

NHS Somerset ICB Scheme of Reservation and Delegation

Version 1 – 1 July 2022

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1. Introduction

1.1 Background

NHS England has set out the following as the four core purposes of Integrated Care Systems:

- a) improve outcomes in population health and healthcare
- b) tackle inequalities in outcomes, experience and access
- c) enhance productivity and value for money
- d) help the NHS support broader social and economic development.

The Integrated Care Board will use its resources and powers to achieve demonstrable progress on these aims, collaborating to tackle complex challenges, including:

- improving the health of children and young people
- supporting people to stay well and independent
- acting sooner to help those with preventable conditions
- supporting those with long-term conditions or mental health issues
- caring for those with multiple needs as populations age
- getting the best from collective resources so people get care as quickly as possible.

ICBs are statutory bodies and as such their powers, functions and duties are conferred, in the main, by legislation. Additional responsibilities for other functions may be conferred through delegation to the ICB from other bodies (such as NHS England and NHS Improvement).

ICBs are able to delegate to a committee or sub-committee of the board, or to an individual member of the board or an employee. The legislation gives the ICB board flexibility to appoint to ICB committees and sub-committees members who are neither ICB employees nor board members. In addition, ICBS' have the power to agree with specified other statutory organisations (NHS trusts/foundation trusts, local authorities) that they will exercise their functions on behalf of the ICB or jointly with the ICB.

This Scheme of Reservation and Delegation (SoRD) sets out those decisions that are reserved to the ICB Board and those decisions that have been delegated to ICB Committees, individuals, joint committees and other statutory organisations.

1.2 Decision Making and Delegation

1. General enabling Provisions and Corporate Governance	reference
The ICB Board may determine in full session any matter for which it has statutory or delegated authority.	Constitution
All ICB Board members must subscribe to Code of Conduct.	Codes of Conduct
The ICB Board must ensure that high standards of corporate governance and personal behaviour are maintained in the conduct of the business of the whole organisation.	Codes of Conduct
ICB Board members share corporate responsibility for all decisions of the ICB Board.	Constitution
The ICB Board must act within statutory, financial and other constraints.	Codes of Conduct
The ICB Board must comply with legislation and guidance issued by the NHS England on behalf of the Secretary of State, respect agreements entered into by themselves or on their behalf, and establish terms and conditions of service that are fair to the staff and represent good value for taxpayers' money.	Codes of Conduct

2. Decisions and functions reserved to the ICB Board	reference
Consideration and approval of applications to NHS England on any matter concerning changes to the ICB's constitution, including the Standing Orders	s14Z25 (5) and s1B NHS Act (2006)
The ICB Board is collectively accountable for the performance of the ICB's functions	constitution 2.1.4 / 4.4.4 / 4.6.4
Determine any matter within the ICB Boards statutory powers at a meeting of the Board convened and held in accordance with the Standing Orders for the Board. The Board has the right to determine that it is appropriate to resume the powers it has delegated	constitution 1.7.3a / 1.7.3c / 4.3.1 / 4.6 SO s4.11 Decision making
Receive reports from committees that the ICB is required by statute or other regulation to establish and take action upon those reports as necessary	Constitution 4.6.4
Approve any urgent decisions taken by the chair of the ICB Board for ratification in public session	SO s4.11.4 – 4.11.6
Approve the ICBs overarching scheme of reservation and delegation, which sets out those decisions of the ICB <u>reserved</u> to the ICB Board and those <u>delegated</u> to the <ul style="list-style-type: none"> • committees and any joint committees of the ICB, or • its employees 	constitution 1.7.3a / 4.3.1 / 4.4 / 4.6
Approve Standing Financial Instructions (SFIs)	constitution 1.7.3c / 4.3.1
Approve Functions and Decisions Map	constitution 1.7.3b / 4.5
Suspend Standing Orders.	constitution SO 5.3
Authorise use of the common seal of the ICB and receive reports on sealings.	constitution SO 6

2. Decisions and functions reserved to the ICB Board	reference
Require and receive the declaration of interests from members of the ICB Board	s14Z30 NHS Act (2006) constitution s6.3
Discipline members of the Board or employees who are in breach of statutory requirements, SOs or the Codes of Conduct.	Constitution 4.1/4.2
Approve a procedure for declaration of gifts, hospitality and sponsorship.	Constitution 6.3
Ensure proper and widely publicised procedures for voicing complaints, concerns about maladministration, breaches of Code of Conduct, and other ethical concerns.	Constitution 7.3
Delegate executive powers to be exercised by committees, or joint committees of the Board, and the approval of the terms of reference and specific executive powers of such committees	constitution 4.3.1 / 4.4.4 / 4.6
Appoint a Deputy-Chair.	Constitution SO 4.2
Appoint and dismiss committees of the ICB that are directly responsible to the Board	constitution 4.6
Establish Terms of Reference and reporting arrangements for all of the committees of the Board	constitution 4.6.3
receive reports from committees of the ICB including those which the ICB is required by its Constitution, or by NHS England, or the Secretary of State or by any other legislation, regulations, directions or guidance to establish and to take appropriate action	constitution 4.6
confirm or reject the recommendations of committees where committees do not have executive powers	constitution 4.6
Delegate executive powers to be exercised by any of its members or employees	constitution 4.3.1

2. Decisions and functions reserved to the ICB Board	reference
Authorise arrangements made under s65Z5 or Section 75 of the 2006 Act as appropriate	constitution 4.3.2 / 4.3.3 / 4.7
Approval of the plan to meet the health and healthcare needs of the Somerset footprint, having regard to the Improving Lives health and wellbeing strategy	Constitution 7.3.8
Approval of the allocation of resources to deliver the plan across the system, determining what resources should be available to meet population need and setting principles for how they should be allocated across services and providers (both revenue and capital)	Constitution 7.3.8
Approval of the ICB's Annual Report and Accounts	constitution 7.5
Approval of the arrangements for discharging the ICB's statutory financial duties.	Constitution 7.3.8 / 7.5.2
Approve arrangements, including supporting policies, to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes.	s14Z34 NHS Act (2006) Constitution 1.4.7 a / 7.3.8
Approve arrangements, including supporting policies, to discharge its duties to reducing inequalities.	s14Z35 NHS Act (2006) Constitution 1.4.7 b / 7.3.8
Approve arrangements, including supporting policies, to discharge its duties in relation to patient and public involvement	s14Z44 NHS Act (2006) Constitution 1.4.7 g / 7.3.8
Approve arrangements for supporting NHS England in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services.	Constitution 1.4.7

