations to contracts	As section 3a	
	f) Prepayments over £1,500	Chief Finance Officer or Deputy CFO	
Prime Financial Policies - Sec 18	<p><b>4. Capital Schemes</b></p> <p>a) Delegated Limits for Capital Investment for buildings, PFI, IM&amp;T and equipment investments, and property leases</p> <ul style="list-style-type: none"> <li>• Up to £35 million</li> <li>• From £35 million and above</li> <li>• Selection of Architects, quantity surveyors, consultant engineer and other professional advisors within</li> </ul>	<p>NHS England – subject to full business case approval and following approval by Governing Body</p> <p>Department of Health and HM Treasury</p> <p>Accountable Officer or Chief Finance Officer</p>	

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	<p>EU regulations</p> <ul style="list-style-type: none"> <li>• Financial monitoring and reporting on all capital scheme expenditure</li> </ul>	Chief Finance Officer	
Prime Financial Policies - Sec 13	<p>5.1 Quotation, Tender and &amp; Contract Procedures (including secondary, primary and community healthcare services) where no suitable legally compliant framework agreements / contracts are available for use:</p> <p>(Values are the total value of expenditure excluding VAT for the total duration of any time period committed to):</p> <ul style="list-style-type: none"> <li>a) No requirement to obtain quotes for single items up to £5,000</li> <li>b) 2 written quotes for goods / services between £5,001 and £10,000.</li> <li>c) Obtaining a minimum of 3 written quotations for goods / services</li> </ul>	<p>As per section 3</p> <p>As per section 3</p> <p>As per section 3</p>	

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	<p>from £10,000 to £50,000</p> <p>d) Obtaining a minimum of 3 written competitive tenders for goods / services from £50,001 (process by delegated procurement personnel).</p> <p>e) Contracts above European Union (OJEU) limits.</p> <p>f) Approval to accept quote / tender other than the lowest that meet the award criteria Quotations &amp; tenders &lt;£99,999</p> <p>Tenders &gt;£100,000</p> <p>g) Waiving of quotations &amp; Tenders subject to SOs &amp; PFP</p> <p>Up to £99,999</p>	<p>As per section 3</p> <p>Chief Finance Officer / Deputy CFO</p> <p>Chief Finance Officer / Accountable Officer</p> <p>Chief Finance Officer / Accountable Officer</p> <p>Chief Finance Officer</p>	<p>Report to Audit Committee</p> <p>Report to Audit</p>

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	<p>£100,000 - £249,999</p> <p>£250,000+</p> <p>Opening Quotations:</p> <p>Opening Tenders:</p>	<p>Accountable Officer</p> <p>Governing Body</p> <p>Directors and Senior Manager</p> <p>Accountable Officer and Directors, Deputy CFO, Associate Director of Corporate Governance</p>	<p>Committee (with detail for those over £50k)</p>
	<p>5.2. A Mini-Competition* or Direct Call-Off* for goods or services of any value (including secondary, primary and community healthcare services) against a suitable nationally negotiated framework agreements / contracts:</p> <p>*In accordance with framework terms and conditions of contract.</p> <p>Up to £5,000</p>	<p>As per section 3</p>	



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	<p>Between £5,001 and £10,000</p> <p>Between £10,000 and £50,000</p> <p>From £50,001</p>	<p>As per section 3</p> <p>As per section 3</p> <p>As per section 3</p>	<p>Report to Audit Committee (with detail for those over £50k)</p>
<p>Prime Financial Policies - Sec 12</p>	<p><b>6. Setting of Fees and Charges</b></p> <p>a) Private Patient, Overseas Visitors, Income Generation and other patient related services</p> <p>b) Price of NHS Contracts</p> <p>c) Price of Non NHS Contracts</p>	<p>Chief Finance Officer or Deputy CFO</p> <p>Chief Finance Officer or Deputy CFO</p> <p>Chief Finance Officer or Deputy CFO</p>	
	<p><b>7. Income Collection</b></p> <ul style="list-style-type: none"> <li>• Cancellation of invoices incorrectly raised</li> <li>• Authority to pursue legal action for bad debts</li> <li>• Approval of write offs relating to over</li> </ul>	<p>Chief Finance Officer or Deputy CFO</p> <p>Chief Finance Officer or Deputy CFO</p> <p>Chief Finance Officer</p>	

