



**Nottingham and
Nottinghamshire**
Integrated Care Board

Annex B: Scheme of Reservation and Delegation

Version	Effective Date	Changes
1.0	1 July 2022	First version Scheme of Reservation and Delegation on establishment of the ICB.

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1. Introduction

1.1 General

- 1.1.1 The NHS Act 2006, as amended by the Health and Social Care Act 2012 and the Health and Care Act 2022 (“**the 2006 Act**”) sets out the statutory framework in which the Integrated Care Board (“**the ICB**”) operates. The ICB’s statutory powers, functions and duties are conferred, in the main, by the 2006 Act; however, additional responsibilities for other functions may be conferred through delegation to the ICB from other bodies (such as NHS England or other ICBs).
- 1.1.2 The Board can delegate functions and decisions to a committee or sub-committee of the Board. The committees and sub-committees established for this purpose are:
- (a) Audit and Risk Committee
 - (b) Remuneration Committee, which has established a Human Resources Sub-Committee
 - (c) Quality and People Committee
 - (d) Finance and Performance Committee
 - (e) Strategic Planning and Integration Committee, which has established a Primary Care Contracting Sub-Committee
 - (f) Auditor Panel
 - (g) Non-Executive Director Remuneration Panel
- 1.1.3 The Board can also delegate functions and decisions to an individual member of the Board or an employee.
- 1.1.4 ICBs can agree with certain other statutory organisations (such as NHS trusts/foundation trusts and local authorities) that they will exercise their functions on behalf of the ICB or jointly with the ICB. This power is governed by secondary legislation and by NHS England statutory guidance.
- 1.1.5 The default arrangement is that functions will be exercised by the ICB unless they are explicitly delegated.
- 1.1.6 The ICB, regardless of any delegation arrangements it has made, remains legally accountable for the exercise of its functions.
- 1.1.7 This Scheme of Reservation and Delegation sets out for NHS Nottingham and Nottinghamshire ICB which functions, duties and powers (including those delegated to it by other bodies) are:
- (a) Reserved to the Board, so that only the Board may make these decisions.

- (b) Delegated to committees and sub-committees that have been established by the Board.
 - (c) Delegated to individuals (Board members or ICB employees).
 - (d) Delegated to other statutory bodies using the ICB's legal powers (under sections 65Z5, 65Z6 and 75 of the 2006 Act) to delegate functions to one or more other organisations or to a joint committee with one or more other organisations.
- 1.1.8 In line with the ICB's Standing Orders, the powers that are reserved or delegated to the Board, may for an urgent decision be exercised by the Chair and Chief Executive subject to every effort having made to consult with as many members of the Board as possible in the given circumstances.
- 1.1.9 Where authority is delegated to executive members of the Board, they may, in certain circumstances, decide to further delegate the authority. The ICB's lead for governance shall be notified in writing in all instances where authority is further delegated.
- 1.1.10 Should any difficulties arise regarding the interpretation or application of any of the Scheme of Reservation and Delegation then the advice of the ICB's lead for governance must be sought before acting. The users of this Scheme of Reservation and Delegation should also be familiar with and comply with the provisions of the ICB's Constitution, Standing Orders and Standing Financial Instructions.

1.2 Non-compliance with Scheme of Reservation and Delegation

- 1.2.1 All members of the Board, its committees and sub-committees, and the ICB's employees and other workers are required to comply with this Scheme of Reservation and Delegation.
- 1.2.2 Failure to comply with this Scheme of Reservation and Delegation may be regarded as a disciplinary matter that could result in dismissal.
- 1.2.3 If for any reason this Scheme of Reservation and Delegation is not complied with, full details of the non-compliance and any justification for non-compliance and the circumstances around the non-compliance shall be reported to the next formal meeting of the Audit and Risk Committee. All individuals as defined at 1.2.1 have a duty to disclose any non-compliance with this Scheme of Reservation and Delegation to the Chief Executive as soon as possible. If the Chief Executive is responsible for the non-compliance, then this should instead be reported to the ICB's lead for governance.

