

**NHS Cheshire and Merseyside Integrated Care Board
Scheme of Reservation and Delegation (SoRD)**

Ref	Decision / responsibility	Reserved to Board	Delegated to committee or sub-committee	Delegated to Chair / specified ICB Officer	Responsible for recommending a course of action	Operational Responsibility
1. Regulation, control, constitution & governance						
1.1	Determine the arrangements by which the ICB approves those decisions that are reserved for the Board where they have not been delegated	Board				Assistant Chief Executive
1.2	Consider and approve applications to NHS England on changes to the Constitution	Board			ICB Executive (the executive committee meeting)	Assistant Chief Executive
1.3	Approval of the ICBs scheme of reservation and delegation (SORD), which sets out those decisions that are in statute the responsibility of the ICB and are reserved to the ICB Board, and those delegated to Committees, sub-committees, and employees	Board			ICB Executive Audit Committee Finance, Investment and Our Resources Committee	Director of Finance
1.4	Promote the governance arrangements of the ICB to employees and to people working on behalf of the ICB			ICB Executive		Assistant Chief Executive

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1.5	Disclosure of non-compliance with the group's constitution (incorporating its standing orders, prime financial policies and scheme of reservation and delegation)	Board			Audit Committee Finance, Investment and Our Resources Committee	Assistant Chief Executive
1.6	Review of suspension of standing orders		Audit Committee			Assistant Chief Executive
1.7	Suspension of standing orders	Board				Assistant Chief Executive
1.8	Approval of the operational scheme of delegation (incl. financial limits) that underpins the ICB's overarching scheme of reservation and delegation	Board			Audit Committee Finance, Investment and Our Resources Committee	Director of Finance
1.9	Approval of the ICBs Standing Financial Instructions	Board			ICB Executive	Director of Finance
1.10	Approve the ICB's prime financial policies and financial governance	Board			Finance, Investment and Our Resources Committee	Director of Finance
1.11	Set out who can execute a document by signature / use of the seal	Board			ICB Executive	Associate Director of Corporate Affairs and Governance

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1.12	Approve the arrangements for discharging the ICB's statutory duties and functions	Board			ICB Executive	Assistant Chief Executive
1.13	Establish governance arrangements to support collective accountability between partner organisations for whole system delivery and performance, underpinned by the statutory and contractual accountabilities of individual organisations	Board			Quality and Performance Committee Strategy and Transformation Committee Finance, Investment and Our Resources Committee	Assistant Chief Executive Director of Planning and Performance
2. Strategy & Planning						
2.1	Approve the values and planning in accordance with the strategic direction of the ICB	Board			Finance, Investment and Our Resources Committee	Director of Finance
2.2	Approve the ICB operating structure		ICB Executive	Chief Executive		Chief Executive
2.4	Approve the ICB arrangements for engaging the public and key stakeholders in the ICB's planning and commissioning arrangements	Board			Strategy and Transformation Committee Transformation Committee	Assistant Chief Executive

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2.5	Approve the ICB budgets that meet the financial duties of the ICB	Board			Finance, Investment and Our Resources Committee	Director of Finance
2.6	Approve Cheshire and Merseyside Health and Care Partnership integrated care strategy		Cheshire and Merseyside Health and Care Partnership		Strategy and Transformation Committee	Assistant Chief Executive
2.7	Allocate resources to support the delivery of the Cheshire and Merseyside Health and Care Partnership integrated care strategy	Board			Strategy and Transformation Committee	Assistant Chief Executive
2.8	Agree a System Joint Forward Plan to meet the health and healthcare needs of the Cheshire & Merseyside population, within the context of the NHS national strategy, the C&M Health and Care Partnership integrated care strategy and place health and wellbeing strategies	Board			Strategy and Transformation Committee	Assistant Chief Executive

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2.9	Allocate resources to deliver the Joint Forward Plan across the system, determining what resources should be available to meet population need across C&M and in each place, and setting principles for how they should be allocated across services and providers (both revenue and capital)	Board			Finance, Investment and Our Resources Committee	Strategy and Transformation Transformation Committee Place Directors through Place-Based Partnership Boards
2.10	Allocate resources to deliver the System Joint Forward Plan at place, determining what resources as delegated by the Board should be available to meet population need in place and setting principles for how they should be allocated across services and providers (both revenue and capital)	Board			Finance, Investment and Our Resources Committee	Strategy and Transformation Committee Place Directors through Based Partnership Boards
2.11	Agree and publish a Joint Capital Resource Use Plan with partner NHS trusts and foundation trusts within Cheshire and Merseyside	Board			Finance, Investment and Our Resources Committee	Director of Finance