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	payment of salary		
Prime Financial Policies - Sec 14	<p><b>8. Agreement and Signing of Contracts for the purchasing of Health Care and Agreements with the Local Authority and GP Practices</b></p> <p><b>Signing of All Health Care Contracts (including with the Local Authority, NHS and Non NHS Organisations)</b></p> <p>Contracts of less than £10,000,000</p> <p>Contracts greater than £10,000,000</p> <p>Variations to contracts</p>	<p>Director of Commissioning Implementation or Chief Finance Officer</p> <p>Accountable Officer or Chief Finance Officer</p> <p>Director of Commissioning Implementation or Chief Finance Officer</p>	

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	<p><b>Signing of Agreements between the CCG and the Local Authority</b></p> <p><b>Signing of Agreements and Contracts for the purchase of primary care services with GP practices.</b></p> <p><b>Signing of Personal Health Budget Contracts (PHB's)</b></p>	<p>Accountable Officer / Chief Finance Officer or Director of Commissioning Implementation</p> <p>Accountable Officer or Chief Finance Officer</p> <p>Director of Integration , Chief Finance Officer or Director of Commissioning Implementation</p>	
<p>Prime Financial Policies - Sec 7</p>	<p><b>9. Engagement of Staff Not On the Establishment</b></p> <p>a) Non Medical Consultancy Staff or total commitment is &lt;£20,000 in one year where budget is available &gt;£20,000 or where no budget available</p>	<p>Accountable Officer and Chief Finance Officer</p>	

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	b) Engagement of CCG's Solicitors	Associate Director of Corporate Governance	
	c) Booking of Bank or Agency Staff following appropriate approval	Budget Manager	
Prime Financial Policies - Sec 20	<b>10.Expenditure on Charitable and Endowment Funds</b>	Designated Fund Managers in accordance with procedures and limits laid down for charitable funds by the corporate trustee	
	<b>11.Agreements/Licences/Leases</b>  a) Preparation of all tenancy agreements/licences for all staff subject to CCG Policy on accommodation for staff  b) Initial review of all proposed lease agreements to assess financial implications of lease agreement  c) Authorisation to sign leases/licences	Director responsible for Estates  Deputy CFO  NHS England Accountable Officer or Chief	

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	<p>Signature of all tenancy agreements/licences (as above)</p> <p>d) extensions to existing licences and leases</p> <p>e) Letting of premises to outside organisations }</p> <p>f) Approval of rent based on professional assessment</p>	<p>Finance Officer</p> <p>Chief Finance Officer</p> <p>Chief Finance Officer</p>	
<p>Prime Financial Policies - Sec 18</p>	<p><b>12. Condemning &amp; Disposal</b></p> <p>Maintain losses and special payments register</p> <p>a) Items obsolete, obsolescent, redundant, irreparable or cannot be required cost effectively</p> <p>1) with current/estimated purchase price &lt;£499</p>	<p>Chief Finance Officer/ Deputy CFO</p> <p>Budget Manager/Holder</p>	

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	<p>2) with current purchase new price &gt;£500+</p> <p>3) Disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale)</p> <p>b) Disposal of property or land</p>	<p>Chief Finance Officer</p> <p>Chief Finance Officer</p> <p>Governing Body</p>	
	<p><b>13.Losses, Write –off &amp; Compensation</b></p> <p>a) Losses of cash due to:</p> <p>1) Theft, Fraud, etc</p> <p>2) Overpayments of Salaries, wages, fees &amp; allowances</p> <p>3) Other Causes including un-vouched or incompletely vouched payments, overpayments other than those included under item 2: physical losses of cash and cash equivalents, e.g. stamps due to fire (other than arson), accident and</p>		

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	similar causes		
	Up to £10,000 Up to £25,000 Over £25,000  Novel, contentious or repercussive cases  Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)	Chief Finance Officer Accountable Officer Governing Body  NHS England prior to submission to DH  HM Treasury	
	b) Fruitless payments (including abandoned capital Schemes)  Up to £10,000 Up to £25,000 Over £25,000 Novel, contentious or repercussive cases  Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)	Chief Finance Officer Accountable Officer Governing Body NHS England prior to submission to DH  HM Treasury	
	c) Bad debts and claims abandoned:-		