2. Decisions and functions reserved to the ICB Board	reference
Approval of the ICB's risk management arrangements.	SFI 21
Approve arrangements for risk sharing and or risk pooling with other organisations (for example arrangements for pooled funds or pooled budget arrangements under section 75 of the 2006 Act).	constitution 4.3.2 / 4.3.3 / 4.7 SFI 21
Decide whether the ICB will use the risk pooling schemes administered by the NHS Resolution or self-insure for some or all of the risks (where discretion is allowed). Decisions to self-insure should be reviewed annually.	SFI 16
Approve proposals for action on litigation against or on behalf of the ICB.	SFI 16
Approve individual compensation payments.	SFI 11
Approval of a comprehensive system of internal control, including budgetary control, that underpins the effective, efficient and economic operation of the ICB.	SFI 10
Approval of the ICB's Procurement Policy in line with the NHS Provider Selection Regime	Constitution 7.4.3
Approve proposals on individual contracts (other than NHS contracts) of a capital or revenue nature amounting to, or likely to amount to over £1,000,000 over a 3 year period or the period of the contract if longer.	SFI 7
Ensure effective financial stewardship through value for money, financial control and financial planning and strategy.	SFI 6
Establish performance and quality measures that maintain the effective use of resources and provide value for money.	SFI 6
Specify requirements in organising and presenting financial and other information succinctly and efficiently to ensure the board can fully undertake its responsibilities.	SFI 10

2. Decisions and functions reserved to the ICB Board	reference
Confirm the appointment (and where necessary dismissal) of external auditors and action.	SFI 10
Receive the annual management letter received from the External Auditor, taking account of the advice, where appropriate, of the Audit Committee.	SFI 10
Receive an annual report from the Internal Auditor and agree action on recommendations where appropriate of the Audit Committee.	SFI 10
Approve the level of non-pay budgets on an annual basis.	SFI 4
Approve proposals in individual cases for the write off of losses or making of special payments above the limits of delegation to the Accountable Officer and Chief Finance Officer (for losses and special payments) previously approved by the Board.	SFI 11
Ratify proposals for acquisition, disposal or change of use of land and/or buildings.	SFI 15
Approving arrangements for handling complaints	Constitution 7.3.4
Approving arrangements for handling Freedom of Information requests.	Constitution 7.3.5
Approve the arrangements for discharging the ICB's statutory duties as an employer, including Human Resource and employment policies	Constitution 8 SFIs 8
Approve disciplinary arrangements for employees, including the Chief Executive and for other persons working on behalf of the ICB	Constitution 8

2. Decisions and functions reserved to the ICB Board	reference
Approve management policies including Human Resource polices incorporating the arrangements for the appointment, removal and remuneration of officers	Constitution 8
Appoint, appraise and remunerate officer members and senior executives.	Constitution 8
Approve proposals of the Remuneration Committee regarding the Accountable Officer, Chief Finance Officer and other senior employees.	Constitution 8
Approve proposals presented by the Accountable Officer for setting of remuneration and conditions of service for those employees and officers not covered by the Remuneration Committee.	Constitution 8
Approve, incl. for publication as applicable, corporate policies for ensuring compliance with relevant regulatory, legal and code of conduct requirements: Counter-fraud, Freedom to Speak Up, Standards of Business Conduct policy; Information Governance Policies	Constitution 6 SFIs 19
Approve the ICB's arrangements for business continuity, and for emergency planning.	Civil Contingencies Act 2004 NHSE EPRR guidance
Establish a Joint Committee to exercise the commissioning functions where joint commissioning arrangements are entered into	Constitution 7
Approve the strategic direction of the ICB within the overall policies and priorities of the Government and the NHS, define its annual and longer term objectives and agree plans to achieve them.	Constitution 1.4
Oversee the delivery of planned results by monitoring performance against objectives and ensuring corrective action is taken when necessary.	Constitution 1.4
Approve (with any necessary appropriate modification) the ICB's annual operating plan.	SFI 4

2. Decisions and functions reserved to the ICB Board	reference
Approve plans in respect of the application of available financial resources to support the agreed annual operating plan.	SFI 4
Approve proposals for ensuring quality and developing clinical governance in services provided by the ICB or its constituent practices, having regard to any guidance issued by the Secretary of State.	Constitution 1.4
Approve (with any necessary appropriate modification) the ICB's annual commissioning strategy or plan.	Constitution 1.4
Approve Outline and Final Business Cases for Capital Investment if this represents a variation from the Plan.	SFI 4
Oversee and monitor quality improvement	Constitution 1.4
To approve ICB Clinical policies including commissioning exceptionality policies	Constitution 1.4
To approve the ICB/ICS Estates Strategy	Constitution 1.4
to approve the ICB/ICS Digital Strategy	Constitution 1.4
To approve the ICB/ICS People Plan	Constitution 1.4
Approve arrangements for the management of requests for exceptional funding (in with CHC/funded nursing care)	Constitution 1.4
to approve the ICB/ICS Green Plan	Constitution 1.4

3. Decisions and functions reserved to NHSE and to the Chair

Individual /NHSE	Decisions and functions reserved	Reference
NHSE	appointment of the ICB Chair	Constitution 3.3
NHSE	removal of the ICB Chair	Constitution 3.12.6
NHSE	terminate the appointment of the Chief Executive and direct the Chair as to the appointment of a replacement where NHSE is satisfied that the ICB is failing or has failed to discharge any of its functions or there is a significant risk that the ICB will fail to do so	Constitution 3.12.7
Chair	appointment of the Chief Executive	Constitution 3.4
Chair	approval of appointment of partner members of the ICB Board	Constitution 3.5 - 3.7
Chair	appointment of Independent Non-Executive members of the ICB Board	Constitution 3.11
Chair	approval of appointment of Chief Medical Officer	Constitution 3.8
Chair	approval of appointment of Chief Nursing Officer	Constitution 3.9
Chair	approval of appointment of Chief Finance Officer	Constitution 3.10
Chair	Approve and remove members of all commissioning committees of the Board	constitution 4.6
	Duties	
Chair	The Chair must implement the requirements of corporate governance.	constitution 4
Chair	The Chair and voting non executive Members of the board are responsible for monitoring the executive management of the organisation and are responsible to NHS England for the discharge of those responsibilities.	constitution 3

Individual /NHSE	Decisions and functions reserved	Reference
Chair	The Chair must provide leadership to the board.	constitution 3
Chair	The Chair must enable all board members to make a full contribution to the board affairs and ensure that the board acts as a team.	constitution 3
Chair	The Chair must ensure that key and appropriate issues are discussed by the board in a timely manner.	constitution 4
Chair	The Chair must ensure the board has adequate support and is provided efficiently with all the necessary data on which to base informed decisions.	constitution 4
Chair	The Chair is the final authority in interpretation of Standing Orders.	constitution SOs
Chair	The Chair in consultation with the NHS England shall determine the arrangements for the appointment of the Accountable Officer.	constitution 3
Chair	The Chair in consultation with the Accountable Officer shall determine the arrangements for the appointment of the Executive Management Team including the Chief Finance Officer.	constitution 3
Chair	The Chair in consultation with the Accountable Officer will determine the arrangements for the appointment of Partner Member representatives and other non executive members to the board.	constitution 3
Chair	The powers which the board has retained to itself within the Standing Orders and Scheme of Reservation and Delegation may in emergency be exercised by the Chair and Accountable Officer after having consulted the Lay Deputy Chair.	constitution 4