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2.12	Approve decisions on the review, planning and procurement of primary medical care services (to reflect the terms of the delegation agreement between NHS England and NHS Cheshire and Merseyside ICB)		System Primary Care Committee Pharmacy Services Regulations Committee		Place Primary Care Committee / Forums ICB Associate and Heads of Primary Care Place Primary Care Staff	Assistant Chief Executive Place Directors Head of Primary Care
2.13	Approve decisions on the review, planning and procurement of Specialised Commissioning services for the Cheshire and Merseyside population (to reflect the terms of the delegation agreement between NHS England and NHS Cheshire and Merseyside ICB)		Strategy and Transformation Committee Finance, Investment and Our Resources Committee			Assistant Chief Executive Director of Finance
2.14	Approve decisions on the review, planning and procurement of Specialised Commissioning services for the North West of England population made at the North West Specialised Commissioning Services Joint Committee		North West Specialised Commissioning Services Joint Committee		Strategy and Transformation Committee Finance, Investment and Our Resources Committee	Assistant Chief Executive Director of Finance

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2.15	Have oversight of and approve the strategy and priorities for NHS Cheshire and Merseyside with regards Children and Young People		Children and Young Peoples Committee			Director of Nursing and Care Assistant Chief Executive
2.16	Have oversight of, agree and approve the prioritisation of ICB funding and allocations for Childrens and Young Peoples functions and services that NHS Cheshire and Merseyside has responsibility for and which are delegated to the Committee		Children and Young Peoples Committee			Director of Nursing and Care Assistant Chief Executive
2.17	Approve the final draft strategic case for change for Women's Hospital Services in Liverpool to recommend to the ICB Board		Women's Hospital Services in Liverpool Committee			Director of Nursing and Care
2.18	Approve the ICB operating structure in each place		Executive Team			Place Directors
2.19	Agree system-wide action on data and digital: working with partners across the NHS and with local authorities to put in place smart digital and data foundations to connect health and care services to		Strategy and Transformation Committee		Executive Team	Medical Director Chief Digital Officer

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	put the citizen at the center of their care					
2.20	Agree <u>place action</u> on data and digital: working with partners across the NHS and with local authorities to put in place smart digital and data foundations to connecthealth and care services to put the citizen at the center of their care		Strategy and Transformation Committee		Digital Transformation and Clinical Improvement Assurance Group Place Based Partnership Boards	Place Directors Chief Digital Officer
2.21	Agree C&M joint work on estates, procurement, supply chain and commercial strategies to maximisevalue for money across the system and support wider goals of development and sustainability		Finance, Investment and Our Resources Committee		Strategy and Transformation Committee Place Based Partnerships Boards	Director of Finance
2.22	Agree place action on estates, procurement, supply chain and commercial strategies to maximise value for money across the system and support wider goals of development and sustainability		Finance, Investment and Our Resources Committee		Strategy and Transformation Committee Place Based Partnerships Boards	Director of Finance

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2.23	Agree arrangements for planning, responding to and leading recovery from incidents (EPRR), to ensure NHS and partner organisations are joined up at times of greatest need, including taking on incident coordination responsibilities as delegated by NHSE	Board			ICB Executive	Director of Planning and Performance
3. Annual Reports and Accounts						
3.1	Approval of the ICB Annual Report and Annual Accounts	Board			Audit Committee	Director of Finance
4. Partnership, joint or collaborative working						
4.1	Agree joint working arrangements with partners that embed collaboration as the basis for delivery within the ICB plan (including arrangements under section 75 of the NHS Act 2006)	Board			Strategy and Transformation Committee Place Based Partnership Boards	Assistant Chief Executive
4.2	Develop joint working arrangements with partners in place that embed collaboration as the basis for delivery within the ICB plan	Board			Strategy and Transformation Committee Place Based Partnership Boards	Assistant Chief Executive

