

# OPERATIONAL SCHEME OF DELEGATION

## 13 November 2017

Authorship:	Corporate Services Manager/Finance Manager			
Committee Approved:	Senior Management Team			
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	Relevant	Screening	Full / Completed	Outcome
Equality Impact Assessment	No	N/A	N/A	Not relevant
Sustainability Impact Assessment	No		N/A	Not relevant
Privacy Impact Assessment	No	N/A	N/A	Not relevant
Bribery Checklist	No		N/A	Not relevant
Target Audience:	All CCG Staff			
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Publication/Distribution	Website	Email Staff		Others (i.e. SBC)
	Yes	Yes		Yes

**The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.**

# POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet
V13	Corporate Services Manager	Reviewed to incorporate changes as a result of the disbanding of PCU	A&G Committee Nov 17	Feb 18

# Approval Record

Applicable Y/N	Committee / Group	Consultation / Ratification	Date taken to group	Date last Approved
	Governing Body	Ratification		
	Council of Clinical Representatives	Ratification		
	SMT	Ratification		
	Remuneration Committee	Ratification		
Yes	Audit and Governance Committee	Ratification	Nov 17	Nov 17
	Finance and Contracting Committee	Ratification		
	Business Committee	Ratification		
	Communications and Engagement Committee	Ratification		
	Other   H&S Group	Ratification		
	All Employees	Consultation		
	Public	Consultation		
	Yorkshire and Humber Social Partnership Forum	Consultation		

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## NHS SCARBOROUGH AND RYEDALE – DETAILED SCHEME OF DELEGATION

In the first instance the scheme of delegation as set out in the NHS SRCCG Constitution should be observed

**The delegations set out in the detailed scheme of delegation represent the lowest level to which authority for that specific issue has been delegated.** Operational authority will be defined in operational procedures, but authority may not be delegated to a lower level than identified in this document. Authority may be exercised by individuals who are higher in the line management hierarchy than identified. All items concerning Finance must be carried out in accordance with Prime Financial Policies in Appendix E and Standing Orders (SO) in Appendix C of the NHS Scarborough and Ryedale Constitution and the Detailed Financial Policies. Where it is believed that the matter or decision being taken under these arrangements has far reaching implications then this must be reported to the Chief Officer and / or Chief Finance Officer (CFO).

### SECTION A - FINANCIAL ISSUES

	Delegated Matter	Authority Delegated To	Reference Documents
1.	<b>Management of Budgets</b>		Budgetary Control Framework (TBD)  DFP Section 3
	Responsibility of maintaining expenditure within Budget:		
a)	At individual budget level (pay and non-pay)	Budget holder	
b)	Department Budgets	Head of Department	
c)	Financial Reserves and Provisions	Chief Finance Officer	
	Where it is necessary for expenditure to be approved that is outside of an approved budget either in value or in terms of what the budget was originally intended, this can only be done with approval of the Chief Finance Officer who may require an appropriate business case in line with the approval process		
	Budget virement:		
a)	Within a Cost Centre	Budget Holder	
b)	Between Cost Centres, < £20,000	Head(s) of Department	

	Delegated Matter	Authority Delegated To	Reference Documents
c)	Above £20,000	Deputy Chief Finance Officer	
2.	<b>Maintenance/ Operation of Bank Accounts</b>		DFP Sections 4 & 12
a)	Day to day operation of organisational Bank	Finance Manager	
b)	Authorisation for cash limit drawdown	Deputy CFO,	Local Financial Procedures (TBD) – Cash and Treasury Management & Payment of Accounts
c)	Authorisation for system payments	Finance Manager	
3.	<b>Non Pay Expenditure</b>		
A.	<b>Requisitions</b> - Before requisitions are authorised for goods And services the authoriser should confirm that Budgetary provision is available	All	DFP Sections 3, 8, 9, 10 & 12
	Up to £5,000	Budget Holder (or nominated representative*) or Deputy CFO/	Budgetary Control Framework (TBD) Local Financial Procedures (TBD)
	Up to £25,000	Head of Department (or nominated representative*) or Deputy CFO	
	Over £25,000	Deputy Chief Finance Officer	
	Where no budgetary provision is available, the following authorisation limits apply:		
	Up To £50,000	Chief Finance Officer	
	Above £50,000	Chief Officer	
	Up to £10,000	On Call Manager (as designated by the Accountable Officer and the rota)	Procurement of goods And services & contracting and Tendering.
	Up to £100,000	On call manager (as designated by the Accountable Officer the rota) in the event of a Serious Incident or Major Incident	