Individual /NHSE	Decisions and functions reserved	Reference
	Remuneration and Audit	
Chair	The Chair must lead voting non executive members of the board, through a formally appointed Remuneration Committee of the main board, on the appointment, appraisal and remuneration of the Accountable Officer and (with the latter) other executive board members.	constitution 3
Chair	The Chair must ensure the appointment by the board of members of the board to an Audit Committee of the main board.	constitution 3
	Board Meetings	
Chair	The Chair is responsible for calling board meetings.	constitution SOs
Chair	The Chair may issue guidance to the public on the conduct of the public questions session.	constitution SOs
Chair	The Chair should Chair all board meetings and associated responsibilities.	constitution SOs
Chair	The Chair shall give a final ruling on questions of order, relevancy and regularity of meetings.	constitution SOs
Chair	The Chair has a second or casting vote.	constitution SOs

4. Decisions and functions delegated by the Board to the ICB Committees

Decisions and functions delegated by the Board to the ICB Audit Committee	reference
Approve the appointment of, and any changes to, the provision or delivery of internal and external audit services for the ICB including establishing an Auditor Panel where necessary.	SFI / terms of reference
to review the adequacy and effectiveness of the ICB's system of integrated governance, risk management and internal control across the whole of the ICB's activities	SFI / terms of reference
ensure there is an effective internal audit function including; costs of audit services, performance of service, review and approval of the annual internal audit plan, the findings of audit work including the Head of Internal Audit Opinion and management responses to these, adequate resourcing of the function.	SFI / terms of reference
Review the work and findings of the External Auditor and management responses	SFI / terms of reference
Review schedules of losses and compensations and make recommendations to the Board	SFI / terms of reference
Review the annual financial statements prior to submission to the Board	SFI / terms of reference
To be assured that the ICB has adequate arrangements in place for the counter fraud	SFI / terms of reference
To be assured that the ICB has adequate arrangements in place for Freedom to Speak Up	SFI / terms of reference
To be assured that the ICB has adequate arrangements in place for Information Governance	SFI / terms of reference
To monitor the integrity of financial statements of the ICB and any formal announcements relating to its financial performance, ensure systems for financial reporting to the Board are subject to review	SFI / terms of reference
To review the annual report and financial statements (including accounting policies) before submission to the Board	SFI / terms of reference

Decisions and functions delegated by the Board to the ICB Audit Committee	reference
to be assured that the ICB has adequate arrangements for the management of declared interests and conflicts of interest, including gifts and hospitality	SFI / terms of reference
will monitor compliance with Standing Orders and Financial Policies and shall review every decision to suspend Standing Orders (power to suspend Standing Orders is reserved to the Board).	SFI / terms of reference
will review schedules of losses and compensations and making recommendations to the Board.	SFI / terms of reference
The Audit Committee shall provide independent and objective view on internal control and probity.	SFI / terms of reference
Where Audit Committee considers there is evidence of ultra vires transactions or improper acts the Chair of the Audit Committee shall raise the matter at the Board meeting.	SFI / terms of reference
The Audit Committee shall ensure cost-effective External Audit.	SFI / terms of reference
The Audit Committee shall receive reports where it is decided that competitive tendering is not applicable and should be waived.	SFI / terms of reference

Decisions and functions delegated by the Board to the ICB Remuneration Committee	reference
Determine all aspects of remuneration for the Chief Executive and other Very Senior Managers	17 to 19 of Schedule 1B NHS Act 2006 s3.13 Constitution
Determine all aspects of remuneration for the Independent Non-Executive members of the ICB Board	17 to 19 of Schedule 1B NHS Act 2006 s3.13 Constitution
Terms of appointment for ICB Board members	s3.13 Constitution
Determine arrangements for the termination of employment and other contractual terms and non- contractual terms for the Chief Executive and other Very Senior Managers	17 to 19 of Schedule 1B NHS Act 2006
Determine the ICB pay policy for all staff	17 to 19 of Schedule 1B NHS Act 2006
Oversee contractual arrangements for all staff	17 to 19 of Schedule 1B NHS Act 2006
Determine arrangements for termination payments and any special payments for all staff	17 to 19 of Schedule 1B NHS Act 2006

Decisions and functions delegated by the Board to the ICB Finance Committee	reference
Develop and recommend to the ICB Board annual, medium and long term plans	Committee terms of reference
Develop and recommend to the ICB Board Standing Financial Policies	Committee terms of reference
Develop and recommend to the ICB Board resource allocation approach	Committee terms of reference
Oversight of procurement exercises where contracts have an estimate value (over life cycle) £1 million or where there is a significant reputational or service issue and make recommendations to ICB Board	Committee terms of reference

Decisions and functions delegated by the Board to the ICB Patient Safety and Quality Committee	reference
Be assured there are robust processes in place for the effective management of quality	Committee terms of reference
Scrutinise structures in place to support quality planning, control and improvement and seek assurance that structures operate effectively and timely action is taken to address areas of concern	Committee terms of reference
Agree and put forward the key quality priorities that are included within the ICB strategy/annual plan, including priorities to address variation/inequalities in care	Committee terms of reference
Oversee and monitor delivery of the ICB key statutory requirements	Committee terms of reference
Review and monitor those risks on the BAF (board assurance framework) and Corporate Risk Register which relate to quality, and high-risk operational risks which could impact on care. Ensure the ICB is kept informed of significant risks and mitigation plans, in a timely manner	Committee terms of reference
Oversee and scrutinise the ICB's response to all relevant (as applicable to quality) Directives, Regulations, national standard, policies, reports, reviews and best practice as issued by the DHSC, NHSEI and other regulatory bodies/external agencies (e.g. CQC, NICE) to and gain assurance that they are appropriately reviewed and actions are being undertaken, embedded and sustained	Committee terms of reference
Maintain an overview of changes in the methodology employed by regulators and changes in legislation/regulation and assure the ICB that these are disseminated and implemented across all sites	Committee terms of reference
Oversee and seek assurance on the effective and sustained delivery of the ICB Quality Improvement Programmes	Committee terms of reference
Ensure that mechanisms are in place to review and monitor the effectiveness of the quality of care delivered by providers and place	Committee terms of reference
Receive assurance that the ICB identifies lessons learned from all relevant sources, including, incidents, never events, complaints and claims and ensures that learning is disseminated and embedded	Committee terms of reference
Receive assurance that the ICB has effective and transparent mechanisms in place to monitor mortality and that it learns from death (including coronial inquests and PFD report)	Committee terms of reference
To be assured that people drawing on services are systematically and effectively involved as equal partners in quality activities	Committee terms of reference
Scrutinise the robustness of the arrangements for, and assure compliance with, the ICB's statutory responsibilities for safeguarding adults and children	Committee terms of reference