1.3 Review and amendment of Scheme of Reservation and Delegation

- 1.3.1 To ensure that this Scheme of Reservation and Delegation remain up-to-date and relevant, the ICB's lead for governance will ensure that it reflects any variations made to the ICB's Constitution, Standing Orders and Standing Financial Instructions, and any delegations made by the Board, on an ongoing basis and at least annually to ensure it continues to support effective decision-making.
- 1.3.2 The Board will approve all amendments to the Scheme of Reservation and Delegation.

2. Matters reserved by the Board and delegated by the Board to its committees and sub-committees

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.1	Review of all instances of non-compliance with Standing Orders.	Audit and Risk Committee	-	SO 3.1.6
2.2	Review of all decisions made by the Chair and Chief Executive on behalf of the Board under emergency powers.	Audit and Risk Committee	-	SO 4.9.6
2.3	Review of all instances where Standing Orders are suspended.	Audit and Risk Committee	-	SO 5.1.3
2.4	Review of all instances of non-compliance with Standing Financial Instructions.	Audit and Risk Committee	-	SFI 1.2.2
2.5	Approve arrangements for the provision of internal audit services.	Audit and Risk Committee	Arrangements to be proposed by the Director of Finance who will commission the procurement of internal audit services.	SFI 3.1.2 and 3.1.3
2.6	Approve arrangements for the provision of counter fraud, bribery and corruption services.	Audit and Risk Committee	The Director of Finance will commission the procurement of counter fraud, bribery and corruption services.	SFI 4.1.3
2.7	Approve the use of procurement or other card services by the ICB, including:	Audit and Risk Committee	See SoRD ref 5.9 for delegated financial limits.	SFI 6.2.1

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
	<ul style="list-style-type: none"> The types of card services that should be allowed on each account (debit, procurement, etc.). The types of transactions that should be permitted on each card. The individuals who should be issued with a card. <p>The overall credit and individual transaction limits to be associated with each card.</p>			
2.8	Review all instances where competitive tendering requirements have been waived.	Audit and Risk Committee	-	SFI 9.2.5
2.9	Approve the Annual Report and Accounts.	Audit and Risk Committee	To be prepared in line with legal requirements and any directions issued by NHS England. The Annual Report and Accounts must be published.	SFI 13.3.1 and 13.3.2
2.10	Approve the Policy for the Development and Management of Policy Documents (Policy on Policies).	Audit and Risk Committee	-	-
2.11	Approve the Statutory and Mandatory Training Policy.	Audit and Risk Committee	-	-
2.12	Approve Fraud, Bribery and Corruption Policy.	Audit and Risk Committee	-	-
2.13	Approve the ICB's information governance policies, including (but not limited to): <ul style="list-style-type: none"> Information Governance Management Framework. Confidentiality and Data Protection Policy. 	Audit and Risk Committee	-	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
	<ul style="list-style-type: none"> Information Security Policy. Internet and Email Policy. Data Quality Policy. Records Management Policy. Freedom of Information (FOI) and Environmental Information Regulations (EIR) Policy. 			
2.14	Approve to ICB's health and safety policies, including (but not limited to): <ul style="list-style-type: none"> Health, Safety and Security Policy. Fire Safety Policy. Display Screen Equipment Use Policy. 	Audit and Risk Committee	-	-
2.15	Approve Incident Reporting and Management Policy.	Audit and Risk Committee	-	-
2.16	Approve Emergency Preparedness, Resilience and Response (EPRR) Policy.	Audit and Risk Committee	-	-
2.17	Review of all instances of non-compliance with Scheme of Reservation and Delegation.	Audit and Risk Committee	-	SoRD 1.2.3
2.18	Endorse applications to NHS England to vary the ICB's Constitution.	Board	Formal approval required by NHS England before variations can be implemented.	Constitution, paragraph 1.6.2

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.19	Endorse applications to NHS England to vary the ICB's Standing Orders.	Board	Formal approval required by NHS England before variations can be implemented.	Constitution, paragraph 1.6.2 and SO 2.1.3
2.20	Approve the Standing Financial Instructions.	Board	Following review and scrutiny by the Audit and Risk Committee	Constitution, section 1.7 and SFI 1.3.2
2.21	Approve the Scheme of Reservation and Delegation.	Board	Amendments to the SoRD to be proposed by the Chair or Chief Executive.	Constitution, paragraph 4.4.2
2.22	Review the skills, knowledge and experience of Board members (when taken together) to ensure the Board can effectively carry out its functions.	Board	-	Constitution, paragraph 2.2.5
2.23	Appoint committees of the Board, including agreement of their terms of reference.	Board	See also 3.8 of this SoRD regarding the appointment of individuals as members of committees of the Board that exercise ICB commissioning functions.	Constitution, paragraph 4.6.1
2.24	Appoint sub-committees of the Board, including agreement of their terms of reference.	Board or	Any powers to established sub-committees will be included within the relevant committees' terms of reference.	Constitution, paragraph 4.6.1

