

**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			Executive Committee	Executive Director of Corporate Services and Governance
1.2	Consider and approve applications to NHS England on changes to the Constitution	Board			Executive Committee	Executive Director of Corporate Services and Governance
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			Executive Committee Audit Committee Finance, Investment and Contracting Committee	Executive Director of Finance and Contracting
1.4	Promote the governance arrangements of the ICB to employees and to people working on behalf of the ICB		Executive Committee			Executive Director of Corporate Services and Governance

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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 Contracting Committee	Executive Director of Corporate Services and Governance
1.6	Review of suspension of standing orders		Audit Committee			Executive Director of Corporate Services and Governance
1.7	Suspension of standing orders	Board				Executive Director of Corporate Services and Governance
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 Contracting Committee	Executive Director of Finance and Contracting
1.9	Approval of the ICBs Standing Financial Instructions	Board			Executive Committee	Executive Director of Finance and Contracting
1.10	Approve the ICB's prime financial policies and financial governance	Board	Finance, Investment and Contracting Committee			Executive Director of Finance and Contracting
1.11	Set out who can execute a document by signature / use of the seal	Board			Executive Committee	Executive Director of Corporate Services and Governance

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1.12	Approve the arrangements for discharging the ICB's statutory duties and functions	Board			Executive Committee	Executive Director of Corporate Services and Governance
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 Executive Committee Finance, Investment and Contracting Committee	Executive Director of Corporate Services and Governance Executive Director of Finance and Contracting Executive Clinical Director
1.14	Approval of Patient Group Directions on behalf of the ICB for the Cheshire and Merseyside System			Medical Director	ICB Medicines Optimisation and Pharmacy Group	Chief Pharmacy Officer Deputy Chief Pharmacist
2. Strategy & Planning						
2.1	Approve the values and planning in accordance with the strategic direction of the ICB	Board			Finance, Investment and Contracting Committee Executive Committee	Executive Director of Finance and Contracting
2.2	Approve the ICB operating structure		Executive Committee	Chief Executive		Chief Executive

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2.3	Approve the ICB arrangements for engaging the public and key stakeholders in the ICB's planning and commissioning arrangements	Board			Executive Committee	Assistant Chief Executive Executive Director of Corporate Services and Governance
2.4	Approve the ICB budgets that meet the financial duties of the ICB	Board			Finance, Investment and Contracting Committee	Executive Director of Finance and Contracting
2.5	Approve Cheshire and Merseyside Health and Care Partnership integrated care strategy		Cheshire and Merseyside Health and Care Partnership		Executive Committee	Executive Director of Health and Integrated Care Commissioning
2.6	Allocate resources to support the delivery of the Cheshire and Merseyside Health and Care Partnership integrated care strategy	Board			Executive Committee	Executive Director of Health and Integrated Care Commissioning
2.7	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	Board			Executive Committee	Executive Director of Health and Integrated Care Commissioning

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	strategy and place health and wellbeing strategies					
2.8	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 Contracting Committee	Executive Committee
2.9	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 Contracting Committee	Executive Committee

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2.10	Agree and publish a Joint Capital Resource Use Plan with partner NHS trusts and foundation trusts within Cheshire and Merseyside	Board			Finance, Investment and Contracting Committee	Executive Director of Finance and Contracting
2.11	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 ICB Primary Care Staff	Executive Director of Health and Integrated Care Commissioning Head of Primary Care
2.12	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)		Executive Committee Finance, Investment and Contracting Committee		Financial Control and Oversight Group Executive Committee	Executive Director of Health and Integrated Care Commissioning Executive Director of Finance and Contracting
2.13	Approve decisions on the review, planning and procurement of Specialised Commissioning services for		North West Specialised Commissioning Services Joint		Executive Committee Finance, Investment and Contracting	Executive Director of Health and Integrated Care Commissioning

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	the North West of England population made at the North West Specialised Commissioning Services Joint Committee		Committee		Committee	Executive Director of Finance and Contracting
2.14	Have oversight of and approve the strategy and priorities for NHS Cheshire and Merseyside with regards Children and Young People	Board	Executive Committee Quality & Performance Committee			Executive Clinical Director Executive Director of Health and Integrated Care Commissioning
2.15	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	Board	Executive Committee Quality & Performance Committee			Executive Clinical Director Executive Director of Health and Integrated Care Commissioning
2.16	Approve the final draft strategic case for change for Women's Hospital Services in Liverpool to recommend to the ICB Board		Executive Committee			Executive Clinical Director Executive Director of Health and Integrated Care Commissioning
2.17	Approve the Strategic Case for Change for Women's Hospital Services in	Board			Executive Committee	Executive Clinical Director Executive Director of Health