Decisions and functions delegated by the Board to the ICB Patient Safety and Quality Committee	reference
Scrutinise the robustness of the arrangements for, and assure compliance with, the ICB's statutory responsibilities for infection prevention and control	Committee terms of reference
Scrutinise the robustness of the arrangements for, and assure compliance with, the ICB's statutory responsibilities for equality and diversity as it applies to people drawing on services	Committee terms of reference
Scrutinise the robustness of the arrangements for, and assure compliance with, the ICB's statutory responsibilities for medicines optimisation and safety	Committee terms of reference
Have oversight of and approve the Terms of Reference and work programmes for the groups reporting into the Quality Committee (e.g. System Quality Groups, Infection Prevention and Control, Safeguarding Boards / Hubs, Somerset Patient Safety Forum, Somerset Learning from Deaths Forum etc)	Committee terms of reference

Decisions and functions delegated by the Board to the ICB People Committee	reference
Develop and recommend to the ICB Board the plans for delivering the people functions for staff employed directly by the ICB, and for the NHS staff who work in their local area	Committee terms of reference
Develop and recommend to the ICB Board how the ICS people function should be established and delivered as part of the ICS's overall governance, with clear accountability and decision-making arrangements within the ICB, to ensure alignment to wider system goals.	Committee terms of reference
Develop and recommend to the ICB Board how to consider, coordinate and allocate appropriate resource to enable delivery of their people function, in collaboration with other members of the ICP and all the providers within their footprint, and with support from regional and national teams	Committee terms of reference

Decisions and functions delegated by the Board to the ICB Primary Care Commissioning Committee	reference
Development and recommendation to the ICB of the Primary Care Strategy	Committee terms of reference
Awarding GMS, PMS and APMS contracts. This includes the design of PMS and APMS contracts and monitoring of contracts	Committee terms of reference
Taking contractual action such as issuing branch/remedial notices and removing a contract	Committee terms of reference
Agreeing locally defined and designated Enhanced Services	Committee terms of reference
Making Decisions regarding local incentive schemes including the management and administration of the Quality Outcomes framework	Committee terms of reference
Procurement of new practice provision	Committee terms of reference
Approval and management of list dispersal	Committee terms of reference
Approving practice mergers	Committee terms of reference
Approving discretionary payment (eg returner/retainer schemes)	Committee terms of reference
To secure the provision of comprehensive and high quality primary medical service in Somerset	Committee terms of reference
To co-ordinate a common approach to the commissioning of primary care services generally	Committee terms of reference
To make decisions on investment on the infrastructure of primary medical services, to ensure adequate and high quality provision as well as value for money for the public.	Committee terms of reference
Undertake reviews of primary medical services in Somerset	Committee terms of reference
To manage the commissioning budget for primary medical services in Somerset	Committee terms of reference

Decisions and functions delegated by the Board to the ICB Primary Care Commissioning Committee	reference
Provide oversight across a number of functions, including but not limited to: Primary Care Workforce; Primary Care Premises; Primary Care Information Management and Technology (IM&T); Primary Care Networks	Committee terms of reference

5. Decisions and functions delegated to individual board members and employees

Decisions and functions delegated to the individual	reference
Chief Executive Officer	
<i>Corporate Governance</i>	
The Chief Executive has overall responsibility for the ICB's activities.	Constitution and SFI 3
The Chief Executive should observe, and promote the observance by all staff, of the Codes of Conduct and Accountability.	Constitution 4
The Chief Executive is accountable to the Board for ensuring that its decisions are implemented, that the organisation works effectively, in accordance with Government policy and public service values and for the maintenance of proper financial stewardship.	SFI 3
The Chief Executive should be allowed full scope, within clearly defined delegated powers, for action in fulfilling the decisions of the Board.	SFI 3
The Chief Executive, supported by the Chief Finance Officer, should ensure appropriate advice is given to the Board on all matters of probity, regularity, prudent and economical administration, efficiency and effectiveness.	SFI 3
If the Accountable Officer considers the Board or Chair is doing something that might infringe probity or regularity, they should set this out in writing to the Chair and the Board. If the matter remains unresolved, the Accountable Officer should request an inquiry by the Audit Committee and also by the NHS England and Department of Health if necessary.	Constitution 6
The powers which the Board has retained to itself within the Standing Orders and the Schedule of Reservation of Powers may in emergency be exercised by the Chair and Accountable Officer after having consulted at least two voting Members of the Board.	Constitution 4
The Chief Executive is responsible for convening a panel to advise on the appointment of ICB Board partner members	Constitution 3.5 - 3.7