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
		Committees of the Board, if empowered to do so by the Board	See also 3.8 of this SoRD regarding the appointment of individuals as members of sub-committees of the Board that exercise ICB commissioning functions.	
2.25	Set the vision and values for the ICB.	Board	-	-
2.26	Approve arrangements for ICB functions to be exercised by or jointly with any one or more other body as defined by the 2006 Act (another ICB, an NHS trust, an NHS foundation trust, NHS England, a local authority, combined authority or any other prescribed body) under section 65Z5 of the NHS Act 2006 (as amended).	Board	To include establishment of: <ul style="list-style-type: none"> Joint committees to exercise the delegated functions; and/or Pooled funds to fund the delegated functions (section 65Z6) Delegations will be subject to regulations.	Constitution, paragraph 4.3.2, 4.3.3 and 4.7.3
2.27	Approve arrangements for the ICB to enter into partnership arrangements with a local authority under section 75 of the 2006 Act (as amended), under which the local authority exercises specified ICB functions or the ICB exercises specified local authority functions.	Board	To include the establishment of pooled funds.	Constitution, paragraph 4.3.2 and 4.3.3
2.28	Approve the Standards of Business Conduct Policy, which incorporates the policy and procedures for the identification and management of conflicts of interest.	Board	-	Constitution, paragraph 6.1.2

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.29	Appoint the Conflicts of Interest Guardian.	Board	To be a Non-Executive member.	Constitution, paragraph 6.1.6
2.30	Determine remuneration and allowances (including pension schemes) and terms and conditions for employees.	Board	Satisfied via approval of SFIs, which stipulate that the NHS Agenda for Change terms and conditions of service will apply in full to all staff directly employed by the ICB, except for Executive Directors and other very senior managers.	Constitution, paragraph 8.1.1 and SFI 8.3.2
2.31	Approve the Policy for Public Involvement and Engagement.	Board	-	Constitution, paragraph 9.1.5(c)
2.32	Appoint the external auditor.	Board	The Auditor Panel will advise the Board on the selection and appointment process in line with the Local audit and Accountability Act 2014. The Director of Finance will commission the procurement of external audit services.	SFI 3.2.1 and 3.2.2

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.33	Approve the joint forward plan (and any revised plans) setting out how the ICB will exercise its functions over the next five years.	Board	Plans must be prepared with the ICB's partner NHS trusts and NHS foundation trusts in line with any directions or guidance issued by NHS England. Plans must be published and provided to the Integrated Care Partnership, each relevant Health and Wellbeing Board and NHS England.	SFI 5.2.1 and 5.2.3
2.34	Approve the joint capital resource use plan (and any revised plans).	Board	Plans must be prepared with the ICB's partner NHS trusts and NHS foundation trusts in line with any directions or guidance issued by NHS England. Plans must be published and provided to the Integrated Care Partnership, each relevant Health and Wellbeing Board and NHS England.	SFI 5.2.2 and 5.2.3
2.35	Approve the annual budgets.	Board	The annual budgets will be prepared within the limits of available funds and will identify	SFI 5.3.1