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	Liverpool					and Integrated Care Commissioning
2.18	Approve joint decisions in relation to the planning and commissioning of services, and any associated commissioning or statutory functions, within the scope of the Shaping Care Together programme, for the population of Southport, Formby and West Lancashire		Shaping Care Together Joint Committee		Shaping Care Together Programme Board	Executive Director of Health and Integrated Care Commissioning Executive Director of Finance and Contracting
2.19	Approve any case for Change for services within scope of the Shaping Care Together programme		Shaping Care Together Joint Committee		Shaping Care Together Programme Board	Executive Director of Health and Integrated Care Commissioning Executive Director of Finance and Contracting
2.20	Approve any Pre-consultation business cases and any associated capital strategic outline case for services within scope of the Shaping Care Together programme		Shaping Care Together Joint Committee		Shaping Care Together Programme Board	Executive Director of Health and Integrated Care Commissioning Executive Director of Finance and Contracting
2.21	Approve any Outline Business Case or Full		Shaping Care Together Joint		Shaping Care Together Programme	Executive Director of Health and Integrated Care

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	Business Case for services within scope of the Shaping Care Together programme		Committee		Board	Commissioning Executive Director of Finance and Contracting
2.22	Approve on behalf of both ICBs the associated materials involved with and the initiation of any engagement or formal consultations with the public, patients, carers and stakeholders, in respect of the services within the scope of the Shaping Care Together Programme		Shaping Care Together Joint Committee		Shaping Care Together Programme Board	Executive Director of Health and Integrated Care Commissioning Executive Director of Finance and Contracting
2.23	Agree system-wide and locality 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 put the citizen at the center of their care		Executive Committee		Digital Transformation and Clinical Improvement Assurance Group	Executive Clinical Director Chief Digital Officer
2.24	Agree C&M system wide or locality joint work on estates, procurement, supply chain and		Finance, Investment and Contracting Committee		Executive Committee Financial Control and	Executive Director of Finance and Contracting

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	commercial strategies to maximise value for money across the system and support wider goals of development and sustainability				Oversight Group	
2.25	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	Executive Committee			Executive Director of Strategy and Transformation (Turnaround)
3. Annual Reports and Accounts						
3.1	Approval of the ICB Annual Report and Annual Accounts	Board			Audit Committee	Executive Director of Finance and Contracting
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			Executive Committee	Executive Director of Health and Integrated Care Commissioning

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4.2	Develop joint working arrangements with partners in place that embed collaboration as the basis for delivery within the ICB plan	Board			Executive Committee	Executive Director of Health and Integrated Care Commissioning
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 Contracting Committee Executive 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			Executive Director of Health and Integrated Care Commissioning 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	Board			Executive Committee	Assistant Chief Executive Executive Director of Health and Integrated Care Commissioning

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	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)					Executive Director of Corporate Services and Governance
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			Executive Committee Place Based Partnership Boards	Executive Director of Health and Integrated Care Commissioning Executive Director of Corporate Services and Governance
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 Contracting Committee		Executive Committee	Executive Director of Finance and Contracting
4.8	Receive the minutes of meetings of, or reports from,	Board	North West Specialised Commissioning			Executive Director of Health and Integrated Care Commissioning

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	joint or collaborative arrangements between the ICB and another statutory body(ies)		Services Joint Committee Shaping Care Together Joint Committee System Primary Care Committee			Executive Director of Finance and Contracting
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				System Peoples Board	Chief People Officer

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5.3	Accountability for the ICB's responsibilities as an employer including adopting a Code of Conduct for staff	Board			Audit Committee Executive 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		ICB People Committee	Chief People Officer
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 Executive Committee	Chief People Officer
5.6	Approve any other terms and conditions of services for the ICB's AFC employees		Executive Committee			Chief People Officer

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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		Executive Committee	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
5.9	Approval of the arrangements for discharging the ICB's statutory duties as an employer	Board	Executive Committee		ICB People Committee	Chief People Officer
5.10	Approve human resources policies for ICB employees and for other persons working on behalf of the ICB		Executive Committee		ICB People Committee	Chief People Officer
5.11	Approve arrangements for staff appointments (excluding matters detailed within the constitution)		Executive Committee		ICB People Committee	Chief People Officer
5.11	Appointment of the ICB Chief Executive	Board			Remuneration Committee	Chief People Officer