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	<p>1) Private patients (Sect. 65/ 66 NHS Act 1977)  2) Overseas visitors (Sect. 121 NHS Act 1977)  3) Cases other than 1) – 2)</p> <p>Up to £10,000  Up to £25,000  Over £25,000  Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p>	<p>Chief Finance Officer  Accountable Officer  Governing Body  NHS England prior to submission to DH</p> <p>HM Treasury</p>	
	<p>d) Damage to buildings, their fittings, furniture and equipment and loss of equipment and property in stores and in use due to:</p> <p>1) Culpable causes e.g. theft, fraud, arson or sabotage whether proved or suspected,</p>	<p>Chief Finance Officer</p>	



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	<p>neglect of duty or gross carelessness</p> <p>2) Other causes Up to £10,000 Up to 25,000 Over £25,000</p> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p>	<p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p>	
	<p>e) Compensation payments made under legal obligation</p>	<p>Governing Body</p>	
	<p>f) Extra contractual payments to contractors Up to £10,000 Up to £25,000 Over £25,000</p> <p>Novel, contentious or repercussive cases</p>	<p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p>	

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	Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)	HM Treasury	
	<p>g) Ex gratia payments to patients &amp; staff for loss of personal effects</p> <p>Up to £10,000 Up to £25,000 Over £25,000</p> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>h) For clinical negligence (negotiated settlements following legal advice) where the guidance relating to such payments has been applied (including plaintiffs costs)</p> <ul style="list-style-type: none"> <li>• Up to £10,000</li> </ul>	<p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p> <p>Chief Finance Officer</p>	

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	<ul style="list-style-type: none"> <li>• Up to £25,000</li> <li>• Over £25,000</li> </ul> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>For Clinical negligence where the guidance relating to such payments has not been applied</p> <ul style="list-style-type: none"> <li>• Up to £1,000</li> <li>• Up to £5,000</li> <li>• Over £5,000</li> </ul> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN)</p>	<p>Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p> <p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p>	

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	11/05)		
	<p>i) For personal injury claims involving negligence where relevant guidance has been applied (including plaintiffs costs)</p> <ul style="list-style-type: none"> <li>• Up to £1,000</li> <li>• Up to £15,000</li> <li>• Over £15,000</li> </ul> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p> <p>For personal injury claims involving negligence where legal advice obtained and relevant guidance has not been applied</p> <ul style="list-style-type: none"> <li>• Up to £1,000</li> <li>• Up to £5,000</li> </ul>	<p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p> <p>Chief Finance Officer Accountable Officer</p>	

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	<ul style="list-style-type: none"> <li>• Over £5,000</li> </ul> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p>	<p>Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p>	
	<p>j) Other clinical negligence cases &amp; personal injury claims</p> <p>Up to £1,000 Up to £15,000 Over £15,000</p> <p>Novel, contentious or repercussive cases</p> <p>Special severance payments (Dear Accounting Officer letter DAO (GEN) 11/05)</p>	<p>Chief Finance Officer Accountable Officer Governing Body</p> <p>NHS England prior to submission to DH</p> <p>HM Treasury</p>	
	<p>k) Other, except cases of maladministration where there was no financial loss by claimant</p>		

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	All	Governing Body	
	1) Others 2) Maladministration where there was no financial loss by claimant 3) Patient referrals outside the UK and EEA guidelines 4) Extra statutory and extra regulatory payments  All	Governing Body	
Prime Financial Policies - Sec 4	<b>14.Reporting of Incidents to the Police</b>  a) Where a criminal offence is suspected <ul style="list-style-type: none"> <li>• criminal offence of a violent nature</li> <li>• other</li> </ul> b) Where a fraud is involved	Appropriate Manager     Chief Finance Officer or Accountable Officer	
Prime Financial Policies - Sec 12	<b>15.Petty Cash Disbursements (not applicable to central Cashiers Office)</b> <ul style="list-style-type: none"> <li>• General Expenditure up to £50 per</li> </ul>	As determined by the Chief	

