

# ISLINGTON CCG STANDING ORDERS

## VERSION CONTROL

Version	Author / Date	Changes
0.1	October 2013	<ul style="list-style-type: none"><li>• Original version established</li></ul>
0.2	March 2017	<ul style="list-style-type: none"><li>• Removal of reference to LMC as GB representative</li></ul>
0.3	May 2018	<ul style="list-style-type: none"><li>• Suspension of line referring to Chair included in GP quorum</li><li>• Elected member term of office amendment</li></ul>

## 1. STATUTORY FRAMEWORK AND STATUS

### 1.1. Introduction

1.1.1. These standing orders have been drawn up to regulate the proceedings of the NHS Islington Clinical Commissioning Group (Islington CCG) so that it can fulfil its obligations, as set out largely in the 2006 Act, as amended by the 2012 Act and related regulations. They are effective from the date Islington CCG is authorised.

1.1.2. The standing orders, together with the Islington CCG's scheme of reservation and delegation<sup>1</sup> and the Islington CCG's prime financial policies<sup>2</sup>, provide a procedural framework within which Islington CCG discharges its business. They set out:

- a) the arrangements for conducting Islington CCG's business;
- b) the appointment of member practice representatives and Governing Body members;
- c) the procedure to be followed at meetings of Islington CCG, the Governing Body and any committees or sub-committees of Islington CCG or the Governing Body;
- d) the process to delegate powers;
- e) the declaration of interests and standards of conduct.

These arrangements must comply, and be consistent where applicable, with requirements set out in the 2006 Act (as amended by the 2012 Act) and related regulations and take account as appropriate<sup>3</sup> of any relevant guidance.

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<sup>1</sup> See Appendix E

<sup>2</sup> See Appendix F

<sup>3</sup> Under some legislative provisions the group is obliged to have regard to particular guidance but under other circumstances guidance is issued as best practice guidance.

1.1.3. The standing orders, scheme of reservation and delegation, and prime financial policies have effect as if incorporated into Islington CCG's Constitution. Islington CCG member practices, employees, members of the Governing Body, members of the Governing Body's committees and sub-committees, and persons working on behalf of Islington CCG should be aware of the existence of these documents and, where necessary, be familiar with their detailed provisions. Failure to comply with the standing orders, scheme of reservation and delegation, and prime financial policies may be regarded as a disciplinary matter that could result in dismissal.

## **1.2. Schedule of matters reserved to Islington CCG and the scheme of reservation and delegation**

1.2.1. The 2006 Act (as amended by the 2012 Act) provides Islington CCG with powers to delegate its functions and those of the Governing Body to certain bodies (such as committees) and certain persons. Islington CCG has decided that certain decisions may only be exercised by the Islington CCG in formal session. These decisions and also those delegated are contained in Islington CCG's Scheme of Reservation and Delegation (see Appendix D).

## **2. Islington CCG: COMPOSITION OF MEMBERSHIP, KEY ROLES AND APPOINTMENT PROCESS**

### **2.1. Composition of membership**

2.1.1. Chapter 3 of Islington CCG's Constitution provides details of the membership of Islington CCG.

2.1.2. Chapter 6 of the Constitution provides details of the governing structure used in Islington CCG's decision-making processes, whilst Chapter 7 of the Constitution outlines certain key roles and responsibilities within Islington CCG and its Governing Body, including the role of practice representatives (section 7.1 of the Constitution).

### **2.2. Key Roles**

2.2.1. Section 6.5.2 of the Constitution sets out the composition of Islington CCG's Governing Body whilst Chapter 7 of the Constitution identifies certain key roles and responsibilities within the group and its Governing Body. These standing orders set out how Islington CCG appoints individuals to these key roles.

2.2.2. **Practice representatives** - Practice representatives of member practices are nominated by the agreement of the partners in practice to whom they belong.