Decisions and functions delegated to the individual	reference
The Accountable Officer shall maintain Register(s) of Interests.	Constitution 6
The Chief Executive shall ensure that all existing and newly appointed members, officers and employees understand their responsibilities under Standing Orders and Financial Policies.	Constitution 5
The Chief Executive shall prepare a risk management programme for approval by the Board.	SFIs
<i>Management Arrangements</i>	
The Chief Executive shall prepare a Scheme of Delegation identifying his proposals for delegating his powers, which shall be considered and approved by the Board, subject to any amendment agreed during the discussion.	Constitution 4
The Chief Executive in agreement with the Chair will nominate a Deputy who can act as the designated officer for an agreed period of time if required.	Constitution SOs
<i>Financial Stewardship</i>	
The Chief Executive is accountable, through the NHS Accounting Officer, to Parliament for stewardship of Somerset ICB resources.	SFIs
The Chief Executive shall ensure that expenditure by the Somerset ICB complies with Parliamentary requirements.	CoC
If the Board is contemplating a course of action that raises an issue not of formal propriety or regularity but affects The Chief Executive's responsibility for value for money, The Chief Executive should draw the relevant factors to the attention of the Board. If the outcome is that The Chief Executive is overruled, it is normally sufficient to ensure that the advice and the overruling of it are clearly apparent from the papers. Exceptionally, The Chief Executive should inform The NHS England and the Department of Health. In such cases, The Chief Executive should as a member of the Board vote against the course of action rather than merely abstain from voting.	SFIs
The Chief Executive is responsible to the Somerset ICB for ensuring that it stays within its resource limit.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive (with the Chief Finance Officer) is accountable for financial control but will, as far as possible, delegate their detailed responsibilities.	SFIs
The Chief Executive is responsible to ensure financial targets and obligations are met and have overall responsibility for the Governance Statement.	SFIs
The Chief Executive (with the Chief Finance Officer) must ensure the accounts of the Somerset ICB are prepared under principles and in a format directed by the Secretary of State for Health. Accounts must disclose a true and fair view of the Somerset ICB's income and expenditure and its state of affairs.	SFIs
The Chief Executive (with the Chief Finance Officer) shall sign the accounts on behalf of the Board.	SFIs
The Chief Executive shall sign a statement in the accounts outlining responsibilities as the Accountable Officer.	SFIs
The Chief Executive shall sign a statement in the accounts outlining responsibilities in respect of internal control.	SFIs
<p>The Chief Executive shall ensure effective management systems that safeguard public funds and assist Somerset ICB Chair to implement requirements of corporate governance including ensuring managers:</p> <ul style="list-style-type: none"> • have a clear view of their objectives and the means to assess achievements in relation to those objectives • are assigned well defined responsibilities for making best use of resources • have the information, training and access to the expert advice they need to exercise their responsibilities effectively 	SFIs
The Chief Executive shall achieve value for money from the resources available to the Somerset ICB and avoid waste and extravagance in the organisation's activities.	SFIs
The Chief Executive shall follow through the implementation of any recommendations affecting good practice as set out in reports from such bodies as the National Audit Office (NAO).	SFIs
The Chief Executive shall use to best effect the funds available for commissioning healthcare, developing services and promoting health to meet the needs of the local population.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive shall ensure that the Chief Finance Officer discharges his functions.	SFIs
The Chief Executive shall ensure that all Board members, officers and employees, present and future, are notified of and understand the Financial Policies.	SFIs
The Chief Executive must ensure that any contractor or employee of a contractor who is empowered by the Somerset ICB to commit the Somerset ICB to expenditure or who is authorised to obtain income are made aware of these instructions and their requirement to comply.	SFIs
The Chief Executive and Chief Finance Officer must monitor and ensure compliance with SofS Directions on fraud and corruption including the appointment of the Local Counter Fraud Specialist.	SFIs
Monitor and ensure compliance with Directions issued by the Secretary of State for Health on NHS security management including appointment of the Local Security Management Specialist.	SFIs
<i>Annual Operating Plan and Budgets</i>	
<p>The Chief Executive shall compile and submit to the Board an Annual Operating Plan which takes into account financial targets and forecast limits of available resources. The plan will contain:</p> <ul style="list-style-type: none"> • a statement of the significant assumptions on which the plan is based • details of major changes in workload, delivery of services or resources required to achieve the plan 	SFIs
The Chief Executive shall delegate budgets to budget holders.	SFIs
The Chief Executive shall identify and implement cost improvements and income generation activities in line with the plan.	SFIs
The Chief Executive shall submit monitoring returns.	SFIs
<i>Tendering, Contracting and Commissioning</i>	
The Chief Executive may waive formal tendering procedures in exceptional circumstances.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive shall report waivers of tendering procedures to the Audit Committee.	SFIs
The Chief Executive shall be responsible for the receipt, endorsement and safe custody of tenders received.	SFIs
The Chief Executive shall maintain a register to show each set of competitive tender invitations despatched.	SFIs
Where one tender is received, the Chief Executive and Chief Finance Officer will assess for value for money and fair price.	SFIs
No tender/quotation shall be accepted which will commit expenditure in excess of that which has been allocated by the Somerset ICB and which is not in accordance with these Instructions except with the authorisation of The Chief Executive.	SFIs
The Chief Executive will appoint a manager to maintain a list of approved firms.	SFIs
The Chief Executive and Chief Finance Officer shall ensure that appropriate checks are carried out as to the technical and financial capability of those firms that are invited to tender or quote.	SFIs
The Chief Executive may waive the requirement that quotations be in writing where written quotations are impracticable.	SFIs
The Chief Executive or his nominated officer should evaluate the quotation and select the quote which gives the best value for money.	SFIs
The Chief Executive may authorise the awarding of a contract up to a value of £1,000,000 (one million pounds).	SFIs
The Chief Executive shall nominate an officer who shall oversee and manage each contract on behalf of the Somerset ICB.	SFIs
The Chief Executive shall nominate officers with delegated authority to enter into contracts of employment, regarding staff, agency staff or temporary staff service contracts.	SFIs
The Chief Executive shall nominate officers to commission service agreements with providers of healthcare in line with a commissioning plan approved by the Board.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive shall be responsible for ensuring that best value for money can be demonstrated for all services provided on an in-house basis.	SFIs
The Chief Executive shall nominate an officer to oversee and manage in-house service contracts on behalf of the Somerset ICB.	SFIs
The Chief Executive must ensure the Somerset ICB enters into suitable Service Level Agreements (SLAs) with service providers for the provision of NHS services.	SFIs
The Chief Executive shall ensure that regular reports are provided to the Board detailing actual and forecast expenditure against each SLA.	SFIs
The Chief Executive shall ensure secondary services are commissioned in line with the AOP and reach the required standards.	SFIs
The Chief Executive shall ensure that all agreements for provision of services with non-NHS providers achieve quality and are cost effective.	SFIs
The Chief Executive shall ensure that all contracts are assigned an officer who will manage those contracts as set out within the Leadership Model of the Somerset ICB organisational structure.	SFIs
<i>Staffing</i>	
The Chief Executive may approve a variation to the funded establishment of any department.	SFIs
The Chief Executive may authorise officers to appoint, engage or re-grade staff, including agency staff.	SFIs
<i>Capital</i>	
The Chief Executive has overall responsibility for fixed assets.	SFIs
The Chief Executive shall ensure that there is an adequate appraisal and approval process for determining capital expenditure priorities and the effect that each has on plans.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive shall be responsible for the management of capital schemes and for ensuring that they are delivered on time and within cost.	SFIs
The Chief Executive shall ensure that capital investment is not undertaken without availability of resources to finance all revenue consequences.	SFIs
The Chief Executive shall ensure that a business case is produced for each proposal.	SFIs
The Chief Executive shall ensure that the Chief Finance Officer has professionally certified the costs and revenue consequences detailed in the business case.	SFIs
The Chief Executive and Chief Finance Officer will ensure that the arrangements for financial control and financial audit of building and engineering contracts and property transactions comply with the guidance contained within CONCODE and ESTATECODE. The technical audit of these contracts shall be the responsibility of the relevant Officer.	SFIs
The Chief Executive shall issue procedures for management of contracts involving stage payments.	SFIs
The Chief Executive may issue the manager responsible for any capital scheme with authority to commit expenditure, authority to proceed to tender and approval to accept a successful tender.	SFIs
The Chief Executive may issue a scheme of delegation for capital investment management.	SFIs
The Chief Executive shall maintain asset registers (on advice from the Chief Finance Officer).	SFIs
<i>Stores and Supplies</i>	
The Chief Executive will set out a list of managers authorised to place requisitions for the supply of good and services, and the maximum level of each requisition and the system for authorisation above that level.	SFIs
The Chief Executive shall identify persons authorised to requisition and accept goods from NHS Logistics stores.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Executive shall set out procedures on the seeking of professional advice regarding the supply of goods and services.	SFIs
The Chief Executive shall authorise who may use and be issued with official orders.	SFIs
The Chief Executive may delegate overall responsibility for control of stores (subject to Chief Finance Officer responsibility for systems of control). Further delegation for day-to-day responsibility subject to such delegation being recorded. (Good practice to append to the scheme of delegation document.)	SFIs
<i>Other</i>	
The Chief Executive shall keep the seal in a safe place and maintain a register of sealing.	Constitution SO 6.1.1
The Chair, the Chief Executive or an Officer nominated by him shall approve and sign all documents which will be necessary in legal proceedings.	Constitution SO 6.2.1
The Chief Executive is responsible for ensuring patients and guardians are informed about patients' money and property procedures on admission.	SFIs
The Chief Executive shall ensure lists of all contractors are maintained up to date and systems are in place to deal with applications, resignations, inspection of premises etc. within contractors' terms of service.	SFIs
The Chief Executive shall ensure that retention of document procedures are in place in accordance with Department of Health guidance.	SFIs
Chief Financial Officer	
preparation and audit of annual accounts;	SFIs
adherence to the directions from NHS England in relation to accounts preparation;	SFIs
adherence to the directions from NHS England in relation to accounts preparation;	SFIs
ensuring that the allocated annual revenue and capital resource limits are not exceeded, jointly, with system partners;	SFIs