	Delegated Matter	Authority Delegated To	Reference Documents
	<p><u>For Requisitions that exceed a 12 Month Period</u></p> <p>The total value of requisitions that cover more than a 12 month period or that are open ended need to be considered as a total value, not just the cost for the 12 month period. E.g. a 2 year contract which has an annual value of £3,000 will require 2 verbal quotations. Where the number of years is not specified or open ended (from year to year) a 7 year period should be assumed for the purpose of this calculation</p>	All	
<b>B.</b>	<b>Orders</b>		
a)	Where competitive tendering or competitive quotations are not required then in the first instance Embed (for services contracted through them) or the NHS Supply Chain <b>must be</b> used. In the event that NHS Supply Chain are unable to supply the goods or services then the following procedure, for which documentary evidence must be kept, will be followed:	All	
	<p>Orders can only be placed by the procurement department.</p> <ul style="list-style-type: none"> <li>• up to £5,000 the purchaser should obtain best value</li> <li>• between £5,000 and £10,000 a minimum of 2 verbal quotations have been received;</li> <li>• between £10,000 and £50,000 a minimum of 3 written quotations have been received;</li> </ul> <p>For orders in excess of <b>£50,000</b> competitive tendering will apply, the form of which is dependent on the precise goods or services involved. Therefore for all orders above £50,000 the advice of the Chief Finance Officer must be sought.</p>		
4.	<b>Tender &amp; Contract Procedures (including Leases)</b>		
a)	Waiving of requirements to obtain quotations and tenders <OJEU Limit	Chief officer and CFO reported to Audit Committee.	Detailed Financial Policies sections 3 and section 9
b)	>OJEU Limit Subject to the Detailed Financial Policies	Governing Body	
c)	Opening of Tenders (physical)	2 Governing Body Members (at least one who is not an officer)	

	Delegated Matter	Authority Delegated To	Reference Documents
d)	Opening of Tenders (electronic)	System Operator (with electronic audit trail)	
e)	Authorisation and responsibility for contracts for non-pay and subsequent variations, extensions or rolling over.		
	<ul style="list-style-type: none"> <li>Up to £250,000</li> </ul>	Chief Finance Officer	Local Financial Procedures (TBD) Contract and Tendering and Payment of Accounts
	<ul style="list-style-type: none"> <li>Up to £500,000</li> </ul>	Chief Finance Officer and Chief Officer	
	<ul style="list-style-type: none"> <li>Over £500,000</li> </ul>	Governing Body	
	All Contracts awarded should be reported to the Audit Committee and the Board with a responsible officer delegated to manage each contract.		
5.	<b>Authorisation for Payment</b>		
	Where goods and services have been procured in line with the above procedures (Sections 3 and 4) then authorisation of invoices for payment within the approved budget will be as follows;		
	<ul style="list-style-type: none"> <li>Invoice matching order (to within 10% or £500, whichever is smaller)</li> </ul>	Accounts Payable	
	<ul style="list-style-type: none"> <li>Invoice does not match to order</li> </ul>		
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>&lt;£5,000</li> </ul> </li> </ul>	Budget Holder or Deputy CFO	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Up to £25,000</li> </ul> </li> </ul>	Head of Department or Deputy CFO	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Above £25,000</li> </ul> </li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>□ NHS Contracts</li> </ul> </li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Up to £1,000,000</li> </ul> </li> </ul> </li> </ul>	Head of Contracting	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Up to £10,000,000</li> </ul> </li> </ul> </li> </ul>	Deputy Chief Finance Officer,	
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Over £10,000,000</li> </ul> </li> </ul> </li> </ul>	Chief Officer, Chief Finance Officer	