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
			any sums to be held in reserve and any potential risks.	
2.36	Approve the Risk Management Policy.	Board	-	-
2.37	Approve the Equality, Diversity and Inclusion (EDI) Policy.	Board	-	-
2.38	Appoint Wellbeing Guardian.	Board	To be a Non-Executive member.	-
2.39	Appoint Non-Executive Lead for Freedom to Speak Up.	Board	To be a Non-Executive member.	-
2.40	Appoint Non-Executive Lead for EPRR.	Board	To be a Non-Executive member.	-
2.41	Approve the Freedom to Speak Up Policy.	Board	-	-
2.42	Approve ICB capital investments.	Finance and Performance Committee	-	SFI 10.1.4
2.43	Approve the estates plan for the GP practices within the ICB's area.	Finance and Performance Committee	In line with the Primary Medical Services Delegation Agreement	-
2.44	Make decisions in relation to the Premises Costs Directions Functions.	Finance and Performance Committee	In line with the Primary Medical Services Delegation Agreement	-
2.45	Approve ICB headquarters estate and lease arrangements	Finance and Performance Committee	-	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.46	Approve the ICB's human resources policies, including (but not limited to): <ul style="list-style-type: none"> • Sickness Absence Policy. • Change Management Policy. • Disciplinary Policy. • Family Leave Policy. • Grievance Policy. • Leave Policy. • Staff Appraisal Policy. • Acceptable Behaviours Policy. • Long Service Award Policy. • Flexible Working Policy. • Professional Registration Policy. • Capability Policy. • Recruitment and Selection Policy. • Agile Working Policy. • Domestic Violence and Abuse Policy. 	Human Resources Sub-Committee	-	-
2.47	Make decisions in relation to Individual Funding Requests	Individual Funding Request Panel	In line with the ICB's Individual Funding Request Policy	-
2.48	Approve policies, procedures and position statements regarding medicines management issues and pharmacy development.	Medicines Optimisation Group	-	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.49	Formulate and agree a stance or consensus on health community wide prescribing and medicines management issues.	Medicines Optimisation Group	-	-
2.50	Make decisions in relation to mental health and learning disability funding requests	Mental Health and Learning Disability Specialist Treatment/Funding Panel	Terms of reference for the panel approved by the Strategic Planning and Integration Committee	-
2.51	Approve the remuneration, allowances and terms of appointment for Non-Executive members of the Board.	Non-Executive Director Remuneration Panel	The Chair's remuneration will be approved by NHS England.	Constitution, paragraph 3.16.1 and 3.16.3
2.52	Make decisions in relation to any discretionary payments or discretionary support to be made to providers of primary medical services.	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement	-
2.53	Make decisions in relation to the award of new primary medical services contracts.	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement (including specified decision-making limits for the ICB)	-
2.54	Make decisions in relation to mergers and closures of primary medical services providers.	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.55	Make decisions in relation to dispersing the patient lists of primary medical services providers.	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement	-
2.56	Make decisions in relation to variations to the boundaries of primary medical services providers	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement	-
2.57	Make decisions in relation to the management of poorly performing PMS providers	Primary Care Contracting Sub-Committee	In line with the Primary Medical Services Delegation Agreement	-
2.58	Approve the Complaints, Concerns and Enquiries Policy.	Quality and People Committee	-	-
2.59	Approve the ICB's safeguarding policies, including (but not limited to): <ul style="list-style-type: none"> • Safeguarding Policy (inc. PREVENT and Safeguarding Training and Supervision Strategy). • Safeguarding Children and Adults Policy. • Mental Capacity Act 2005 Policy. Managing Allegations at Work Policy.	Quality and People Committee	-	-
2.60	Approve the remuneration, allowances and terms of appointment for: <ul style="list-style-type: none"> • Members of the Board, except for the Chair and Non-Executive members. • Any members of the Board's committees and sub-committees that are not members of the Board or employees. 	Remuneration Committee	-	Constitution, paragraph 3.16.1, 3.16.2 and 8.1.2 and SFI 8.1.1

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
	<ul style="list-style-type: none"> • Other very senior managers. • Individuals engaged on a contract for service. 			
2.62	Approve exit payments, other than special severance payments.	Remuneration Committee	In line with national guidance and seeking HM Treasury pre-approval if required	-
2.63	Approve the Procurement Policy.	Strategic Planning and Integration Committee	-	-
2.64	Approve the ICB's commissioning policies, including (but not limited to): <ul style="list-style-type: none"> • Policy for Individual Funding Requests (IFRs). • Adults Continuing Healthcare Policy. • Children and Young People Continuing Care Policy. • After Care Policy. • Personal Health Budgets Policy. • Service Restriction Policy. • Policies relating to tertiary infertility (IVF/ICSI), secondary infertility (IUI/DI), surrogacy and gamete cryopreservation. 	Strategic Planning and Integration Committee	-	-
2.65	Approve the design of any enhanced services and local incentive schemes.	Strategic Planning and Integration Committee	In line with the Primary Medical Services Delegation Agreement	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
2.66	Make decisions in relation to urgent care services for out of area registered patients.	Strategic Planning and Integration Committee	In line with the Primary Medical Services Delegation Agreement	-
2.67	Approve the establishment of any new primary medical services providers in the area.	Strategic Planning and Integration Committee	In line with the Primary Medical Services Delegation Agreement	-

