

REPORT CLASSIFICATION	✓	CATEGORY OF PAPER	✓
Official	✓	Proposes specific action	✓
Official: Sensitive Commercial		Provides assurance	
Official: Sensitive Personal		For information only	

BOARD

25 NOVEMBER 2025

Report Title:

Amendment to Scheme of Reservation and Delegation (SoRD)

Purpose of report

To seek approval to amend the Scheme of Reservation and Delegation to align fully to the existing Remuneration Committee's terms of reference with regards to determining the arrangements for termination and any special payments.

Key points

Following a request nationally for all Integrated Care Boards to review their Remuneration Committee terms of reference and delegation to enact the necessary arrangements with regards to redundancy approvals and necessary payments.

A review of the ICB's Scheme of Reservation and Delegation (SoRD) and Remuneration Committee terms of reference identified that whilst provision was already included in the committee's terms of reference, the wording in the SoRD was not consistent in clearly referencing termination arrangements and special payments to staff. Therefore, to align the SoRD with the Committee's terms of reference, it is requested that the following entry be added to SoRD under the relevant human resources section:

Reference	Decision	Reserved to the ICB Board	Delegated to a Committee or Subcommittee (Subject to the Financial Delegations/ Financial Limits)	Delegated to an Individual (Subject to the Financial Delegations/ Financial Limits)	Delegated to Others (Subject to the Financial Delegations/ Financial Limits)
	Determine the arrangements for termination payments and any special payments to staff following scrutiny of their proper calculation and taking account of such national guidance as appropriate.		✓ Remuneration Committee		

Due to the timings of the Audit Committee meetings, it has not been possible for the Committee to review the amendment prior to its submission to the Board for consideration and approval. However, agreement has been received from the Audit Chair and committee members via email and it will be formally reported to the next Audit Committee meeting in January 2026.

Please note that no other amendments are requested, the full SoRD has not been included on this occasion but can be made available upon request.

Risks and issues

There is a risk that if the ICB does not reflect the changes needed to its key governance documents this will not enable Remuneration Committee carry out its intended role

Assurances and supporting documentation

By updating the SoRD to explicitly reference the Committee's authority over determining termination arrangements and special payments to staff, this will provide a clear governance framework, enabling the Remuneration Committee to effectively fulfil its responsibilities.

Recommendation/action required

The Board is asked to approve the inclusion of the proposed wording noted above within the human resources section of the Scheme of Reservation and Delegation.

Acronyms and abbreviations explained

SoRD – Scheme of Reservation and Delegation

Sponsor/Approving Executive Director

Claire Riley, Chief Corporate Services Officer

Approved by

Deb Cornell, Director of Corporate Governance and Board Secretary

Report author

Jen Lawson, Head of Corporate Governance

Link to ICP strategy priorities

Longer and Healthier Lives

Fairer Outcomes for All

Better Health and Care Services

Giving Children and Young People the Best Start in Life

✓

Relevant legal/statutory issues

Note any relevant Acts, regulations, national guidelines etc

Any potential/actual conflicts of interest associated with the paper?

Yes

No

N/A

✓

Equality analysis completed

Yes

No

N/A

✓

If there is an expected impact on patient outcomes and/or experience, has a quality impact assessment been undertaken?

Yes

No

N/A

✓

Essential considerations

Financial implications and considerations

N/A

Contracting and Procurement

N/A

Local Delivery Team

N/A

Digital implications	N/A
Clinical involvement	N/A
Health inequalities	N/A
Patient and public involvement	N/A
Partner and/or other stakeholder engagement	N/A
Other resources	N/A