	Delegated Matter	Authority Delegated To	Reference Documents
	<ul style="list-style-type: none"> <li>• Invoice Matches contract (to within 1% or £500, whichever is smaller)</li> </ul>		
	<ul style="list-style-type: none"> <li>○ Up to £100,000</li> </ul>	Budget Holder or Deputy CFO/	
	<ul style="list-style-type: none"> <li>○ Up to £250,000</li> </ul>	Head of Department or Deputy CFO/	
	<ul style="list-style-type: none"> <li>○ Up to £500,000</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>○ Above £500,000</li> </ul>	Chief Officer	
	<ul style="list-style-type: none"> <li>• Where no order has been raised, and not within a contract</li> </ul>		
	<ul style="list-style-type: none"> <li>○ Up to £1,000</li> </ul>	Budget Holder or Deputy CFO/	
	<ul style="list-style-type: none"> <li>○ Up to £10,000</li> </ul>	Head of Department or Deputy CFO	
	<ul style="list-style-type: none"> <li>○ Up to £50,000</li> </ul>	Executive Officers	
	<ul style="list-style-type: none"> <li>○ Over £50,000</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>• NHS Out of Contract (eg. NCA's, Primary Care Local Enhanced Services)</li> </ul>		
	<ul style="list-style-type: none"> <li>○ Up to £20,000</li> </ul>	Head of Contracting, Finance Manager	
	<ul style="list-style-type: none"> <li>○ Up to £100,000</li> </ul>	Deputy Chief Finance Officer	
	<ul style="list-style-type: none"> <li>○ Over £100,000</li> </ul>	Chief Officer, Chief Finance Officer	
	<ul style="list-style-type: none"> <li>• Non-NHS Packages of Care (within approved package of care)</li> </ul>		
	<ul style="list-style-type: none"> <li>○ Up to £5,000</li> </ul>	Senior Assistant Contracts Manager, Management Accountant	
	<ul style="list-style-type: none"> <li>○ Up to £20,000</li> </ul>	Finance Manager	
	<ul style="list-style-type: none"> <li>○ Up to £100,000</li> </ul>	Deputy Chief Finance Officer,	
	<ul style="list-style-type: none"> <li>○ Over £100,000</li> </ul>	Chief Officer, Chief Finance Officer	

	Delegated Matter	Authority Delegated To	Reference Documents
	<ul style="list-style-type: none"> <li>• Non-NHS Packages of Care (outside approved package of care) <ul style="list-style-type: none"> <li>○ Up to £10,000</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• GP Co-Commissioning</li> </ul>	Deputy Chief Finance Officer, NHS England Representative (as approved by Deputy Chief Finance Officer)	
	<p>The above values represent the maximum permitted. Where appropriate, lesser values may be stipulated by the Budget Holder / Senior Manager / Chief Officer. Where lesser values are sought this should be done in discussion with the Finance Directorate.</p> <p>Where commissioning contracts and services have been procured in line with the above procedures then authorisation of invoices for payment within the approved budget will be as per the operational scheme of delegation held by SBS as approved by the Audit Committee.</p>		
6.	<b>Accounts Receivable Invoices and Credits</b>		
	Requesting Invoices to be raised		
	<=£25,000	Budget Holder or Finance Officer	
	<=£500,000	Contracting Manager	
	> £500,000	Deputy Chief Finance Officer,	
	Requesting Credit Notes to be raised		
	All values	Deputy Chief Finance Officer/	
	Authorising the issuing of a credit		
	<= £50,000	Deputy Chief Finance Officer	
	>£50,000	Chief Finance Officer	
7.	<b>Capital Schemes</b>		
	Responsibility for NHS Estate and associated Capital schemes has passed to NHS Property Services	N/A	Detailed Financial Policies section 6
	The Purchase of all capital items of equipment.	As per section 3 and 4.	

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
8.	<b>Setting of Fees and Charges</b>		
a)	Private Patient, overseas Visitors, Income Generation, Other Patient Related Service and Accommodation Charges (Including recharges to other NHS bodies & Local Authorities).	Chief Finance Officer reported annually to Governing Body.	Detailed Financial Policies section 5
b)	Price of NHS Contracts: Charges for all NHS Contracts, be they block, cost per case, cost and volume, spare capacity.	Chief Finance Officer reported annually to Governing Body	
9.	<b>Engagement of Staff Not on the Establishment</b>		
a)	Non-Medical Consultancy Staff		Detailed Financial Policies Section 3
	<ul style="list-style-type: none"> <li>o Where total commitment is less than £100,000 and within Budget.</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>o Where total commitment is greater than £100,000 or above budget level.</li> </ul>	Chief Officer Reported to Governing Body	
	<ul style="list-style-type: none"> <li>o Senior Managers should check with the Finance Department regarding Inland Revenue implications where consultancy staff are considered self- employed.</li> </ul>	Budget Holder and Deputy CFO	
b)	Booking of Bank or Agency Staff	Budget Holder and Deputy CFO	
	<ul style="list-style-type: none"> <li>• Medical Locums</li> </ul>		
	<ul style="list-style-type: none"> <li>• Nursing</li> <li>• Clerical</li> </ul>		
10.	<b>Agreements / Licenses (under Company Seal Rules)</b>		
a)	Preparation and signature of all tenancy agreements / Licenses for all staff subject to CCG Policy on accommodation for staff	Chief Finance Officer	Detailed Financial Policies Section 3
b)	Extensions to existing leases	Chief Finance Officer	
c)	Letting of premises to outside organisations	Chief Finance Officer and Chief Officer	
d)	Approval of rent based on professional assessment	Chief Finance Officer	
11.	<b>Condemning &amp; Disposal</b>		Detailed Financial Policies Section 6

