

**KIRKLEES COMMUNITY HEALTHCARE SERVICES
SCHEDULE OF DELEGATIONS FROM STANDING ORDERS**

S.O. REF	AUTHORITIES/DUTIES DELEGATED	DELEGATED TO	FURTHER DELEGATION
1.1	Final authority in interpretation of Standing Orders – At a Board meeting. – Outside a Board meeting	PCT CHAIR CHAIRMAN OF MEETING	
2.4	Appointment of Vice-Chairman.	NOT DELEGATED (RETAINED BY KCHS BOARD) APPOINTMENT TO BE APPROVED BY THE PCT BOARD	
2.11	Ensuring designation of lead roles or appointments of KCHS Board members made appropriately.	KCHS CHAIRMAN APPOINTMENT TO BE APPROVED BY THE PCT BOARD	
3.1	Calling meetings.	KCHS CHAIRMAN	
3.2	Notice of Meetings – following consultation with the Chairman regarding any requests from Members re-business to be transacted.	KCHS MANAGING DIRECTOR	
3.4	Inclusion of petitions on Agenda	KCHS CHAIRMAN	
3.5	Notices of motion (to be put in writing to the KCHS Managing Director who will bring them to the attention of the KCHS Chairman)	KCHS MANAGING DIRECTOR	
3.6	Agreement of Emergency Motions	KCHS CHAIRMAN	
3.9	Chair all Board meetings and associated responsibilities.	KCHS CHAIRMAN	
3.10	Final ruling in questions of order, relevancy and regularity of meetings.	KCHS CHAIRMAN	
3.12	Second or casting vote and direction on voting procedure.	KCHS CHAIRMAN	
3.13	Suspension of Standing Orders.	NOT DELEGATED (RETAINED BY KCHS BOARD)	
	Review of every decision to suspend Standing Orders (power to suspend Standing Orders is reserved to the KCHS Board).	PCT AUDIT COMMITTEE	
3.14	Variation or amendment of Standing Orders	NOT DELEGATED (RETAINED BY PCT BOARD)	
3.16	Determination as to whether discussion on the Minutes is appropriate.	CHAIRMAN OF MEETING	
4.1	Appointment of Committees.	NOT DELEGATED (RETAINED BY	

S.O. REF	AUTHORITIES/DUTIES DELEGATED	DELEGATED TO	FURTHER DELEGATION
		KCHS BOARD) APPOINTMENT TO BE APPROVED BY THE PCT BOARD	
4.5	Determination of Terms of Reference for all Committees/Sub-Committees.	NOT DELEGATED (RETAINED BY KCHS BOARD)	
4.6	Approval of the delegation of powers by Committees to Sub-Committees	NOT DELEGATED (RETAINED BY KCHS BOARD)	
4.7	Approval of appointments to Committees/Sub-Committees.	NOT DELEGATED (RETAINED BY KCHS BOARD)	
5.2	Exercise of emergency powers - after having consulted at least two non-officer members	KCHS CHAIRMAN & MANAGING DIRECTOR	VICE-CHAIR AND DEPUTY MD/ASST DIRECTORS
	Ratification of the exercise of emergency powers.	NOT DELEGATED (RETAINED BY KCHS BOARD) REPORTED TO THE PCT AUDIT COMMITTEE	
5.3	Formal delegation of powers to Committees and Sub-Committees and approval of their constitution and terms of reference.	NOT DELEGATED (RETAINED BY KCHS BOARD)	
5.4	Preparation of a Scheme of Delegation identifying his/her proposals for consideration and approval by the KCHS Board, subject to any amendment agreed during the discussion.	KCHS MANAGING DIRECTOR	PCT APPROVED
5.6	Disclosure of non-compliance with Standing Orders to the PCT Chief Executive as soon as possible.	ALL STAFF AND ALL BOARD AND COMMITTEE/SUB-COMMITTEE MEMBERS	
5.7	Reporting of non-compliance to the PCT Board.	PCT CHIEF EXECUTIVE	NOT DELEGATED
7.1	Declaration of relevant and material interests.	ALL BOARD AND COMMITTEE/SUB-COMMITTEE MEMBERS	
7.2	Maintenance of a Register of Interests.	PCT CHIEF EXECUTIVE	KCHS MD
7.3	Making a declaration on a declared interest, after consultation with the PCT Chief Executive.	CHAIRMAN OF A MEETING	
7.4	Compliance with the PCT's Code of Business Conduct and Commercial	ALL STAFF AND ALL BOARD AND	

S.O. REF	AUTHORITIES/DUTIES DELEGATED	DELEGATED TO	FURTHER DELEGATION
	Sponsorship and national guidance contained in HSG 1993/5 "Standards of Business Conduct for NHS Staff".	COMMITTEE/SUB-COMMITTEE MEMBERS	
	Declaration of interests in contracts, or any other interest which could conflict with the interests of the PCT, to the PCT Chief Executive.	ALL STAFF	
	Disclosure of relationship between self and candidate for staff appointment.	ALL STAFF AND ALL BOARD AND COMMITTEE/SUB-COMMITTEE MEMBERS	
	Reporting of disclosures of relationship between self and candidate for staff appointment to the KCHS Board.	KCHS MANAGING DIRECTOR	
8.1	Custody of seal.	PCT CHIEF EXECUTIVE	PCT DoF
8.2	Appointment of one senior manager to attest sealing of documents.	PCT CHIEF EXECUTIVE	
8.3	Maintenance of, or appointment of a manager to maintain, a Register of Sealings.	PCT CHIEF EXECUTIVE	DIRECTOR OF CORPORATE SERVICES
8.4	Approval and signing of all documents necessary in legal proceedings (unless any other enactment requires or authorises otherwise).	PCT CHIEF EXECUTIVE/ EXECUTIVE DIRECTOR	NOT DELEGATED

This page has been left Blank