

## Review of Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies

Governing Body meeting

3 May 2018

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<b>Purpose of Paper</b>	
<p>The Governing Body is asked to note that, in line with the Committee's Terms of Reference, the Audit and Integrated Governance Committee (AIGC) received a report from the Director of Finance in respect of the review of Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies at its meeting on 5 April 2018. The AIGC recommends the proposed changes, as outlined in this report, to the Governing Body for approval. As each of these documents form part of the CCG's Constitution they will also need to be approved by the CCG's Member Practices and NHS England in due course.</p> <p><b>The revised Scheme of Reservation and Delegation and Prime Financial Policies are included in the information packs circulated to Governing Body members for this meeting.</b></p>	
<b>Key Issues</b>	
<p>As only minor changes are proposed following this annual review, it is proposed that these changes are not put forward for consideration by Member Practices and NHS England until more substantial revisions to the Constitution are required. This suggestion is made because it is a time-consuming process to make revisions to the Constitution and the changes proposed should not affect the CCG carrying out its normal business.</p>	
<b>Is your report for Approval / Consideration / Noting</b>	
Approval	
<b>Recommendations / Action Required by Governing Body</b>	
<p>The Governing Body is asked to:</p> <ul style="list-style-type: none"> <li>A) Approve the proposed minor changes to the CCGs constitution in respect of the Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies.</li> <li>B) Approve that these proposed changes are held and sent out to Member Practices at a later date in the year when we may need to propose additional changes to the Constitution.</li> </ul>	

<b>Governing Body Assurance Framework</b>
<p><b><i>Which of the CCG's objectives does this paper support?</i></b>  Strategic Objective 5. Organisational development to ensure the CCG can achieve its aims and objectives and meet national requirements.</p> <p>Principal Risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage.</p>
<b>Are there any Resource Implications (including Financial, Staffing etc)?</b>
None
<b>Have you carried out an Equality Impact Assessment and is it attached?</b>
<p><b><i>Please attach if completed. Please explain if not, why not</i></b>  Not applicable</p>
<b>Have you involved patients, carers and the public in the preparation of the report?</b>
Not applicable

# **Review of Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies**

## **Governing Body meeting**

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### **1. Introduction**

The CCG's Governing Body initially approved the CCG's Standing Orders, Scheme of Reservation and Delegation (SRD) and Prime Financial Policy (PFP) documents prior to the CCG "going live" on 1 April 2013. These are incorporated into the CCG's Constitution and were approved by NHS England as part of the CCG's authorisation process.

The terms of reference for the Audit and Integrated Governance Committee require the Committee (AIGC) to review the adequacy and effectiveness of the CCG's Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies at least annually and to make recommendations to the Governing Body on required changes.

### **2. Review of Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policy.**

The AIGC considered a report from the Director of Finance on 5 April 2018. This concluded that no changes have been identified in relation to the Standing Orders, and that minor changes are required to the Scheme of Reservation and Delegation and Prime Financial Policies as detailed below:

Scheme of Reservation and Delegation:-

- Several "ticks" for the Accountable Officer column are inadvertently missing from the last three pages

The revised Scheme of Reservation and Delegation is included in the information packs circulated to Members for this meeting.

Prime Financial Policies:-

- Reference to "NHS Litigation Authority" at section 15.4 updated to "NHS Resolution"
- Reference to "NHS Protect" at section 4.2 updated to "NHS Counter Fraud Authority".
- References to "Secretary of State for Health" at sections 4.3 and 4.4 updated to "Secretary of State for Health and Social Care".
- References to the "Department of Health" at sections 13, 15.1 and 21.1 updated to the "Department of Health and Social Care"
- Update section 15.1 to reflect who monitors risk.
- Reference to "NHS Litigation Authority" in section 15 updated to "NHS Resolution".

- References to the “NHS Code of Practice Records Management 2006” in section 19 updated to “Records Management Code of Practice for Health & Social Care 2016”.
- References to ‘the CCG’s policy on acceptance of gifts and other benefits in kind by staff’ at section 21.1 updated to ‘the CCG’s policy, Standards of Business Conduct and Policy and Procedures’
- Insert reference to the latest NHS England guidance, ‘Managing Conflicts of Interest: Revised Statutory Guidance for CCGs’ at section 21.1.

The revised Prime Financial Policies are included in the information packs circulated to Members for this meeting.

As these documents are included in the CCG’s Constitution, any proposed changes need to be agreed by Member practices and formally signed off by NHS England. Given the changes proposed in this report are relatively minor, it is not proposed to seek Member practice approval at this stage. It is envisaged that further changes to the Constitution will be required in future months. Therefore, if approved by Governing Body, these changes will be put to Member practices at a future date.

### **3. Recommendation.**

The Governing Body is asked to:

- A) Approve the proposed minor changes to the CCG’s Constitution in respect of the Standing Orders, Scheme of Reservation and Delegation and Prime Financial Policies.
- B) Approve that these proposed changes are held and sent out to Member practices at a later date in the year when we may need to propose additional changes to the Constitution.

Paper prepared by: Jackie Mills, Deputy Director of Finance

On behalf of: Julia Newton, Director of Finance

April 2018