2.2.3. Remunerable time spent by member practice representatives on Islington CCG business, may be remunerated at a rate as agreed by the

Remuneration Committee, chaired by a GP, and reviewed on an annual basis.

2.2.4. **Elected members of Governing Body** - The Chair, Vice Chair (Clinical), locality GP representatives, salaried / sessional GP representative, practice manager, and practice nurse as listed in the Islington CCG's Constitution, is subject to the following appointment process:

- a) **Nominations** – These roles undergo a selection and election process.
  - i) Interested candidates complete an application form.
  - ii) Selection (shortlisting) occurs, followed by an interview, carried out by a panel which includes;
    - NHS Commissioning Board representative;
    - Chief Officer;
    - Local Medical Committee representative; and
    - Lay member.
  - iii) Eligible applicants will be required to give a speech at a meeting to which eligible voters are invited to attend. Voting is subsequently opened to the members, as outlined below, via an online ballot for a period of time determinable by the Governing Body.
  - iv) Members are invited to vote as follows:
    - Voting for the Chair role is open to all GPs on the Islington Performers List;
    - Voting for Vice Chair role is open to all GPs on the Islington Performers List;
    - Voting for Locality GP representative roles is open only to all GP principals on the Islington Performers List who practice in the corresponding locality as set out in Appendix B of the Islington CCG Constitution;
    - Voting for salaried / sessional GP role is open only to all salaried / sessional GPs in Islington;
    - Voting for practice nurse representative role is open only to practice nurses of member practices;

- Voting for practice manager representative role is open only to practice managers of member practices.

- b) **Eligibility** – All GPs on the Islington Performers List, registered nurses of member practices, and practice managers of member practices are eligible to apply to stand for an elected position. Further eligibility to fulfil the role is stated in the job description and person specification for each role which will be assessed at the nominations stage. Persons who are disqualified from becoming eligible or remaining eligible are set out in Section 2.3 of these Standing Orders.
- c) **Appointment process** – Appointment occurs upon a candidate receiving at minimum 51% of the total votes received for that role. Each person eligible to vote may only vote for one candidate per role. If there is an equal vote between candidates, the voting will be re-opened. The returning officer for all election results is the Chief Officer only.
- d) **Term of office** –
- (i) Subject to paragraph (ii) and SO 2.2.4(e), each elected member of the Governing Body will serve a term of office of four years.
  - (ii) Where the Governing Body considers it appropriate to do so, any term of office of an elected member of the Governing Body may be extended by up to two years. The Governing Body should be advised on these matters by the Remuneration Committee.
- e) **Eligibility for reappointment** – Persons already in post will be eligible for reappointment upon the end of their term of office, as long as they still fit the person specification and job role, and are re-elected by a vote of the members as described in (a);
- f) **Notice period** – A member of the Governing Body may resign by giving 3 months notice in writing. This period can be varied by the agreement of the Chair.

2.2.5. The number of days/sessions/hours per month required of all practice members of the Governing Body will be agreed as part of the role specification.

2.2.6. Remuneration of elected positions will be determined by the Remuneration Committee after consideration of any guidance from the NHS Commissioning Board, and in consultation with the Local Medical Committee. The rate of remuneration will be reviewed on an annual basis.

2.2.7. **Chief Officer & Chief Finance Officer** – The Chief Officer and the Chief Finance Officer are appointed via a process determined by the NHS Commissioning Board and are subject to the grounds for removal outlined in Section 2.3 of these Standing Orders, and the disciplinary processes for the Governing Body.