	Delegated Matter	Authority Delegated To	Reference Documents
	Items obsolete, obsolescent, redundant, irreparable or cannot be repaired cost effectively;		Local Financial Procedures (TBD) Security and disposal of fixed assets
	<ul style="list-style-type: none"> <li>With current / estimated purchase price of less than £50 per item</li> </ul>	Deputy CFO	
	<ul style="list-style-type: none"> <li>With current purchase new price in excess of £50 per item</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>Disposal of mechanical and engineering plant ( subject to estimated income of less than £1,000 per sale)</li> </ul>	Deputy CFO	
	<ul style="list-style-type: none"> <li>Disposal of mechanical and engineering plant (subject to estimated income exceeding £1,000 per sale )</li> </ul>	Chief Finance Officer	
12.	<b>Losses, Compensation, Write offs and special payments:</b>		
	Acceptance of Losses, and authorisation of control actions and disciplinary action		
	<ul style="list-style-type: none"> <li>&lt;= £250</li> </ul>	Head of Department or Deputy CFO	Detailed Financial Policies Section 14  Local Financial procedures (TBD) losses and special Payments
	<ul style="list-style-type: none"> <li>Above £250</li> </ul>	Chief Finance Officer	
	Approval of compensation		
	<ul style="list-style-type: none"> <li>&lt;= £1,000</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>Above £1,000</li> </ul>	Audit Committee	
	Approval of write offs		
	<ul style="list-style-type: none"> <li>Individual items &lt;=£5,000</li> </ul>	Chief Finance Officer	
	<ul style="list-style-type: none"> <li>Individual items above £5,000</li> </ul>	Audit Committee	
	<ul style="list-style-type: none"> <li>Approval of schedule of write offs on a regular basis</li> </ul>	Audit Committee	
13.	<b>Petty Cash Disbursement</b>		
a)	Expenditure up to £75 per item	Budget Holder	

	Delegated Matter	Authority Delegated To	Reference Documents
	Petty Cash disbursements over £75 per item are only allowed in exceptional circumstances with the prior agreement of the Deputy CFO.		
14.	<b>Maintenance &amp; Update of Trust Financial Procedures</b>	Chief Finance Officer	
15.	<b>Implementation of Internal &amp; External Audit Recommendations</b>	All	Detailed Financial Procedures section 11

## SECTION B - HUMAN RESOURCE ISSUES:

Note: All decisions should be made in accordance with the relevant SRCCG HR Policy and where appropriate with advice from an HR manager.

	Delegated Matter	Authority Delegated To	Reference Documents
16.	<b>Personnel Pay</b>		
a)	<b><u>Authority to fill funded post</u></b> In line with establishment with permanent staff, subject to finance approval as part of the Organisational Procedure.	Budget Holder	Detailed Financial Policies sections 3 and 7 Agenda for change Terms & Conditions
b)	<b><u>Job Description Review</u></b> All requests for Job Description Review shall be dealt with in accordance with Organisational Procedure.	Agenda for change Matching Process	Detailed Financial Procedures Section 5
c)	<b><u>Establishments</u></b> Additional staff to the agreed establishment with specifically allocated finance in accordance with Organisational Procedures.	Chief Finance Officer or nominated Deputy and Relevant Senior Manager	Establishment Control Procedure CCG HR Policy Documents
d)	<b><u>Pay</u></b>		Policies sections 3 and 7
l.	Authority to complete standing data forms effecting pay, new starters, variations and leavers.	Budget Holder or Relevant Senior Manager	Agenda for change Terms & Conditions

