

NHS NORTH CENTRAL LONDON INTEGRATED CARE BOARD SCHEME OF RESERVATION AND DELEGATION

1 SCHEME OF RESERVATION AND DELEGATION

- 1.1 The Scheme of Reservation and Delegation ('SORD') sets out those decisions that are reserved for the Board of Members as a whole and those decisions that have been delegated.
- 1.2 The ICB remains accountable for all of its functions including those it has delegated.
- 1.3 The SORD must be adhered to.
- 1.4 Where authority has been delegated to a committee or sub-committee of the Board of Members the authority is delegated to the committee or sub-committee that oversees the substantive function and/or any successor committee and does not refer to the working title of any individual committee.
- 1.5 The Board of Members may decide to reserve authorities to itself. These may only be exercised by the Board of Members unless the Board of Members agree otherwise.
- 1.6 Where authority is delegated to the Chief Executive the Chief Executive may decide to further delegate the authority.
- 1.7 Where authority is delegated to the Chief Finance Officer the Chief Finance Officer may decide to further delegate the authority.
- 1.8 The Governance Team shall be notified in writing where authority is delegated in accordance with clauses 1.5 to 1.7 above.
- 1.9 The delegations are set out below:

Function	Decision	Reserved to the Board of Members Only	Delegated to a Committee or Sub-Committee	Delegated to the Chair	Delegated to the Chief Executive	Delegated to the Chief Finance Officer	Delegated to other ICB Member or Employee
Strategy and Planning	Approval of the ICB's vision and strategic objectives	✓					
Strategy and Planning	Approval of the ICB's commissioning strategies	✓					
Strategy and Planning	Approval of: a) ICS Estates Strategy on behalf of the ICB and b) any other estates strategies	✓					
Strategy and Planning	Approval of the ICB's communications and engagement strategies	✓					
Strategy and Planning	Approval of the ICB's Digital strategies	✓					
Strategy and Planning	Approval of the ICB's Workforce strategies	✓					
Strategy and Planning	Approval of the NCL People Strategy on behalf of the ICB	✓					

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Regulation and Control	Approval of the ICB's Equality and Diversity Strategy	✓					
Regulation and Control	Approval of the ICB's strategic approach to clinical leadership	✓					
Strategy and Planning	Approval of all other ICB strategies unless otherwise delegated	✓					
Strategy and Planning	Approval of all other ICS strategies on behalf of the ICB unless otherwise delegated	✓ (Except for the statutory Integrated Care Strategy-approval of which is with the Integrated Care Partnership ('ICP'))					

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Strategy and Planning	Approval of the ICB's medium and long term financial plan	✓					
Strategy and Planning	Approval of NCL system plans on behalf of the ICB		✓ Board of Members unless otherwise delegated as per the Board of Members' committee structure and the ICB's governance framework				
Strategy and Planning	Approval of the ICB's commissioning plans		✓ Strategy and Development Committee				
Budgets	Approval of the ICB's organisational budgets	✓					

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Budgets	Approval of variations to the approved budget where variation would have a significant impact on the overall approved levels of income and expenditure or the ICB's ability to achieve its agreed strategic objectives		✓ Finance Committee				
Budgets	Approval of managers' budgets from within the limits set in the organisational budgets					✓	
Functions	Approval of the commissioning of services (including care packages)		✓ Delegated as per the Board of Members' committee structure and the ICB's governance framework				

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Functions	Approval of MOUs with partner organisations		✓ Delegated as per the Board of Members' committee structure and the ICB's governance framework				
Functions	Decision making at System level strategic forums		✓ Delegated as per the Board of Members' committee structure and the ICB's governance framework				
Functions	Approval of the arrangements for individual funding requests		✓ Individual Funding Requests Panel				

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Functions	Approval of the arrangements for discharging the ICB's statutory financial duties		✓ Finance Committee				
Functions	Approval of the arrangement for discharging the ICB's statutory duties as an employer				✓		
Functions	Approval of the arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services		✓ Primary Care Committee				
Functions	Approval of the arrangements for discharging the ICB's statutory duties regarding medicines.		✓ Integrated Medicines Optimisation Committee				

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Functions	Approval of medicines investment decisions		✓ Delegated as per the Board of Members' committee structure and the ICB's governance framework				
Regulation and Control	Approval of the Constitution	✓					
Regulation and Control	Approval of the Standing Financial Instructions	✓					
Regulation and Control	Approval of the Scheme of Reservation and Delegation	✓					
Regulation and Control	Approval of the ICB's Risk Management arrangements		✓ Audit Committee				
Regulation and Control	Approval of the ICB's Equality and Diversity Policies				✓		

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	other than HR policies						
Regulation and Control	Approval of the annual reports for Workforce Race Equality Standard and Workforce Disability Equality Standard	✓					
Regulation and Control	Approval of corporate governance and information governance policies		✓ Audit Committee				
Regulation and Control	Approval of quality, safety and clinical effectiveness policies		✓ Quality and Safety Committee				
Regulation and Control	Approval of finance policies		✓ Finance Committee				
Regulation and Control	Approval of Individual Funding Requests Policies		✓ Individual Funding Requests Panel				