- 2.2.8. **Secondary Care Clinician on Governing Body** - The secondary care clinician is appointed via a process determined by the NHS Commissioning Board, but subject to the grounds for removal outlined in Section 2.3 of these Standing Orders, and the disciplinary processes for the Governing Body.
- 2.2.9. **Lay members on Governing Body** - The two lay members are appointed via a process determined by the NHS Commissioning Board, but subject to the grounds for removal outlined in Section 2.3 of these Standing Orders, and the disciplinary processes for the Governing Body.
- 2.2.10. **Other representatives on Governing Body** - The Director of Public Health, the Healthwatch observer, and the Local Authority representative are invited to attend by the Governing Body. Nomination of a representative is to be determined by the host organisation, subject to grounds for eligibility, removal, and notice period below.
- 2.2.11. **Notice period** – An appointed member of the Governing Body may resign by giving not less than 3 months’ notice in writing.
- 2.2.12. **Removal by appointing body** - Where an appointing body gives notice in writing that it wishes to remove its appointee from the Governing Body the appointee shall be removed with immediate effect.
- 2.2.13. The roles and responsibilities of each of these key roles are set out either in Section 6.5 or Section 7 of the Constitution.

## **2.3. Removal and disqualification**

2.3.1. The following are not eligible to become or remain as a member of the Governing Body: People who

- a) are not eligible to work in the UK;
- b) have received a prison sentence or suspended sentence of three months or more in the last five years;
- c) are the subject of a bankruptcy restriction order or interim order;
- d) have been dismissed by a former employer (within or outside the NHS) on the grounds of misconduct within a five year period;
- e) are under a disqualification order under the Company Directors Disqualification Act 1986; or
- f) have been removed from trusteeship of a charity.

2.3.2. In addition, people will not be eligible for the lay roles if they are:

- a) a serving civil servant within the Department of Health, or members / employees of the Care Quality Commission;
- b) currently serving as a Chair or non-executive of an NHS body;
- c) If a Governing Body member no longer meets all the criteria above, they will be deemed ineligible and may be removed from office by the Chair ;

2.3.3. A Governing Body member may also be removed from office pursuant to the disciplinary process for Governing Body members set out in the Code of Conduct.<sup>4</sup>

## **3. MEETINGS OF THE GOVERNING BODY**

### **3.1. Calling meetings**

3.1.1. Meetings of the Governing Body shall be held at regular intervals at such times and places as the Governing Body may determine. Meetings of its committees or sub-committees shall be held as per the agreed Terms of Reference.

3.1.2. If member practices are required to vote on an issue, the Chair will determine whether a meeting of members needs to be called for this purpose or whether the issue can be approved by electronic vote.

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<sup>4</sup> See Appendix Q

### **3.2. Agenda, supporting papers and business to be transacted**

3.2.1. Items of business to be transacted for inclusion on the agenda of a meeting need to be notified to the Board Secretary at least 15 working days (i.e. excluding weekends and bank holidays) before the meeting takes place. Supporting papers must be submitted at least 5 working days before the meeting takes place. The agenda and supporting papers will be circulated to all members of a meeting at least 5 working days before the meeting.

3.2.2. All items of Any Other Business for the Governing Body must be advised in writing to the Chair.

3.2.3. Agendas and papers for Islington CCG's Governing Body meetings held in public, including details about meeting dates, times and venues, will be made available via the following means:

a) On Islington CCG's website at [www.islington.nhs.uk](http://www.islington.nhs.uk);

b) Upon request for inspection at the Islington CCG head office:

Islington Clinical Commissioning Group  
Ground Floor  
338-346 Goswell Road  
London  
EC1V 7LQ

c) Upon application by post to the address provided above or by email to [islington.ccg@nhs.net](mailto:islington.ccg@nhs.net)

### **3.3. Petitions**

3.3.1. Where a petition has been received by Islington CCG, the Chair of the Governing Body shall include the petition as an item for the agenda of the next meeting of the Governing Body.

### **3.4. Chair of a meeting**

3.4.1. At any meeting of Islington CCG or its Governing Body or of a committee or sub-committee, the Chair of Islington CCG, Governing Body, committee or sub-committee, if any and if present, shall preside. If the Chair is absent from the meeting, the deputy Chair, if any and if present, shall preside.