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	item	Finance Officer	
	<p><b>16.Receiving Hospitality</b></p> <p>Applies to both individual and collective hospitality</p> <p>In excess of £25.00 per item received</p>	Declaration required in CCG Hospitality Register	
Prime Financial Policies - Sec 3	<b>17.Implementation of Internal and External Audit Recommendations</b>	Budget Manager or Director	
Prime Financial Policies - Sec 2	<b>18.Maintenance &amp; Update of CCG Financial Procedures</b>	Chief Finance Officer	
Prime Financial Policies - Sec 16	<p><b>19.Personnel &amp; Pay</b></p> <p>a) Authority to fill funded post on the establishment with permanent staff including the ability to alter skill mix within existing budget</p> <p>b) Authority to appoint staff to post not on the funded establishment</p> <p>c) The granting of additional salary increments to staff within budget</p>	<p>Accountable Officer and Directors</p> <p>Accountable Officer &amp; directors</p> <p>Accountable Officer &amp; directors</p> <p>Accountable Officer &amp;</p>	

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	<p>d) All requests for upgrading or regrading shall be dealt with in accordance with CCG Procedure</p> <p>e) Like for like recruitment of staff</p>	<p>directors with HR Lead Relevant Director</p>	
	<p>f) <u>Establishments</u></p> <p>1) Additional staff to the agreed establishment with specifically allocated finance.</p> <p>2) Additional staff to the agreed establishment without specifically allocated finance</p>	<p>Accountable Officer and Directors</p> <p>Accountable Officer and Directors</p>	
	<p>f) <u>Pay</u></p> <p>a) Authority to complete standing data forms effecting pay, new starters, variations and leavers</p> <p>b) Authority to complete and</p>	<p>Budget Holder and Finance</p> <p>Budget Manager</p>	



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	<p>authorise positive reporting forms</p> <p>c) Authority to authorise overtime</p> <p>d) Authority to authorise mileage claims, subsistence expenses &amp; exam fees</p> <p>e) Submission of travel and subsistence claims within 3 months of incurring expenditure</p> <p>f) Authorisation of travel expenses over 3 months old</p> <p>g) Authorisation of non travel, subsistence or exam fees through expenses claim form</p> <p>Approval of Performance Related Pay</p> <ul style="list-style-type: none"> <li>- Policy</li> <li>-</li> <li>- Assessment</li> </ul>	<p>Budget Holder</p> <p>Line Manager</p> <p>Employee</p> <p>Chief Finance Officer</p> <p>Budget Manager</p> <p>, Remuneration Committee</p> <p>Line/Departmental Manager</p>	<p>Exceptional circumstances only, supplies procedure should be followed</p>

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	<p>g) <u>Leave</u></p> <p>a) Approval of annual leave</p> <p>b) Compassionate leave</p> <p>c) Special leave arrangements</p> <ul style="list-style-type: none"> <li>• Paternity leave</li> <li>• Carers leave</li> </ul> <p>d) Leave without pay</p> <p>e) Time off in lieu</p> <p>f) Maternity Leave _ paid and unpaid</p>	<p>}</p> <p>}</p> <p>}</p> <p>} As per CCG policy</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>}</p> <p>Line manager</p> <p>As per CCG policy</p>	
	<p>h) <u>Sick Leave</u></p> <ul style="list-style-type: none"> <li>• Extensions of sick leave beyond CCG terms and Conditions</li> <li>• Return to work part-time on full pay day to assist recovery in excess of CCG terms and conditions</li> <li>• Extension of sick leave on full pay in excess of CCG terms and conditions</li> </ul>	<p>Director in conjunction with HR Lead</p> <p>Director in conjunction with HR Lead</p> <p>Accountable Officer or Chief Finance Officer and HR Lead</p>	

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	i) <u>Study Leave</u> <ul style="list-style-type: none"> <li>• Study leave outside the UK</li> <li>• All study leave (UK) in excess of CCG training procurement</li> </ul>	Accountable Officer Accountable Officer or Director	
	j) <u>Removal Expenses, Excess Rent and House Purchases</u>  Authorisation of payment of removal expenses in accordance with CCG policy incurred by officers taking up new appointments (providing consideration was promised at interview) Up to £5,000 Over £5,000 to £8,000 maximum	Director Accountable Officer or Chief Finance Officer	
	k) <u>Grievance Procedure</u>  All grievance cases must be dealt with strictly in accordance with the Grievance Procedure and the advice of the Human Resource Manager must be sought when the grievance reaches the level of	HR Lead	CCG Grievance Procedure