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
II.	Authority to authorise overtime	Budget Holder or Relevant Senior Manager	Detailed Financial Procedures Section 5
III.	Authority to authorise travel & subsistence expenses	Budget Holder or Relevant Senior Manager	Establishment Control Procedure CCG HR Policy Documents
e)	<b><u>Leave</u></b>		Detailed Financial Policies sections 3 and 7
I.	Approval of annual leave	Line Manager	
II.	Annual Leave- In exceptional circumstances approval of carry forward up to maximum of 1 working week.	Line Manager	Agenda for change Terms & Conditions
III.	Annual Leave – In extreme cases approval of carry over in excess of 1 working week.	Relevant Senior Manager	Detailed Financial Procedures Section 5
IV.	Compensation leave up to 6 days	Relevant Senior Manager	
V.	Special Leave arrangements		Establishment Control Procedure CCG HR Policy Documents
	○ Paternity Leave – up to 10 days	Line Manager	
	○ Carers Leave – up to 6 days	Line Manager	
	○ Parental Leave – up to 4 working weeks	Line Manager	
VI.	Leave without pay	Line Manager	
VII.	Time off in lieu	Line Manager	
VIII.	Maternity Leave- paid and unpaid	Statutory Requirement	
IX.	Additional Paternity Leave	Relevant Senior Manager	
f)	<b><u>Sick Leave</u></b>		
I.	Extension of sick leave on half pay up to three months	On advice from Occupational Health	
II.	Return to work part-time on full pay to assist recovery	Relevant Senior Manager	
III.	Extension of sick leave on full pay	Relevant Senior Manager	
g)	<b>g. <u>Study Leave</u></b>		

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
I.	Study Leave < £500 cost and < than work 3 days	Relevant Senior Manager / Budget Holder	
II.	Study Leave > £500 cost or > 4 work days	Relevant Senior Manager and Chief Officer or Study Leave Panel if in Place	
h)	<b><u>Grievance Procedure</u></b>		
	All Grievance cases must be dealt with strictly in accordance with the grievance Procedure and the advice of HR.	Relevant Senior Management	
i)	<b><u>Authorised Car and Mobile Phone Users</u></b>		
	Request for new posts to be authorised as car users	Chief Finance Officer and Budget Holder	
	Requests for new posts to be authorised as mobile users	Budget Holder	
j)	<b><u>Renewal of Fixed Term Contract</u></b>	Budget Holder and Chief Officer	
k)	<b><u>Redundancy</u></b>	Chief Officer, Chief Finance Officer	
l)	<b><u>Ill Health Retirement</u></b>	Chief Officer	
m)	<b><u>Dismissal</u></b>	Chief Officer	
n)	<b><u>Facilities for staff not employed by the CCG to gain practical experience</u></b>		
	○ Professional Recognition, Honorary Contracts & Insurance of Medical staff	Chief Officer	
	○ Work Experience Students	Relevant Senior Manager	

## SECTION C - OTHER ISSUES

	Delegated Matter	Authority Delegated To	Reference Documents
17.	<b>Authorisation of Commercial Sponsorship</b>		Detailed Financial Procedures section 11
a)	Joint working arrangements where there are significant financial implications.	Governing Body	CCG Conflicts of Interest Policy CCG Policy on working with Pharmaceutical industry
b)	Joint working arrangements where there are minor or no financial implications.	Chief Finance Officer	
c)	Commercial sponsorship > £200	Governing Body	
d)	Commercial sponsorship < £200	Chief Finance Officer	
18.	<b><u>Authorisation of Research Projects</u></b>		
19.	<b><u>Insurance Policies</u></b>	Chief Finance Officer	NHSLA membership
20.	<b><u>Managements of Patients &amp; Relatives Complaints</u></b>		Patient Relations Policy
a)	Overall responsibility for ensuring that all complaints made to CCG are dealt with effectively	Chief Officer	
b)	Responsibility for investigation complaints.	Senior Officer (Band 8 and above)	
c)	Authority to sign response to complaints made to CCG	Executive Nurse, Associate Director of Nursing Quality & Performance or Chief Finance Officer	
d)	Authority to sign responses to Ombudsman	Chief Officer	
21.	<b>Infectious Diseases and Notifiable Outbreaks</b>	Relevant Provider or On Call Manager or Executive Nurse in Conjunction with Public Health England.	
22.	<b>Extended Role Activities</b>		
a)	Approval of Nurses to undertake duties / procedures which can properly be described as beyond the normal scope of Nursing Practice.	Executive Nurse	Nurse/Midwives/Health Visitors Act Midwives Rules/Code of Practice NMC Code of Professional Conduct