3.4.2. If the Chair is absent temporarily on the grounds of a declared conflict of interest, the statutory vice Chair (lay member), shall preside. If both the Chair and Vice-Chair are absent, or are disqualified from participating, a member of the group, Governing Body, committee or sub-committee respectively shall be chosen by the members present, or by a majority of them, to preside.

### **3.5. Chair's ruling**

- 3.5.1. The decision of the Chair of the Governing Body on questions of order, relevancy and regularity and their interpretation of the Constitution, standing orders, scheme of reservation and delegation, and prime financial policies, shall be final.

### **3.6. Quorum of the Governing Body**

- 3.6.1. No business shall be transacted at a meeting unless at least one-third of the whole number of the Chair and members are present, including one clinical member and one officer member (either the Chief Officer or Chief Finance Officer).

- 3.6.2. The Chief Officer can only delegate Chief Officer duties to the Chief Finance Officer.

- 3.6.3. If the Chair or member has been disqualified from participating in a discussion and/or from voting on any resolution by reason of declaration of a conflict of interest that person shall no longer count towards a quorum. If a quorum is then not available for the discussion and/or the passing of a resolution on any matter, that matter may not be discussed further or voted upon at that meeting. Such a position shall be recorded in the minutes of the meeting.

- 3.6.4. The requirement for a quorum of the Governing Body is at least six Governing Body members, including:

- a) Chair, or if the Chair is not available, the Statutory Vice Chair (Non-clinical);
- b) Lay Member (if the Statutory Vice-Chair is acting as Chair, the other lay member);
- c) At least three voting GPs, ~~not including the Chair~~; and (*suspended line agreed in May 2018*)
- d) One Officer, either the:
  - i) Chief Officer; or
  - ii) Chief Finance Officer.

- 3.6.5. Where a situation arises in a Governing Body meeting that all GP Governing Body members declare a conflict of interest:

- a) Those members will be asked to leave the room, and the vote will carry on between the rest of the members. Quorum required as a minimum is:

- i) One Lay Member, who will deputise as Chair
  - ii) Secondary Care Clinician
  - iii) Executive Nurse
  - iv) One Officer
- b) If the required membership is not available, the Governing Body can co-opt members for the purpose of voting including<sup>5</sup>:
- i) an individual from a member practice;
  - ii) a member of a relevant Health and Wellbeing Board;
  - iii) a member of a Governing Body of another clinical commissioning group.
- c) the Medical Director or secondary care doctor is permitted to give clinical advice as required for the non-clinical members of the Governing Body to be able to cast their vote;
- d) in the event of an equal vote the lay member, acting as Chair, will have the casting vote.

3.6.6. Where the Chair has been disqualified from participating in a discussion on any member and/or from voting on any resolution by reason of declaration of a conflict of interest, in the case of an equal vote, the casting vote shall pass to the Statutory Vice Chair (Non-clinical), or a member chosen to act as Chair by a majority of members, unless the situation arises as described in Section 3.6.5.

3.6.7. For all other of Islington CCG's committees and sub-committees, including the Governing Body's committees and sub-committees, the details of the quorum for these meetings and status of representatives are set out in the appropriate terms of reference.

### 3.7. **Decision making**

3.7.1. Chapter 6 of the Constitution, together with the scheme of reservation and delegation, sets out the governing structure for the exercise of Islington CCG's statutory functions.

### 3.8. **Decision making by Governing Body**

3.8.1. For the Governing Body, generally it is expected that decisions will be reached by consensus. Should this not be possible then a vote of

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<sup>5</sup> See NHS Commissioning Board Code of Conduct: Managing conflicts of interest where GP practices are potential providers of CCG-commissioning services

Governing Body members will be required, the process for which is set out below:

- a) **Voting procedure** - At the discretion of the Chair all questions put to the vote shall be determined by oral expression or by a show of hands, unless the Chair directs otherwise, or it is proposed, seconded and carried that a vote be taken by paper ballot.
- b) **Eligibility**
  - i) Only present Governing Body members may vote;
  - ii) In no circumstances may an absent member vote by proxy. Absence is defined as being absent at the time of the vote;
  - iii) A manager who has been formally appointed to act up for an Officer Member during a period of incapacity or temporarily to fill an Executive Director vacancy shall be entitled to exercise the voting rights of the Officer Member;
  - iv) A manager attending the Governing Body meeting to represent an Officer Member during a period of incapacity or temporary absence without formal acting up status may not exercise the voting rights of the Officer Member. An Officer's status when attending a meeting shall be recorded in the minutes.
- c) **Majority necessary to confirm a decision** - every question put to a vote at a meeting shall be determined by a majority of the votes of members present and voting on the question.
- d) **Casting vote** –
  - i) In the case of an equal vote, the person presiding (i.e. the Chair of the meeting) shall have a second, and casting vote.
  - ii) In the case of an equal vote where the Statutory Vice Chair (lay member) is acting as Chair for one reason or another, then the Vice Chair will have a second and casting vote.
  - iii) Where all GPs have been disqualified because of conflict of interest, Section 3.6.5 shall apply.
- e) **Dissenting views** - members taking a dissenting view but losing a vote can ask for their dissent recorded in the minutes.
- f) **Joint Members** – Voting by joint members shall count as one person.
  - i) Either or both of those persons may attend or take part in meetings of the Board;

- ii) If both are present at a meeting they should cast one vote if they agree;
- iii) In the case of disagreements no vote should be cast;
- iv) The presence of either or both of those persons should count as the presence of one person.

3.8.2. Should a vote be taken, the outcome of the vote and any dissenting views must be recorded in the minutes of the meeting.

3.8.3. If at least one-third of the Governing Body members present so request, the voting on any question may be recorded so as to show how each member present voted or did not vote (except when conducted by paper ballot).

3.8.4. If a Governing Body member so requests, their vote shall be recorded by name.

3.9. **Decision making by Committees and Sub-committees of Governing Body**

3.9.1. For all other committees and sub-committees of the Governing Body, the voting procedure detailed above in Sections 3.7.2 to 3.7.5 applies, except for Section 3.7.2(b)(ii) in as far as all of the members detailed in the relevant terms of reference are voting members.

3.10. **Decision making by member practices**

3.10.1. If a vote is required by Islington CCG member practices on an issue outlined in Section 3.10.2, either at a members meeting or electronically, the following will apply:

- a) Each member practice will cast one vote. This vote will have a weighting of one vote per 1000 registered population, rounded to the nearest 1000 and based upon the most recent published practice list size;
- b) The decision will be carried by a majority of votes;
- c) If the result of the vote is tied, the outcome will be decided at the discretion of the Islington CCG Chair either by:
  - i) application of a casting vote; or
  - ii) requesting a second vote by member practices be conducted following a review of the matter to be voted upon.

3.10.2. Member practices will be required to vote on the following issues, as described in the Scheme of Reservation and Delegation:

a) Amendment of the Constitution.

3.10.3. Member practices may be asked by Islington CCG's Chair, at the Chair's discretion, to vote on an issue, which may include the following:

- a) Any proposal for a merger or change of the area of Islington CCG;
- b) Any proposal to terminate a contract with an NHS body to the value of greater than £10million per annum;
- c) Approval of the annual report;
- d) Approval of the annual commissioning plan;
- e) Designation of services as essential in the insolvency of a provider under the provisions for trust special administration;
- f) Approval of any scheme for the distribution of additional funds paid by the NHS Commissioning Board;
- g) Any other issue which the Governing Body determines needs to go to a vote of member practices.

3.10.4. Individuals in member practices will be required to vote on the following issues, as described in the Scheme of Reservation and Delegation:

- a) Selection and election of Governing Body members, as detailed and via the process in Section 2.2.4(iv) of these Standing Orders;

### **3.11. Emergency powers and urgent decisions**

3.11.1. Any urgent matter requiring a Governing Body decision between meetings may, in an emergency, or for an urgent decision, be exercised by the Chief Officer and the Chair after having consulted at least two voting non-officer members, bearing in mind that any joint roles only count as one vote. The exercise of such powers by the Chief Officer and Chair shall be reported to the next formal meeting of the Governing Body for formal ratification. Urgent decisions will only be taken in emergencies.