Decisions and functions delegated to the individual	reference
ensuring that there is an effective financial control framework in place to support accurate financial reporting, safeguard assets and minimise risk of financial loss;	SFIs
meeting statutory requirements relating to taxation;	SFIs
ensuring that there are suitable financial systems in place	SFIs
meet the financial targets set for the ICB by NHS England;	SFIs
use of incidental powers such as management of ICB assets, entering commercial agreements;	SFIs
the Governance statement and annual accounts & reports are signed;	SFIs
planned budgets are approved by the relevant Board; developing the funding strategy for the ICB to support the board in achieving ICB objectives, including consideration of place-based budgets;	SFIs
making use of benchmarking to make sure that funds are deployed as effectively as possible;	SFIs
executive members (partner members and non-executive members) and other officers are notified of and understand their responsibilities within the SFIs;	SFIs
specific responsibilities and delegation of authority to specific job titles are confirmed;	SFIs
financial leadership and financial performance of the ICB;	SFIs
identification of key financial risks and issues relating to robust financial performance and leadership and working with relevant providers and partners to enable solutions;	SFIs
The Chief Finance Officer (with the Accountable Officer) is accountable for financial control but will, as far as possible, delegate his detailed responsibilities.	SFIs
The Accountable Officer and Chief Finance Officer must ensure the accounts of the Somerset ICB are prepared under principles and in a format directed by the Secretary of State for Health. Accounts must disclose a true and fair view of the Somerset ICB's income and expenditure and its state of affairs.	SFIs
The Accountable Officer and Chief Finance Officer shall sign the accounts on behalf of the Board.	SFIs
The Chief Finance Officer has operational responsibility for effective and sound financial management and information.	SFIs
The Accountable Officer, supported by Chief Finance Officer, must ensure appropriate advice is given to the Board on all matters of probity, regularity, prudent and economical administration, efficiency and effectiveness.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer must approve of all financial procedures.	SFIs
The Chief Finance Officer shall give advice on interpretation or application of the Financial Policies.	SFIs
The Chief Finance Officer is responsible for implementing the Somerset ICB's financial policies and co-coordinating corrective action.	SFIs
The Chief Finance Officer is responsible for maintaining an effective system of financial control including ensuring detailed financial procedures and systems are prepared and documented.	SFIs
The Chief Finance Officer is responsible for ensuring that sufficient records are maintained to explain the Somerset ICB's transactions and the financial position.	SFIs
The Chief Finance Officer is responsible for providing financial advice to members of Board and staff.	SFIs
The Chief Finance Officer is responsible for maintaining such accounts, certificates etc as are required for the Somerset ICB to carry out its statutory duties.	SFIs
The Chief Finance Officer is responsible for ensuring an adequate internal audit service, for which he is accountable, is provided (and involve the Audit Committee in the selection process when/if an internal audit service provider is changed.)	SFIs
The Chief Finance Officer is responsible for ensuring that the Audit Committee and Board receive an annual Internal Audit report.	SFIs
The Chief Finance Officer shall decide at what stage to involve police in cases of misappropriation and other irregularities not involving fraud or corruption.	SFIs
The Chief Finance Officer has powers to require access to documents and premises of the Somerset ICB, and to require the production of any property of the Somerset ICB and explanations as to any matter under investigation.	SFIs
The Accountable Officer and Chief Finance Officer shall monitor and ensure compliance with SofS Directions on fraud and corruption including the appointment of the Local Counter Fraud Specialist.	SFIs
The Chief Finance Officer will provide monthly reports to the Secretary of State for Health, ensure draw down is for approved expenditure and timely and follows best practice in Cash Management.	SFIs
The Chief Finance Officer is responsible for ensuring monitoring systems are in place to enable the Somerset ICB not to exceed its limits.	SFIs
The Chief Finance Officer shall periodically review assumptions, submit a report to the Somerset ICB annually showing total allocations received and their proposed distribution.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer is responsible for regularly updating the Somerset ICB on significant changes to the initial allocation and the uses of such funds.	SFIs
The Chief Finance Officer shall submit budgets to the Board for approval.	SFIs
The Chief Finance Officer shall monitor performance against budget; submit to the Board financial estimates and forecasts.	SFIs
The Chief Finance Officer shall ensure adequate training is delivered on an ongoing basis to budget holders.	SFIs
The Chief Finance Officer shall devise and maintain systems of budgetary control.	SFIs
The Chief Finance Officer shall prepare the annual accounts and reports.	SFIs
The Chief Finance Officer shall manage banking arrangements, including provision of banking services, operation of accounts, preparation of instructions and list of cheque signatories. (The Audit Committee approves arrangements.)	SFIs
The Chief Finance Officer is responsible for income systems, including system design, prompt banking, review and approval of fees and charges, debt recovery arrangements, design and control of receipts, provision of adequate facilities and systems for employees whose duties include collecting or holding cash and ensuring appropriate action for the recovery of outstanding debts.	SFIs
The Chief Finance Officer shall ensure that any fees paid for legal advice and services are reasonable and within commonly accepted rates for the work undertaken.	SFIs
The Chief Finance Officer shall ensure that, where a supplier is chosen that is not on the approved list, the reason shall be recorded in writing to the Accountable Officer.	SFIs
Where one tender is received the Accountable Officer and Chief Finance Officer will assess for value for money and fair price.	SFIs
The Chief Finance Officer may make enquiries as to the financial standing of approved contractors.	SFIs
No quotation shall be accepted which will commit expenditure in excess of that which has been allocated except with the authorisation of either the Accountable Officer or Chief Finance Officer.	SFIs
The Chief Finance Officer shall approve procedures for procurement of goods and services below £1,000.	SFIs
The Chief Finance Officer will maintain a system of control to ensure effective accounting of expenditure against SLAs.	SFIs
The Chief Finance Officer must account for Out of Area Treatments and Non Contract Activity in accordance with national guidelines.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer shall issue instructions in relation to payroll, is responsible for specifying timetables for submission of properly authorised time records and other notifications, shall make the final determination of pay allowances and make payroll payments on agreed dates.	SFIs
The Chief Finance Officer shall ensure that the chosen method for payroll processing is supported by appropriate (contracted) terms and conditions, adequate internal controls and audit review procedures and that suitable arrangements are made for the collection of payroll deductions and payment of these to appropriate bodies.	SFIs
The Chief Finance Officer is responsible for the prompt payment of properly authorised accounts and claims.	SFIs
The Chief Finance Officer shall advise the Board regarding the setting of thresholds above which quotations (competitive or otherwise) or formal tenders must be obtained; and, once approved, the thresholds should be incorporated in Standing Orders/Financial Policies and regularly reviewed.	SFIs
The Chief Finance Officer shall prepare procedural instructions (where not already provided in the Scheme of Delegation or procedure notes for budget holders) on the obtaining of goods, works and services incorporating the thresholds.	SFIs
The Chief Finance Officer shall be responsible for designing and maintaining a system of verification, recording and payment of all amounts payable.	SFIs
The Chief Finance Officer shall ensure that there is a timetable and system for submission to the Chief Finance Officer of accounts for payment; provision shall be made for the early submission of accounts subject to cash discounts or otherwise requiring early payment.	SFIs
The Chief Finance Officer shall issue instructions to employees regarding the handling and payment of accounts.	SFIs
The Chief Finance Officer shall be responsible for ensuring that payment for goods and services is only made once the goods and services are received.	SFIs
The Chief Finance Officer shall approve proposed pre-payment arrangements.	SFIs
The Chief Finance Officer shall approve the form of official orders.	SFIs
The Accountable Officer and Chief Finance Officer shall ensure that the arrangements for financial control and financial audit of building and engineering contracts and property transactions comply with the guidance contained within CONCODE and ESTATECODE. The technical audit of these contracts shall be the responsibility of the relevant Officer.	SFIs
The Chief Finance Officer shall lay down procedures for payments to local authorities and voluntary organisations made under the powers of section 256 of the NHS Act.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer shall ensure that Board members are aware of the Financial Framework and ensure compliance	SFIs
The Chief Finance Officer shall professionally certify the costs and revenue consequences detailed in the business case for capital investment.	SFIs
The Chief Finance Officer shall issue procedures for the regular reporting of expenditure and commitment against authorised capital expenditure.	SFIs
The Chief Finance Officer shall issue procedures governing financial management, including variation to contract, of capital investment projects and valuation for accounting purposes.	SFIs
The Chief Finance Officer shall demonstrate that the use of private finance represents value for money and genuinely transfers significant risk to the private sector.	SFIs
The Chief Finance Officer shall approve procedures for reconciling balances on fixed assets accounts in ledgers against balances on fixed asset registers.	SFIs
The Chief Finance Officer shall calculate and pay capital charges in accordance with Department of Health requirements.	SFIs
The Chief Finance Officer shall approve fixed asset control procedures.	SFIs
The Chief Finance Officer shall be responsible for systems of control over stores and receipt of goods.	SFIs
The Chief Finance Officer shall set out procedures and systems to regulate the stores and shall agree stocktaking arrangements.	SFIs
The Chief Finance Officer shall approve alternative arrangements where a complete system of stores control is not justified.	SFIs
The Chief Finance Officer shall approve a system for review of slow moving and obsolete items and for condemnation, disposal and replacement of all unserviceable items.	SFIs
The Chief Finance Officer shall prepare detailed procedures for disposal of assets including condemnations and ensure that these are notified to managers.	SFIs
The Chief Finance Officer shall prepare procedures for recording and accounting for losses, special payments and informing police in cases of suspected arson or theft.	SFIs
Where a criminal offence is suspected, the Chief Finance Officer must inform the police if theft or arson is involved. In cases of fraud and corruption the Chief Finance Officer must inform the relevant LCFS and NHS Counter Fraud Authority in line with the Secretary of State's directions.	SFIs
The Chief Finance Officer shall notify the LCFS and External Audit of all frauds.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer shall notify the Board and External Auditor of losses caused by theft, arson, neglect of duty or gross carelessness (unless trivial).	SFIs
The Chief Finance Officer shall consider whether any insurance claim can be made.	SFIs
The Chief Finance Officer shall maintain the Losses and Special Payments register.	SFIs
The Chief Finance Officer shall be responsible for accuracy and security of computerised financial data.	SFIs
The Chief Finance Officer shall satisfy himself that new financial systems and amendments to current financial systems are developed in a controlled manner and thoroughly tested prior to implementation. Where this is undertaken by another organisation assurances of adequacy must be obtained from them prior to implementation.	SFIs
The Chief Finance Officer shall ensure that contracts with other bodies for the provision of computer services for financial applications clearly define responsibility of all parties for security, privacy, accuracy, completeness and timeliness of data during processing, transmission and storage, and allow for audit review.	SFIs
The Chief Finance Officer shall seek periodic assurances from the provider of computer services for financial applications that adequate controls are in operation.	SFIs
In the case of computer systems which are proposed General Applications (i.e. normally those applications which the majority of Somerset ICB in the Region wish to sponsor jointly) all responsible officers and employees will send to the Chief Finance Officer, details of the outline design of the system and in the case of packages acquired either from a commercial organisation, from the NHS, or from another public sector organisation, the operational requirement	SFIs
<p>Where computer systems have an impact on corporate financial systems the Chief Finance Officer shall satisfy himself that:</p> <ul style="list-style-type: none"> • systems acquisition, development and maintenance are in line with corporate policies • data assembled for processing by financial systems is adequate, accurate, complete and timely, and that a management trail exists • Chief Finance Officer and staff have access to such data <p>such computer audit reviews are being carried out as are considered necessary</p>	SFIs
The Chief Finance Officer shall provide detailed written instructions on the collection, custody, investment, recording, safekeeping, and disposal of patients' property (including instructions on the disposal of the property of deceased patients and of patients transferred to other premises) for all staff whose duty is to administer, in any way, the property of patients.	SFIs
The Chief Finance Officer shall ensure that each trust fund which the Somerset ICB is responsible for managing is managed appropriately.	SFIs

