

**CPSS Executive Committee  
Scheme of Delegation**

This Scheme of Delegation sets down the authority delegated by the CPSS Executive Committee to its Chief Executive/ others. It supplements the job description for the Chief Executive Officer and addresses several areas more specific to delegation to facilitate fully accountable, effective and efficient management of CPSS.

Within the constraints of the Collaboration Agreement and LPCs Constitution, the strategic direction of Community Pharmacy Surrey & Sussex, (including the spirit of its relationships with contractors and stakeholders, its policies, the setting of key objectives for achieving those aims and the handling of exceptional situations/circumstances) are matters reserved to the CPSS Executive Committee.

This is the framework within which the Chief Executive Officer is required to manage the day-to-day operational activities for optimal performance, drawing to the attention of the Executive Committee any perceived need to update the framework from time to time.

<b>Management</b>	
General delegation of management decisions	The Chief Executive Officer is hereby delegated to manage the proper use of the operational, budgetary, property, staffing and other resources of CPSS and the LPCs within the above policy framework.
Staff/HR	Subject to the policies and procedures detailed in the Staff Handbook, the Chief Executive Officer will be responsible for the guidance, support and supervision of staff employed by CPSS.  Support and development of the Chief Executive Officer will be the responsibility of the CPSS Executive Committee HR/Performance Group, led by Sarah Davis. This includes the annual review of the Chief Executive Officer reporting back as appropriate.
Staff Handbook and Employment Procedures	The Staff Handbook to be approved by the CPSS Executive Committee and reviewed annually.
Recruitment	The recruitment of the Chief Executive Officer will be the responsibility of the CPSS Executive Committee. Staffing changes only within the approved budget plan may be made during the year by the Chief Executive Officer.

<b>Operational Procedures</b>	
Specific operational rules governing the purchasing ?	Where possible, obtain 3 quotations from separate suppliers who can meet the requirements.
Authority to approve and sign contracts that CPSS enters	CPSS Executive Committee – devolved to the Chief Executive Officer and the signature of at least one Chair from the three LPCs, or his/her nominated deputy.

Authority to withdraw CPSS from any contract it has entered into	CPSS Executive Committee – devolved to the Chief Executive Officer and the signature of at least one Chair from the three LPCs, or his/her nominated deputy.
Duty to arrange the insurance of CPSS	Chief Executive Officer – visibility to the CPSS Executive Committee annually.

<b>Financial Procedures</b>	
Authority to arrange payment of any sums by CPSS?	<p>For items where there is provision in the approved budget plan for the year, the Treasurer, with one other approver from Craig McEwan or Chief Executive Officer. The Business Administrator is authorised to schedule payments, which will then need approval as above.</p> <p>The Chief Executive Officer has delegated authority to commit CPSS to expenditure on any one item or set of items per supplier that does not exceed a threshold of £500 and for which there is no provision in the approved budget plan for the year.</p>
CPSS Budget How long is each budget fixed for and who is responsible for drafting, approving and updating the budget?	<p>An annual budget for the financial year should be prepared using the annual business/work plan as a basis. The Treasurer, working with the Chief Executive Officer is responsible for the preparation of the budget. To be approved by the CPSS Executive Committee and the three LPCs.</p> <p>The annual business planning process, including the budget should be concluded and signed off by the 31<sup>st</sup> March to inform the following financial year beginning on the 1<sup>st</sup> April.</p>
Business planning cycle How long is each business plan fixed for? Who drafts, approves and updates this business plan?	<p>An annual operational plan for, together with recommended key performance indicators (KPIs) will be derived annually from the CPSS current strategy, by the Chief Executive Officer, to be approved by the CPSS Executive Committee and the three LPCs.</p> <p>The annual business planning process should be concluded and be signed off by the 31<sup>st</sup> March to inform the following financial year beginning on the 1<sup>st</sup> April. This should be led by the Chief Executive Officer.</p>
Staff Remuneration Policy CPSS Expenses Policy	<p>Staff Remuneration and review policy will be determined by the CPSS Executive Committee, around July each year, to inform H2 of the FY. The detail and application will be informed by the Chief Executive Officer. Except that in the case of the Chief Executive Officer's post the CPSS Executive Committee, will determine its implementation.</p>

<b>Version Control:</b>	V1.3
<b>Distribution:</b>	Community Pharmacy Surrey & Sussex – all employees Community Pharmacy Surrey & Sussex Executive Committee Members
<b>Written and reviewed by:</b>	Julia Powell, Chief Executive Officer
<b>Authorised by:</b>	Community Pharmacy Surrey & Sussex Executive Committee
<b>Date of Preparation:</b>	June 2018. Last reviewed October 2021
<b>Review:</b>	Annually as part of the business planning cycle, or at changes in personnel. The CPSS Executive at its sole discretion may revoke this Scheme of Delegation or any part thereof, subject to due process, at any time.