### **3.12. Suspension of Standing Orders**

3.12.1. Except where it would contravene any statutory provision or any direction made by the Secretary of State for Health or the NHS Commissioning Board, any part of these standing orders may be suspended at any meeting, provided that at least two-thirds of the whole number of the members of the Governing Body are present (including at least one of the Chief Officer or Chief Finance Officer, and one other member), and that at least two-thirds of those members present signify their agreement to such suspension.

- 3.12.2. A decision to suspend standing orders together with the reasons for doing so shall be recorded in the minutes of the meeting.
- 3.12.3. A separate record of matters discussed during the suspension shall be kept. These records shall be made available to the Governing Body's audit committee for review of the reasonableness of the decision to suspend standing orders.

### **3.13. Record of Attendance**

- 3.13.1. The names of all members of the Governing Body present shall be recorded in the minutes of the Governing Body meetings. The names of all members of the Governing Body's committees / sub-committees present shall be recorded in the minutes of the respective Governing Body committee / sub-committee meetings.

### **3.14. Minutes**

- 3.14.1. The minutes of the proceedings of a meeting shall be drawn up and submitted for agreement at the next ensuing meeting, where they shall be formally signed by the Chair as a true record of that meeting.
- 3.14.2. The minutes shall record the names of the individuals in attendance, along with their role on the board. No discussion shall take place upon the minutes except upon their accuracy or where the Chair considers discussion appropriate.
- 3.14.3. Minutes shall be circulated in accordance with members' wishes.
- 3.14.4. Minutes of Governing Body meetings held in public shall be made available to the public, as required by the Code of Practice on Openness in the NHS, via the following means:

- a) On Islington CCG's website at [www.islington.nhs.uk](http://www.islington.nhs.uk);
- b) Upon request for inspection at the Islington CCG head office:

Islington Clinical Commissioning Group  
Ground Floor  
338-346 Goswell Road  
London  
EC1V 7LQ

- c) Upon application by post to the address provided above or by email to [islington.ccg@nhs.net](mailto:islington.ccg@nhs.net)

### **3.15. Admission of public and the press**

- 3.15.1. Admission and exclusion on the grounds of confidentiality of business to be transacted

The public and representatives of the press may attend all meetings of the Islington CCG Governing Body, but shall be required to withdraw upon the meeting as follows<sup>6</sup>:

- a) 'that representatives of the press, and other members of the public, be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest', Section 1 (2), Public Bodies (Admission to Meetings) Act 1960."

### 3.15.2. General disturbances

The Chair (or Vice-Chairman) or the person presiding over the meeting shall give such directions as he/she thinks fit with regard to the arrangements for meetings and accommodation of the public and representatives of the press such as to ensure that the Governing Body's business shall be conducted without interruption and disruption and, without prejudice to the power to exclude on grounds of the confidential nature of the business to be transacted, the public will be required to withdraw upon the Governing Body resolving as follows:

- a) 'that in the interests of public order the meeting adjourn for (the period to be specified) to enable the Governing Body to complete its business without the presence of the public'. Section 1(8) Public Bodies (Admission to Meetings) Act 1960."

### 3.15.3. Business proposed to be transacted when the press and public have been excluded from a meeting

Matters to be dealt with by the Governing Body following the exclusion of representatives of the press, and other members of the public, as provided in 3.15.1(a) and 3.15.2(a) above, shall be confidential to the members of the Governing Body.

Members and Officers or any employee of Islington CCG in attendance shall not reveal or disclose the contents of papers marked 'In Confidence' or minutes headed 'Items Taken in Private' outside of the Governing Body, without the express permission of the Governing Body.