3. Matters delegated to individuals

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
3.1	Approval of new GP Retention Scheme applications and renewals.	Associate Director of Primary Care	Following Primary Care Finance Team confirmation of funding availability.	-
3.2	Assign Budget Manager responsibilities.	Budget Holders	A list of designated Budget Holders is maintained by the Finance Directorate	SFI 5.4.2
3.3	Approve requests for evaluations of pay bandings for new or existing posts.	Budget Holders	Budget Holders are defined as Executive Directors	SFI 8.3.4
3.4	Appoint Deputy Caldicott Guardian.	Caldicott Guardian	-	-
3.5	Ensure that at least one Board member has knowledge and experience in connection with services relating to the prevention, diagnosis and treatment of mental illness.	Chair	-	Constitution, paragraph 2.2.4
3.6	Approve the appointments, and re-appointments where relevant, of all Ordinary Members of the Board.	Chair	The Chair is appointed by NHS England, subject to approval by the Secretary of State for Health and Social Care The Chief Executive is appointed by the Chair, subject to approval by NHS England.	Constitution, paragraphs 3.5.5(c), 3.6.5(c), 3.7.5(c), 3.8.2, 3.9.3, 3.10.3, 3.11.3, 3.12.3

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
3.7	Appoint a Non-Executive member of the Board as Vice-Chair.	Chair	-	Constitution, paragraph 3.13.1
3.8	Approve the appointment of all individuals as members of committees and sub-committees of the Board that exercise ICB commissioning functions.	Chair	The Chair will not approve an individual to such a committee or sub-committee if they consider that the appointment could reasonably be regarded as undermining the independence of the health service because of the individual's involvement with the private healthcare sector or otherwise.	Constitution, paragraph 4.6.6
3.9	Decision to suspend Standing Orders.	Chair or Person presiding over a meeting of the Board	A majority of Board members present at the meeting, including at least one executive member and one non-executive member, must be in favour of suspension.	SO 5.1.1
3.10	Appoint an Executive member of the Board as Deputy Chief Executive.	Chief Executive	-	Constitution, paragraph 3.14.1

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
3.11	Execution of a document by seal.	Chief Executive or Director of Finance	-	SO 6.1.3
3.12	Execution of a document by signature.	Chief Executive or Director of Finance	Where the document is a necessary step in legal proceedings on behalf of the ICB.	SO 6.2.1
3.13	Assign Budget Holder responsibilities.	Chief Executive	A list of designated Budget Holders is maintained by the Finance Directorate	SFI 5.4.1
3.14	Approve variations to the funded establishment of any Directorate.	Chief Executive	Or by officers nominated by the Chief Executive.	SFI 8.2.2
3.15	Commit or spend revenue resources in relation to settling legal matters.	Chief Executive or Director of Finance	-	SFI 14.1.3
3.16	Appoint Accountable Emergency Officer (AEO).	Chief Executive	To be an Executive Director.	-
3.17	Appoint the Senior Information Risk Owner (SIRO).	Chief Executive	To be an Executive Director.	-
3.18	Appoint the Caldicott Guardian.	Chief Executive	To be an Executive Director.	-
3.19	Appoint the Data Protection Officer.	Chief Executive	-	-
3.20	Appoint Net Zero Lead.	Chief Executive	To be an Executive Director.	-