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	General Manager		
	l) <u>Mobile Communications</u> <ul style="list-style-type: none"> <li>•</li> <li>• Requests for posts to be authorised users of mobile communications equipment</li> </ul>	Budget Holder in line with CCG Policy	
	m) <u>Renewal of Fixed Term Contract</u>	Appropriate Director	
	n) <u>Redundancy</u>	Accountable Officer / Chief Finance Officer and HR Lead	Redeployment and Redundant policy
	o) <u>Ill Health Retirement</u>  Decision to pursue retirement on the grounds of ill-health	Chief Finance Officer and HR Lead	
	p) <u>Dismissal</u>	Director or nominated deputy and HR Lead	Disciplinary policy
Prime Financial Policies	<b>20. Insurance Policies and Risk</b>	Accountable Officer / Chief	

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- Sec 15	<b>Managment</b>	Finance Officer, Associate Director Corporate Governance	
For review by Becky Parish/Caroline Smith	<b>21. Patients' &amp; Relatives' Complaints</b> a) Overall responsibility for ensuring that all complaints are dealt with effectively  b) Responsibility for ensuring complaints relating to directorate are investigated thoroughly  c) Medico – Legal Complaints - Co ordination of their managment	Accountable Officer and Associate Director, Engagement and Experience  Accountable Officer and Associate Director of Patient and Public Involvement  Accountable Officer and Associate Director Corporate Governance	
	<b>22. Relationships with Press</b>  a) Non-Emergency General Enquiries  • Within Hours	Communications Manager	

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	<ul style="list-style-type: none"> <li>• Outside Hours</li>   <li>b) Emergency</li>   <li>• Within Hours</li>     <li>• Outside Hours</li> </ul>	<p>Manager on call or Associate Director of Communications</p>       <p>Associate Director, Communications/ Communications Manager</p>       <p>Manager on call or Associate Director of Communications</p>	
	<p><b>23. Infectious Diseases &amp; Notifiable Outbreaks</b></p>	<p>Manager on call or Health Protection Unit Contact or Director of Public Health</p>	
	<p><b>24. Facilities for staff not employed by the CCG to gain practical experience</b>  Professional Recognition, Honary Contracts, &amp; Insurance of Medical Staff  Work experience students</p>	<p>HR Lead</p>   <p>Budget Holder</p>	

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	<b>25. Review of Fire Precautions</b>	Director responsible for Health & Safety	
	<b>26. Review of all statutory compliance legislation and Health and Safety requirements including control of Substances Hazardous to Health Regulations</b>	Director responsible for Health & Safety	
	<b>27. Review of Medicines Inspectorate Regulations</b>	Head of Medicines Management	
	<b>28. Review of compliance with environmental regulations, for example those relating to clean air and waste disposal</b>	Director responsible for Estates	
	<b>29. Review of CCG's compliance with the Data Protection Act</b>	Chief Finance Officer	
	<b>30. Monitor proposals for contractual arrangements between the CCG and the outside bodies</b>	Appropriate Director	

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	<b>31. Review the CCG's compliance with the Access to Records Act</b>	Chief Finance Officer	
	<b>32. Review of the CCG's compliance Code of Practice for handling confidential information in the contracting environment and the compliance with "safe Haven" per EL 92/60</b>	Chief Finance Officer	
	<b>33. The keeping of a Declaration of Interests Register</b> (a) Board and Executive Committee Members (b) Staff members	Associate Director of Corporate Governance Associate Director of Corporate Governance	
	<b>34. Attestation of sealings in accordance with Standing Orders</b> (a) custody (b) register of sealings	Chair, Accountable Officer or Chief Finance Officer	
	<b>35. The keeping of the register of Sealings</b>	Accountable Officer	
	<b>36. The keeping of the Hospitality Register</b>	Accountable Officer	



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Prime Financial Policies – Sec 19	<b>37. Retention of Records</b>	in line with NHS Policy	
	<b>38. Security Management</b>	Director responsible for Local Security	
	<b>39. Contractor's Responsibilities</b> Ensuring contractors and their employees are aware of any requirement to comply with Standing Orders and Prime Financial Policies	All employees	