### 3.15.4. Use of Mechanical or Electrical Equipment for Recording or Transmission of Meetings

Nothing in these standing orders shall be construed as permitting the introduction by the public, or press representatives, or recording, transmitting, video or other similar apparatus into meetings of the

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<sup>6</sup> See section 14Z15(6) of the 2006 Act (inserted by section 26 of the 2012 Act) and paragraphs 4 and 8 of Schedule 1A of the 2006 Act (inserted by Schedule 2 of the 2012 Act)

Governing Body. Such permission will only be granted only upon resolution of the CCG.

## **4. APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES**

### **4.1. Appointment of committees and sub-committees**

4.1.1. Islington CCG may appoint and dismiss committees and sub-committees of Islington CCG, subject to any regulations made by the Secretary of State<sup>7</sup>, and make provision for the appointment and dismissal of committees and sub-committees of its Governing Body. Where such committees and sub-committees of Islington CCG, or committees and sub-committees of its Governing Body, are appointed they are included in Chapter 6 of the Islington CCG's Constitution.

4.1.2. Other than where there are statutory requirements, such as in relation to the Governing Body's audit committee or remuneration committee, the Governing Body shall determine the membership and terms of reference of its committees and sub-committees and shall, if it requires, receive and consider reports of such committees at the next appropriate meeting of the group.

4.1.3. The provisions of these standing orders shall apply where relevant to the operation of the Governing Body and its committees and sub-committees unless stated otherwise in the committee or sub-committees' terms of reference.

### **4.2. Terms of Reference**

4.2.1. Terms of reference shall have effect as if incorporated into the Constitution and shall be added to this document as an appendix.

### **4.3. Delegation of Powers by Committees to Sub-committees**

4.3.1. Where committees are authorised to establish sub-committees they may not delegate executive powers to the sub-committee unless expressly authorised by Islington CCG.

## **5. DUTY TO REPORT NON-COMPLIANCE WITH STANDING ORDERS AND PRIME FINANCIAL POLICIES**

5.1. If for any reason these standing orders are 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 Governing Body for action or ratification. All members

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<sup>7</sup>

See section 14N of the 2006 Act, inserted by section 25 of the 2012 Act

of Islington CCG and staff have a duty to disclose any non-compliance with these standing orders to the Chief Officer as soon as possible.

## **6. USE OF SEAL AND AUTHORISATION OF DOCUMENTS**

### **6.1. Islington CCG's seal**

6.1.1. Islington CCG may have a seal for executing documents where necessary. The following individuals or officers are authorised to authenticate its use by their signature:

- a) the Chief Officer;
- b) the Chair of the Governing Body;
- c) the Chief Finance Officer;
- d) such other persons who are members of the Governing Body and are specifically authorised to so by a resolution of the Governing Body

6.1.2. Where it is necessary that a document be sealed, the seal shall be affixed in the presence of two authorised officers from 6.1.1.

6.1.3. The Chief Officer shall keep a register in which he or she, or someone authorised by the Chief Officer, shall enter a record of the sealing of any document.

6.1.4. Any use of the seal shall be reported to the next formal meeting of the Governing Body.

### **6.2. Execution of a document by signature**

6.2.1. The following individuals are authorised to execute a document on behalf of Islington CCG by their signature.

- a) the Chief Officer;
- b) the Chair of the Governing Body;
- c) the Chief Finance Officer;
- d) such other persons who are members of the Governing Body and are specifically authorised to do so by a resolution of the Governing Body.

## **7. OVERLAP WITH OTHER Islington CCG POLICY STATEMENTS / PROCEDURES AND REGULATIONS**

### **7.1. Policy statements: general principles**

7.1.1. Islington CCG will from time to time agree and approve policy statements / procedures which will apply to all or specific groups of staff employed by Islington CCG. The decisions to approve such policies and procedures will be recorded in appropriate minutes and will be deemed where appropriate to be an integral part of Islington CCG's standing orders.