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4.3	Approve the delegated decision-making responsibilities of individual employees of the ICB who represent the ICB in joint or collaborative arrangements with another statutory body(ies)	Board			Finance, Investment and Our Resources Committee	Chief Executive
4.4	Approve named positions within the ICB with the delegated authority to undertake any of the functions of the System Primary Care Committee were considered appropriate and / or necessary by the Committee			System Primary Care Committee		Assistant Chief Executive Associate Director of Primary Care
4.5	Approve the arrangements governing joint or collaborative arrangements between the ICB and another statutory body(ies), where those arrangements incorporate decision making responsibilities (including arrangements under section 75 of the NHS Act 2006), Section 65Z5 or Section 65Z6 of the Health and Care Act 2022)	Board			Strategy and Transformation Committee	Assistant Chief Executive

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4.6	Approve arrangements for coordinating the commissioning of services with other ICBs, with local authorities, or with NHS Trusts where appropriate (including under section 12ZA of the 2006 Act ('Conferral of discretion'))	Board			<p>Strategy and Transformation Committee</p> <p>Place Based Partnership Boards</p>	Assistant Chief Executive
4.7	Approve arrangements for risk sharing and /or risk pooling with other organisations (for example arrangements for pooled funds with other ICBs or pooled budget arrangements under section 75 of the NHS Act 2006, or Section 65Z6 of the Health and Care Act 2022)	Board			Finance, Investment and Our Resources Committee	Director of Finance
4.8	Receive the minutes of meetings of, or reports from, joint or collaborative arrangements between the ICB and another statutory body(ies)	Board	<p>Children and Young Peoples Committee</p> <p>Strategy and Transformation Committee</p> <p>System Primary Care Committee</p>			Assistant Chief Executive

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5. Employment, Remuneration, Workforce & OD						
5.1	Agree system implementation of people priorities including delivery of the People Plan and People Promise by aligning partners across the ICS to develop and support 'one workforce', including through closer collaboration across the health and care sector, with local government, the voluntary and community sector and volunteers	Board			System Peoples Board	Chief People Officer
5.2	Agree implementation in Locality of People Priorities		Place Partnership Boards		System Peoples Board	Chief People Officer
5.3	Accountability for the ICB's responsibilities as an employer including adopting a Code of Conduct for staff	Board			Audit Committee	Chief People Officer
5.4	Approve the terms and conditions, remuneration and travelling or other allowances for Board members, including pensions and gratuities		Remuneration Committee		Finance, Investment and Our Resources Committee	Chief People Officer

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5.5	Approve the ICBs Pay Policy, including approving the terms and conditions of employment for non- AFC employees including pensions, remuneration, fees and travelling or other allowances for employees of the ICB and to other persons providing services to the ICB		Remuneration Committee		ICB People Committee	Chief People Officer
5.6	Approve any other terms and conditions of services for the ICB's AFC employees		Finance, Investment and Our Resources Committee		ICB Executive	Chief People Officer
5.7	Approve disciplinary arrangements for all employees, including the Chief Executive (where he/she is an employee of the ICB) and for other persons working on behalf of the ICB		Remuneration Committee		ICB Executive	Chief People Officer
5.8	Approve disciplinary arrangements where the ICB has joint appointments with another group and the individuals are employees of that group			Shared Chief Executive discussion		Chief People Officer

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5.9	Approval of the arrangements for discharging the ICB's statutory duties as an employer	Board	Finance, Investment and Our Resources Committee		Finance, Investment and Our Resources Committee ICB Executive	Chief People Officer
5.10	Approve human resources policies for ICB employees and for other persons working on behalf of the ICB		Finance, Investment and Our Resources Committee		ICB Executive	Chief People Officer
5.11	Approve arrangements for staff appointments (excluding matters detailed within the constitution)		Finance, Investment and Our Resources Committee		ICB Executive	Chief People Officer
5.11a	Appointment of the ICB Chief Executive	Board			Remuneration Committee	Chief People Officer
5.11b	Appointment of all other roles		Remuneration Committee (non AfC levels only)	ICB Executive		Chief Executive or other responsible Executive
5.12	Approve the ICB organisational development plans		Finance, Investment and Our Resources Committee		ICB Executive	Chief People Officer
6. Quality and Safety						
6.1	Establish clinical governance arrangements to support collective accountability between partner organisations	Board			Quality and Performance Committee	Director of Nursing and Care through System Quality Surveillance Group