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
3.21	Approve the ICB's banking arrangements.	Director of Finance	-	SFI 6.1.1
3.22	Approve designated bank account signatories.	Director of Finance	A list of designated bank account signatories is maintained by the Finance Directorate	SFI 6.1.5
3.23	Approve payment mechanisms other than by bank credit transfer.	Director of Finance	Or by officers nominated by the Director of Finance.	SFI 9.4.4
3.24	Approve of prepayments that fall outside of normal business practice (advance payments).	Director of Finance	Only permitted in exceptional circumstances.	SFI 9.5.1
3.25	Establish and maintain a register of the interests of Board members, committee and sub-committee members and employees (including individuals contracted to work on behalf of the ICB or otherwise providing services or facilities to the ICB)	Director of Nursing	The register of declared interests must be published.	Constitution, paragraph 6.3.1
3.26	Approve payroll transactions, including new starters (and salary justifications where relevant), changes in circumstances and terminations.	Executive Directors (including the Chief Executive) and Members of the Senior Leadership Team	Senior Leadership Team members are defined as postholders that report directly to the Executive Directors A list of payroll signatories is maintained by the Human Resources Team.	SFI 8.4.2

Ref.	Reserved/delegated matter	Delegated to	Additional information	Reference
3.27	Make urgent financial decisions relating to the ICB within the ICB unit of planning and other NHS organisations within the health community as appropriate during a major incident.	Gold On Call Silver On Call	The Department of Health and Social Care defines a major incident as an event or a situation which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security of the UK.	-
3.28	Appoint the Deputy SIRO.	SIRO	-	-
3.29	Appoint Information Asset Owners.	SIRO	-	-

4. Functions and decisions delegated to other statutory bodies or to be exercised jointly

Ref.	Delegated matter	Delegated to	Additional information
4.1	<p>Agreement between Nottingham and Nottinghamshire ICB and Nottinghamshire County Council relating to the commissioning of health and social care services within the Nottinghamshire County Better Care Fund:</p> <p>a) Exercise NHS functions to the extent necessary for the purposes of performing the obligations under the Agreement and management of the Nottinghamshire Better Care Pooled Fund.</p> <p>b) Decisions relating to the Nottinghamshire Better Care Fund Plan.</p>	<p>a) Nottinghamshire County Council</p> <p>b) Nottinghamshire County Health and Wellbeing Board</p>	<p>Agreement under section 75 of the NHS Act 2006 (as amended)</p>
4.2	<p>Agreement between Nottingham and Nottinghamshire ICB and Nottingham City Council relating to the commissioning of health and social care services within the Nottingham City Better Care Fund:</p> <p>a) Exercise NHS functions to the extent necessary for the purposes of performing the obligations under the Agreement and management of the Nottingham City Better Care Pooled Fund.</p> <p>b) Decisions relating to the Nottingham City Better Care Fund Plan.</p>	<p>a) Nottingham City Council</p> <p>b) Nottingham City Health and Wellbeing Board</p>	<p>Agreement under section 75 of the NHS Act 2006 (as amended)</p>
4.3	<p>Agreement for the integration and provision of Integrated Community Equipment Loan Services:</p> <p>a) Exercise NHS functions to the extent necessary for the purposes of performing the obligations under the Agreement.</p> <p>b) Commissioning, procurement and management of the Integrated Community Equipment Loan Services (ICELS) and management of the ICELS pooled fund and the purchasing of medical/nursing equipment.</p>	<p>Nottinghamshire County Council</p>	<p>Agreement under section 75 of the NHS Act 2006 (as amended)</p> <p>Decisions around significant contract variations are delegated to the ICELS Partnership Board</p>

Ref.	Delegated matter	Delegated to	Additional information
4.4	<p>Agreement for the funding and management of Sexual Violence Hub and Therapy Support Service, Independent Sexual Violence Support Service (including the Survivor Support Service) and Sexual Violence Engagement Manager in Nottinghamshire:</p> <p>a) Commissioning, procurement and management of sexual violence support services.</p>	Police and Crime Commissioner for Nottinghamshire	Agreement under section 75 of the NHS Act 2006 (as amended)
4.5	<p>Agreement for the communication aids panel and purchasing of equipment (Children’s specialist communication aids):</p> <p>a) Exercise NHS functions to the extent necessary for the purposes of performing the obligations under the Agreement.</p> <p>b) Act as lead commissioner for the service.</p> <p>c) Management of the pooled fund.</p>	Nottinghamshire County Council	Agreement under section 75 of the NHS Act 2006 (as amended)
4.6	<p>Community Infection Prevention Service for Nottinghamshire County:</p> <p>a) Exercise NHS functions to the extent necessary for the purposes of performing the obligations under the Agreement.</p> <p>b) Act as lead commissioner for the service.</p> <p>c) Management of the pooled fund.</p>	Nottinghamshire County Council	Agreement under section 75 of the NHS Act 2006 (as amended)