	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
23.	<b>Commissioned Patient Services</b>		
a)	Significant Temporary Change	Governing Body at Request of Provider.	
b)	Significant Permanent Change	Governing Body at request provider.	
c)	Minor Temporary Change	{Clinical Chair or Executive Nurse} and Chief Officer.	
d)	Minor Permanent Change	{Clinical Chair or Executive Nurse} and Chief Officer.	
24.	<b>Reporting Incidents to the Police</b>		
a)	Where a criminal offence is suspected	On Call Manager or Relevant Senior Manager.	
b)	Where a fraud is involved	Chief Finance Officer or Local Counter Fraud Specialist (LCFS)	
c)	Safeguarding incidents as appropriate	Designated Professionals/ Executive Nurse/ Director of partnerships/ Senior Manager	
25.	<b>Legal Proceedings</b>		
	Signing of documents at any step in legal proceedings	Chief Officer, Chief Finance Officer, Executive Nurse	Claims Management Policy
26.	<b>Review of Fire Precautions</b>	Chief Officer	
27.	<b>Receiving Hospitality</b>		Detailed Financial Procedures section 11 Conflicts of Interest Policy
28.	<b>Management of Freedom of Information Requests</b>		
a)	Supply of information for responses to requests for information held by SRCCG	Senior Management Team and Senior Managers	Policy for the Management of FOIs
b)	Sign off responses to Freedom of Information requests for information held by SRCCG.	Chief Officer	

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
29.	<b>Release of Personal Records</b>		
a)	Staff	Chief Officer	Policy for the Management of Subject Access Requests
b)	Patients/ Clients	Executive Nurse	
c)	Safeguarding children and vulnerable adults	Designated Professionals or Director of Partnership or Executive Nurse	Data Protection and Confidentiality Policy
30.	<b>Approval of Policies</b>		
a)	Minor changes to existing policies	Nominated committee or SRCCG SMT	Policy Framework
b)	Significant changes to existing policies	Governing Body	
c)	New policies	Governing Body	
d)	Withdrawal of Policies	SMT	
31.	<b>Changes to commissioned drugs and therapeutics</b>		
a)	NICE approved drugs		
	Where there is significant financial impact or potential inequity of provision.	Business Committee	
	Where the recommendation of the York and Scarborough Medicines commissioning committee is not commission NICE approved drugs.	Governing Body	
	Where the recommendation of the York and Scarborough Medicines Commissioning Committee is to commission Nice approved drugs.	Chief Officer or Clinical Chair	
b)	NYH TAG recommendations		
	Where the recommendation of the York and Scarborough Medicines Commissioning Committee has a significant financial impact or inequity of provision.	Business Committee	

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
	Where the recommendation of the York and Scarborough Commissioning Committee has a minor financial impact.	Chief Officer or Clinical Chair	
c)	Other Medicines		
	Where the recommendation of the York and Scarborough Medicines Commissioning Committee has a significant financial impact or inequity of impact.	Governing Body	
	Where the recommendation of the York and Scarborough Medicines Commissioning Committee has a minor financial impact.	Chief Officer or Clinical Chair	
32.	<b>Letters from MPs</b>		
a)	Sign off of letters about SRCCG patients	Chief Officer	
33.	<b>Changes to agreed annual commissioning plan</b>	Governing Body	
34.	<b>Service Specifications</b>		
a)	New Services	Governing Body	
b)	Amendments to existing services	Chief Officer or Clinical Chair	
c)	KPIs and outcomes associated with service specifications	Executive Nurse or Clinical Chair	
35.	<b>Approval of Funding of Individual Funding Requests</b>		
a)	Procedures not commissioned by SRCCG	GP members of individual Funding Request Panel who hold Honorary Contract.	
b)	Decisions outside of IFR process i.e. when prescribed appeal process exhausted in highly exceptional circumstances.	Chief Officer and two GP Governing Body members	

	<b>Delegated Matter</b>	<b>Authority Delegated To</b>	<b>Reference Documents</b>
36.	<b>Approval of individual care packages in accordance with National Framework</b>	Associate Director of Nursing Quality & Performance, Program Director CHC & Vulnerable people, Exceptions Panel	
37.	<b>Contractual clauses including Quality Schedules, reporting Framework, services improvement and CQUINs</b>		
a)	All provider contracts for commissioned services led by SRCCG.	Quality and Performance Committee	
38.	<b>Business Cases</b>		
a)	Business cases within SRCCG annual Commissioning plan with net recurrent investment below the value of £50,000 and Gross value below £250,000.	Chief Officer	
b)	b. All other business cases to the SRCCG annual Commissioning plan.	Chief Officer	
c)	c. All additional Business cases to the SRCCG annual Commissioning plan.	Governing Body	

**Footnote:**

\*Nominated representatives are those who are authorised in the appropriate reference documentation who can exercise some or all of an authorised persons responsibilities in line with an authorisation schedule.