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Regulation and Control	Approval of commissioning policies other than Individual Funding Requests and Primary Care.		✓ Strategy and Development Committee				
Regulation and Control	Approval of primary care policies		✓ Primary Care Committee				
Regulation and Control	Approval of procurement policies		✓ Procurement Oversight Group				
Regulation and Control	Approval of the Board committee structure	✓					
Regulation and Control	Approval of all policies not referenced in this Scheme of Reservation and Delegation		✓ Delegated to the appropriate committee or sub-committee as per its Terms of Reference				

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Regulation and Control	Approval of the Terms of Reference for committees and sub-committees of the Board of Members	✓					
Regulation and Control	Approval of the ICB's counter fraud and security management arrangements		✓ Audit Committee				
Regulation and Control	Approval of the ICB's annual Information Governance Toolkit submission						✓ Delegated to the SIRO
Regulation and Control	Approval of a comprehensive system of internal control, including budgetary control, that underpins the effective, efficient and economic operation of the ICB		✓ Audit Committee				
Regulation and Control	Appointment of ICB's auditors		✓				

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			Audit Committee				
Regulation and Control	Approval of the ICB's annual audit plan		✓ Audit Committee				
Risk Sharing	Approval of the ICB's arrangements for risk sharing and or risk pooling with other organisations		✓ Finance Committee				
Human Resources	Approval of all HR policies except for pay policies				✓		
Human Resources	Approval of staff recruitment processes and policies				✓		
Human Resources	Approval of the ICB's staff and operational structures				✓		
Human Resources	Approval of the recruitment of staff and clinical leads				✓		

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	from within establishment						
Human Resources	Approval of the recruitment of staff and clinical leads outside of the establishment				✓		
Human Resources	Approval of the arrangements for recruiting interim staff members				✓		
Human Resources	Approval of appraisal and disciplinary arrangements for the Chief Executive			✓			
Human Resources	Approval of the remuneration and pensions of ICB Members (except for ICB Chair), officers, clinical leads and employees at the VSM level		✓ Remuneration Committee				
Human Resources	Setting pay policies for employees below VSM level		✓ Remuneration Committee				

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Human Resources	Approving pay, terms and conditions for staff and expenses below VSM level				✓		
Human Resources	Approval of the appointment of ICB Members			✓			
Human Resources	Approve the arrangements for identifying and appointing the Chief Executive and Chief Finance Officer			✓			
Human Resources	Approve the arrangements for ICB succession planning			✓			
Annual Report And Accounts	Approval of the ICB's Annual Report and accounts		✓ Audit Committee				
Operations	Approval of the ICB's short term				✓		

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	operational priorities and values that flow from the ICB's vision and strategic objectives.				(Exercised at Executive Management Team meetings)		
Operations	Approval of the ICB's arrangements for business continuity and emergency planning				✓		
Operations	Approval of legal claims and expense policies				✓		
Operations	Approval of legal action including but not limited to litigation and settlement of claims				✓		
Operations	Approval of Compromise Agreements, COT3 Agreements and other types of agreements for termination or loss of office or employment (HM				✓ Chief Executive and Chief Finance Officer must agree together	✓ Chief Executive and Chief Finance Officer must agree together	

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	Treasury/NHS England agreement must also be sought where guidance applies)- outside of contract under £20,000						
Operations	Approval of Compromise Agreements, COT3 Agreements and other types of agreements for termination or loss of office or employment (HM Treasury/NHS England agreement must also be sought where guidance applies)- outside of contract for £20,000 and above		✓ Remuneration Committee				
Operations	Approval of the ICB's arrangements for managing complaints				✓		
Operations	Approval of the ICB's arrangements				✓		

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	for dealing with media enquiries						
Operations	Approval of the arrangements for commissioning support services				✓		
Operations	Approval of the arrangements for corporate support services				✓		
Operations	Approval of the ICB's operational corporate Information Technology ('IT') policies				✓		
Operations	Approval of the operational arrangements to support partnership, joint and/or delegated commissioning arrangements with other organisations				✓		
Operations	Approval of the operational arrangements to support Integrated				✓		

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	Care Systems and Place						
Operations	Approval of the operational arrangements for handling and signing of Freedom Of Information requests				✓		
Operations	Approval of planning submissions to NHS England				✓		
Operations	Passporting/transfer of external funds.				✓ Chief Executive and Chief Finance Officer must agree together	✓ Chief Executive and Chief Finance Officer must agree together	
Operations	Approval of ICBs accommodation arrangements					✓ Chief Finance Officer and Executive Director of	✓ Chief Finance Officer and Executive Director of

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						Corporate Affairs must agree together	Corporate Affairs must agree together
Operations	Approval of all other operational arrangements				✓		
Joint and/or Delegated Exercise of Functions	Approval of the arrangements for any functions exercisable by the ICB to be exercised by or jointly with any one or more other relevant bodies (another ICB, NHS England, an NHS trust, NHS foundation trust,	✓					

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	local authority, combined authority or any other prescribed body)						
Partnership Working	Approval of the arrangements for partnership working with other organisations that do not require the formal delegation of functions				✓		
Partnership Working	Letters of support for provider reconfigurations and capital programmes.				✓ Chief Executive and Chief Finance Officer must agree together	✓ Chief Executive and Chief Finance Officer must agree together	
Better Care Fund	Approval of the arrangements for the Better Care Fund		✓ Strategy and Development Committee				