5. Delegated financial limits

5.1 Healthcare services – Resource allocations (approval of investment business cases)

Annual value (£)	Delegated to	Additional information	Reference
Up to £100,000	Director of Finance Director of Integration Director of Nursing Medical Director	Retrospectively reported to Strategic Planning and Integration Committee Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Strategic Planning and Integration Committee	SFI 9.1
Up to £500,000	Chief Executive (or Deputy Chief Executive in their absence)	Retrospectively reported to Strategic Planning and Integration Committee Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Strategic Planning and Integration Committee	SFI 9.1
£500,001 to £5,000,000, or where proposals below this value are considered to set precedent, or are novel, contentious or repercussive in nature	Strategic Planning and Integration Committee	Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Board	SFI 9.1
£5,000,001 and above, or where proposals below this value are considered to set precedent, or are novel, contentious or repercussive in nature	Board	-	SFI 9.1

5.2 Healthcare services – Resource allocations (approval of disinvestment business cases)

Annual value (£)	Delegated to	Additional information	Reference
Up to £100,000	Chief Executive (or Deputy Chief Executive in their absence)	Retrospectively reported to Strategic Planning and Integration Committee Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Strategic Planning and Integration Committee	SFI 9.1
£100,001 to £5,000,000 or where proposals below this value are considered to set precedent, or are novel, contentious or repercussive in nature	Strategic Planning and Integration Committee	Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Board	SFI 9.1
£5,000,001 and above, or where proposals below this value are considered to set precedent, or are novel, contentious or repercussive in nature	Board		SFI 9.1

5.3 Healthcare services – Authorisation of contract awards

Annual value (£)	Delegated to	Additional information	Reference
Up to £100,000	Director of Finance Director of Integration Director of Nursing Medical Director	Retrospectively reported to Strategic Planning and Integration Committee	SFI 9.2 and 9.3
Up to £500,000	Chief Executive (or Deputy Chief Executive in their absence)	Retrospectively reported to Strategic Planning and Integration Committee	SFI 9.2 and 9.3
£500,001 to £5,000,000	Strategic Planning and Integration Committee	-	SFI 9.2 and 9.3

Annual value (£)	Delegated to	Additional information	Reference
£5,000,001 and above	Board	-	SFI 9.2 and 9.3

5.4 Healthcare services – Approval of individual continuing healthcare packages

Weekly value (£)	Delegated to	Additional information	Reference
Up to £1,500	CAS Team Member (Band 7)	Purchase of patient consumables only	SFI 9.1
Up to £2,000	CHC Team (Band 7)	-	SFI 9.1
Up to £3,000	CHC Team (Band 8a)	-	SFI 9.1
Up to £4,000	CHC Team (Band 8b)	-	SFI 9.1
Up to £5,000	CHC Team (Band 8c)	-	SFI 9.1
£5,001 and above	Director of Nursing Deputy Director of Nursing Operational Director of Finance	-	SFI 9.1

5.5 Healthcare services – Decisions on the use of medicines

Value (£)	Delegated to	Additional information	Reference
Up to £80,000	Area Prescribing Committee (APC)	Decisions will be reviewed through APC Annual Report	-

5.6 Non-healthcare services – Resource allocations (approval of business cases)

Annual value (£)	Delegated to	Additional information	Reference
Up to £100,000	Director of Finance Director of Integration Director of Nursing Medical Director	Retrospectively reported to Finance and Performance Committee Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Finance and Performance Committee	SFI 9.1
Up to £500,000	Chief Executive (or Deputy Chief Executive in their absence)	Retrospectively reported to Finance and Performance Committee Decisions that are considered to set precedent, or are novel, contentious or repercussive in nature can be escalated to the Finance and Performance Committee	SFI 9.1
£500,001 and above, or where proposals below this value are considered to set precedent, or are novel, contentious or repercussive in nature	Finance and Performance Committee	-	SFI 9.1