Decisions and functions delegated to the individual	reference
The Chief Finance Officer shall ensure all staff are made aware of the Somerset ICB policy on the acceptance of gifts and other benefits in kind by staff.	SFIs
The Chief Finance Officer shall ensure only contractors included on the Somerset ICB lists receive payments, maintain a system of control to ensure prompt and accurate payments and validation of same.	SFIs
Where the Board decides to use the risk pooling schemes administered by the NHS Resolution the Chief Finance Officer shall ensure that the arrangements entered into are appropriate and complementary to the risk management programme. The Chief Finance Officer shall ensure that documented procedures cover these arrangements.	SFIs
Where the Board decides not to use the risk pooling schemes administered by the NHS Resolution for any one or other of the risks covered by the schemes, the Chief Finance Officer shall ensure that the Board is informed of the nature and extent of the risks that are self insured as a result of this decision. The Chief Finance Officer will draw up formal documented procedures for the management of any claims arising from third parties and payments in respect of losses that will not be reimbursed.	SFIs
All the risk pooling schemes require Scheme members to make some contribution to the settlement of claims (the 'deductible'). The Chief Finance Officer should ensure documented procedures also cover the management of claims and payments below the deductible in each case.	SFIs
Other senior officers and managers	
Managers are expected to act in accordance with the Code of Conduct for NHS Managers.	CoC
Budget Holders shall ensure that no overspend or reduction of income that cannot be met from virement is incurred without prior consent of the Board.	SFIs
Budget Holders shall ensure that approved budget is not used for any other than specified purpose subject to rules of virement.	SFIs
Board Members and all senior staff are responsible for security of Somerset ICB assets including notifying discrepancies to the Chief Finance Officer, and reporting losses in accordance with Somerset ICB procedure.	SFIs
The appropriate Officer shall make a written case to support the need for a pre-payment.	SFIs
Budget holders shall ensure that all items due under a prepayment contract are received (and immediately inform the Chief Finance Officer if problems are encountered).	SFIs
The designated Pharmaceutical Officer is responsible for controls of pharmaceutical stocks.	SFIs
Officers nominated by the Chief Finance Officer are responsible for security arrangements and custody of keys.	SFIs