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6.2	Approve arrangements to ensure duties are discharged effectively and foster the development of policies, processes and initiatives to minimise clinical risk, maximise patient safety, and promote equality to secure the continuous improvement in quality and patient outcomes	Board			Quality and Performance Committee	Director of Nursing and Care
6.4	Approve the ICB arrangements for handling complaints and concerns		Quality and Performance Committee	ICB Executive		Assistant Chief Executive
6.5	Approve the ICB arrangements for safeguarding children and vulnerable adults		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
6.6	Approve the ICB arrangements for engaging patients and their carers in decisions concerning their healthcare		Quality and Performance Committee	ICB Executive		Director of Nursing and Care Assistant Chief Executive
6.7	Approve arrangements for supporting the NHS in discharging its responsibilities in relation to securing continuous		Quality and Performance Committee	ICB Executive		Director of Nursing and Care Deputy Medical Director

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	improvement in the quality of general medical services					
6.8	Approve the arrangements for the quality oversight, assurance and improvement systems within the ICS.		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
6.9	Approve the arrangements for delivering the NHS Patient Safety Strategy to achieve its vision to continuously improve patient safety and to develop and implement the patient safety initiatives that the strategy introduced.		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
6.10	Agree the Strategy for Quality and Patient Safety inclusive of the aligned quality priorities for the system		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
6.11	Agree the ICB arrangements for responding to and learning from patient safety events		Quality and Performance Committee	ICB Executive		Director of Nursing and Care

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6.12	Approve the operating structure for the monitoring, oversight and reporting on Quality and Safety in each place		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
7. Business Operation and Risk Management						
7.1	Approve the ICB counter fraud and security management arrangements		Audit Committee			Director of Finance
7.2	Approval of the ICB risk management arrangements	Board			Audit Committee ICB Executive	Director of Finance
7.3	Approve ICB operational policies (i.e., excluding those defined as clinical or finance)				ICB Executive	Assistant Chief Executive
7.4	Approve ICB financial policies		Finance, Investment and Our Resources Committee			Director of Finance
7.5	Approve requests for the waiver of any procurement rules for goods and services on an exception basis		Finance, Investment and Our Resources Committee			Director of Finance
7.6	Approve the ICB procurement plans annually		Finance, Investment and Our Resources Committee			Director of Finance

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7.5	Approve ICB Safeguarding, clinical and medical policies and clinical pathways		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
7.6	Approve system-level arrangements to minimise clinical risk, maximise patient safety and to secure continuous improvement in quality and patient outcomes		Quality and Performance Committee	ICB Executive		Director of Nursing and Care
7.7	Approve arrangements for managing conflicts of interest, including gifts and hospitality and for standards of business conduct.		Audit Committee			Assistant Chief Executive
7.8	Approve arrangements for complying with the NHS Provider Selection Regime	Board			Finance, Investment and Our Resources Committee	Director of Finance
7.9	Report and provide assurance to the Board on the effectiveness of ICB governance arrangements		Audit Committee			Assistant Chief Executive
7.10	Receive the annual governance letter from the External Auditor and advise the Board of proposed action		Audit Committee			Director of Finance
7.11	Appointment or removal of either the Internal or External auditor for the ICB		Audit Committee			Director of Finance

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7.12	Approve the internal audit, external audit and counter-fraud plans and any changes to the provision or delivery of related services		Audit Committee			Director of Finance
8. Information Governance						
8.1	Approve the policies and arrangements for ensuring appropriate and safekeeping and confidentiality of records and for the storage, management and transfer of information and data		Audit Committee			Advised and supported by IG & Data Security groups
8.2	Approve information sharing protocols with other organisations		ICB Executive			SIRO
8.3	Approve ICB Annual Data Security and Protection Toolkit submissions			SIRO		Associate Director of Corporate Affairs and Governance IG Officers
8.4	Approve NHS Digital Data Access Requests (DARs) – Data Sharing Agreements, Data Sharing Framework Contracts			SIRO		Associate Director of Corporate Affairs and Governance IG Officers

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8.5	Approve arrangements for handling Freedom of Information and Subject Access Requests		ICB Executive			Assistant Chief Executive Associate Director of Corporate Affairs and Governance
9. Communications						
9.1	Approval of ICB communications and engagement plan	Board			Strategy and Transformation Committee	Assistant Chief Executive Associate Director of Communications and Empowerment
10. Arrangements for Patient & Public Involvement						
10.1	Approve arrangements for the involvement of and consultation with patients and the public in ICB decision making	Board			Strategy and Transformation Committee	Assistant Chief Executive

Approved: by the Board of NHS Cheshire and Merseyside on **28 March 2024**