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5.12	Appointment of all other roles		Remuneration Committee (non AfC levels only)		Executive Committee	Chief Executive or other responsible Executive
5.13	Approve the ICB organisational development plans		Executive Committee		ICB People Committee	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	Executive Clinical Director through System Quality Surveillance Group
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	Executive Clinical Director
6.3	Approve the ICB arrangements for handling complaints and concerns		Quality and Performance Committee		Executive Committee	Executive Director of Corporate Services and Governance

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6.4	Approve the ICB arrangements for safeguarding children and vulnerable adults		Quality and Performance Committee		Executive Committee	Executive Clinical Director
6.5	Approve the ICB arrangements for engaging patients and their carers in decisions concerning their healthcare		Quality and Performance Committee		Executive Committee	Executive Clinical Director Executive Director of Corporate Services and Governance
6.6	Approve arrangements for supporting the NHS in discharging its responsibilities in relation to securing continuous improvement in the quality of general medical services		Quality and Performance Committee		Executive Committee	Executive Clinical Director
6.7	Approve the arrangements for the quality oversight, assurance and improvement systems within the ICS.		Quality and Performance Committee		Executive Committee	Executive Clinical Director
6.8	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		Quality and Performance Committee		Executive Committee	Executive Clinical Director

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	introduced.					
6.11	Agree the Strategy for Quality and Patient Safety inclusive of the aligned quality priorities for the system		Quality and Performance Committee		Executive Committee	Executive Clinical Director
6.12	Agree the ICB arrangements for responding to and learning from patient safety events		Quality and Performance Committee		Executive Committee	Executive Clinical Director
6.13	Approve the operating structure for the monitoring, oversight and reporting on Quality and Safety in each place		Quality and Performance Committee	Executive Committee		Executive Clinical Director
7. Business Operation and Risk Management						
7.1	Approve the ICB counter fraud and security management arrangements		Audit Committee			Executive Director of Finance and Contracting
7.2	Approval of the ICB risk management arrangements	Board	Audit Committee		Executive Committee	Executive Director of Finance and Contracting
7.3	Approve ICB operational policies (i.e., excluding those defined as clinical or finance)				Executive Committee	Executive Director of Corporate Services and Governance
7.4	Approve ICB financial policies		Finance, Investment and Contracting Committee		Financial Control and Oversight Group	Executive Director of Finance and Contracting

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7.5	Approve requests for the waiver of any procurement rules for goods and services on an exception basis		Finance, Investment and Contracting Committee		Financial Control and Oversight Group	Executive Director of Finance and Contracting
7.6	Approve the ICB procurement plans annually		Finance, Investment and Contracting Committee		Financial Control and Oversight Group	Executive Director of Finance and Contracting
7.7	Approve ICB Safeguarding, clinical and medical policies and clinical pathways		Quality and Performance Committee		Executive Committee	Executive Clinical Director
7.8	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		Executive Committee	Executive Clinical Director
7.9	Approve arrangements for managing conflicts of interest, including gifts and hospitality and for standards of business conduct.		Audit Committee			Executive Director of Corporate Services and Governance
7.10	Approve arrangements for complying with the NHS Provider Selection Regime	Board			Finance, Investment and Contracting Committee	Executive Director of Finance and Contracting

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7.11	Report and provide assurance to the Board on the effectiveness of ICB governance arrangements		Audit Committee			Executive Director of Corporate Services and Governance
7.12	Receive the annual governance letter from the External Auditor and advise the Board of proposed action		Audit Committee			Executive Director of Finance and Contracting
7.13	Appointment or removal of either the Internal or External auditor for the ICB		Audit Committee			Executive Director of Finance and Contracting
7.14	Approve the internal audit, external audit and counter-fraud plans and any changes to the provision or delivery of related services		Audit Committee			Executive Director of Finance and Contracting
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		Executive Committee			SIRO

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8.3	Approve ICB Annual Data Security and Protection Toolkit submissions			SIRO		Executive Director of Corporate Services and Governance IG Officers
8.4	Approve NHS Digital Data Access Requests (DARs) – Data Sharing Agreements, Data Sharing Framework Contracts			SIRO		Executive Director of Corporate Services and Governance IG Officers
8.5	Approve arrangements for handling Freedom of Information and Subject Access Requests		Executive Committee			Executive Director of Corporate Services and Governance
9. Communications						
9.1	Approval of ICB communications and engagement plan	Board			Executive Committee	Executive Director of Corporate Services and Governance
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 Shaping Care Together Joint Committee			Executive Committee Shaping Care Together Programme Board	Executive Director of Corporate Services and Governance