Decisions and functions delegated to the individual	reference
Officers nominated by the Chief Finance Officer shall operate system for slow moving and obsolete stock, and report to Chief Finance Officer evidence of significant overstocking.	SFIs
The Director of Corporate Affairs shall publish and maintain a Freedom of Information Scheme.	SFIs
Relevant officers send proposals for general computer systems to the Chief Finance Officer.	SFIs
<p>The Accountable Officer and Budget Holders must not exceed the budgetary total or virement limits set by the Board as follows:</p> <p>Up to £1,000 - Budget holder and Management Accountant Up to £750,000 – Applicable Director and Deputy Chief Finance Officer and Performance Up to £1,000,000 - Chief Finance Officer and Performance Up to £1,500,000 - Accountable Officer Over £1,500,000 - Board</p>	SFIs
The Chief Internal Auditor shall review and appraise financial policies, plans and procedures, financial controls, management data and report in accordance with NHS Internal Audit Manual and best practice.	SFIs
The Chief Internal Auditor shall independently verify the Assurance Framework statements in accordance with guidance from the Department of Health.	SFIs
Nominated Managers shall submit time records in line with the timetable issued by the Chief Finance Officer.	SFIs
Nominated Managers shall complete time records and other notifications in the form required by the Chief Finance Officer.	SFIs
Nominated Managers shall submit termination forms in prescribed form and on time.	SFIs
The Senior Officer responsible for Human Resources shall ensure that all employees are issued with a Contract of Employment in a form approved by the Board and which complies with employment legislation.	SFIs
The Senior Officer responsible for Human Resources shall deal with variations to, or termination of, contracts of employment.	SFIs
Managers and officers shall ensure that they comply fully with the guidance and limits specified by the Chief Finance Officer.	SFIs
Departmental managers shall inform staff of their responsibilities and duties for the administration of the property of patients.	SFIs
Budget Holders shall ensure that no permanent employees are appointed without the approval of the Accountable Officer other than those provided for within available resources and manpower establishment.	SFIs

Decisions and functions delegated to the individual	reference
Requisitioners, in choosing the item to be supplied (or the service to be performed), shall always obtain the best value for money for the Somerset ICB. In so doing, the advice of the Somerset ICB's adviser on supply shall be sought.	SFIs
All staff	
All staff must disclose any non-compliance with Standing Orders to the Accountable Officer as soon as possible.	Constitution SO 5.1
All staff have a duty to disclose any non-compliance with the Financial Policies to the Accountable Officer and Chief Finance Officer as soon as possible.	Constitution SO 5.1
All staff must disclose a relationship between themselves and a candidate for staff appointment. (The Accountable Officer will report the disclosure to the Board).	Constitution 8
All staff must comply with local policy that is based on national guidance for Managing Conflicts of Interest (2017) - NHS England » Managing conflicts of interest in the NHS.	Constitution 8
All staff have a duty to inform the Chief Finance Officer of money due from transactions which they initiate/deal with.	SFIs
All staff must immediately report the discovery or suspicion of loss of any kind to either head of department or nominated officer. The head of department / nominated officer should then inform the Accountable Officer and Chief Finance Officer.	SFIs
All staff are responsible for security of the Somerset ICB's property, avoiding loss, exercising economy and efficiency in using resources and conforming to Standing Orders, Financial Policies and financial procedures.	SFIs

6. Decisions and functions delegated to be exercised jointly

Joint Committee	decisions and functions delegated to the joint committee	
Ambulance Joint Commissioning Committee	<p>The establishment of the AJCC reflects the need to coordinate the commissioning of emergency ambulance services across the region and to integrate 999 (emergency ambulance services) with wider urgent and emergency care. It is consistent with the statutory duties on ICBs under the NHS Act, including the duty to promote integration and the duty to act effectively, efficiently and economically.</p> <p>The ICB has delegated responsibilities to the AJCC to:</p> <ul style="list-style-type: none"> jointly exercise their commissioning functions in relation to emergency ambulance services, pursuant to section 14Z3(2)(b) of the NHS Act; and establish a joint committee, the Ambulance Joint Commissioning Committee (“AJCC”), pursuant to section 14Z3(2A) of the NHS Act. The AJCC will function as a corporate decision-making body for the management and exercise of the commissioning functions delegated to it. 	Committee terms of reference

7. Decisions and functions delegated by the Board to other statutory bodies

Statutory Body	Decisions and functions delegated to other statutory bodies	

8. Decisions and functions delegated to the board by other organisations

Delegating Body	Decisions and functions delegated by other organisations	
NHS England	Primary Care Commissioning	Constitution

Key:

Constitution – NHS Somerset Integrated Care Board (ICB) Constitution

SOs – Standing Orders

SFIs – Standing Financial Instructions and Financial Policies

ToR – ICB Committee Terms of Reference

CoC – Codes of Conduct