5.7 Non-healthcare services – Authorisation of contract awards

Annual value (£)	Delegated to	Additional information	Reference
Up to £100,000	Director of Finance Director of Integration Director of Nursing Medical Director	Finance and Performance Committee	SFI 9.2 and 9.3
Up to £500,000	Chief Executive (or Deputy Chief Executive in their absence)	Finance and Performance Committee	SFI 9.2 and 9.3
£500,001 and above	Finance and Performance Committee		SFI 9.2 and 9.3

5.8 Non-healthcare services – Property leases

Lease matter	Delegated to	Additional information	Reference
ICB Headquarters: <ul style="list-style-type: none"> Preparation and signature of tenancy agreements/licenses Extensions to existing leases Approval of rent calculation 	Chief Executive and Director of Finance	-	SFI 10.3
General Practice: <ul style="list-style-type: none"> Extensions to existing leases Approval of rent calculation 	Associate Director of Estates and Deputy Director of Finance	Value up to £15,000	SFI 10.3
General Practice: <ul style="list-style-type: none"> Extensions to existing leases Approval of rent calculation 	Finance and Performance Committee	Value £15,001 and above	SFI 10.3

5.9 Non-healthcare services – Procurement card expenditure

Monthly limit (£)	Delegated to	Additional information	Reference
Up to £5,000	Associate Director of Procurement and Commercial Development	One card issued to named individual. Usage restricted to purchase of goods and services from one-off suppliers who will only provide such goods and services with immediate payment. No facility for cash withdrawals.	SFI 6.2.1

5.10 Authorisation of requisitions and invoices (in Oracle)

In line with budget management responsibilities and subject to procurement requirements.

Invoice/requisition value (£)	Delegated to	Additional information	Reference
Up to £1,000	Heads/Deputy Heads of Service – Band 8b	-	SFI 9.4
Up to £10,000	Individual Packages Manager (CHC) – Band 7 Director of Communications and Engagement Associate Director of Governance Associate Chief Pharmacists	-	SFI 9.4
Up to £25,000	Senior Continuing Healthcare Manager – Band 8a	-	SFI 9.4
Up to £50,000	Contract Managers – Band 7 Head of Continuing Healthcare – Band 8b Director of System Analytics and Intelligence Unit Ageing Well Programme Director – Band 8d	-	SFI 9.4
Up to £100,000	Head of Primary Care Heads of Service – Band 8c Deputy Locality Directors – Band 8c	-	SFI 9.4
Up to £500,000	Senior Contract Managers – Band 8a to Band 8c Assistant Director (CHC) – Band 8c Associate Director of Primary Care Locality Directors Associate Director of Procurement and Commercial Development Head of Primary Care IT Chief Pharmacist	-	SFI 9.4

Invoice/requisition value (£)	Delegated to	Additional information	Reference
Up to £5,000,000	Deputy Director of Nursing Associate Director of Estates Associate Director of Strategic Programmes Associate Director of Workforce Transformation Associate Directors of Commissioning – Band 9	-	SFI 9.4
Up to £20,000,000	Director of Integration Director of Nursing Medical Director Deputy Directors of Finance	-	SFI 9.4
Unlimited	Chief Executive Director of Finance	-	SFI 9.4

5.11 Off-payroll and agency worker appointments

Value (£)	Delegated to	Additional information	Reference
Less than £400 per day and less than three months engagement	Members of the Senior Leadership Team	Senior Leadership Team members are defined as postholders that report directly to the Executive Directors	SFI 8.5
Less than £600 per day and less than six months engagement	Chief Executive Director of Finance Director of Integration Director of Nursing Medical Director	Unless the role is of significant influence (see below)	SFI 8.5
Less than £600 per day and greater than six months (including where initial arrangements were for less than six months and have then been extended to greater than six months)	Human Resources Sub-Committee	Subject to NHS England approval	SFI 8.5

Value (£)	Delegated to	Additional information	Reference
More than £600 per day	Human Resources Sub-Committee	Subject to NHS England approval	SFI 8.5
Role of significant influence	Human Resources Sub-Committee	Subject to NHS England approval	SFI 8.5

5.12 Consultancy spend

Value (£)	Delegated to	Additional information	Reference
Up to £49,999	Chief Executive Director of Finance Director of Integration Director of Nursing Medical Director	-	SFI 8.5
£50,000 and above	Human Resources Sub-Committee	Subject to NHS England approval	SFI 8.5