

CWLEP SCHEME OF DELEGATION

This schedule seeks to record where authority rests within the CWLEP organisation for financial decision making. No such schedule can be completely comprehensive, but this seeks to provide a framework through which other decisions may be resolved.

The schedule only identifies those responsible for the final ‘ratification’ stage of decision making, and not, for example, responsibility for formulating strategy, policy and budgets (which typically lie with Executives, Boards and Groups).

Glossary of acronyms

CEO	CWLEP Chief Executive Officer
DCE	Deputy Chief Executive
Chair	Chair of LEP Board
Vice- Chair	Vice - Chair of LEP Board
Co.Sec.	Company Secretary
MD.GH	Managing Director Growth Hub
F&G Board	Finance & Governance Board

Corporate Policy formulation

Approval of significant corporate policies (that is, those which have a material impact on LEP staff)	Chair & F&G Board, recommended by CEO
Approval of operational policies and processes employed across the CWLEP organisation	F&G Board, recommended by DCE and proposed by Co.Sec

Budget setting

Approval of annual LEP budget	LEP Board, recommended by F&G Board
Ensure that all relevant financial updates are brought to the attention of the F&G Board	Co Sec/DCE/MD.GH

Recruitment and staffing

Authority to appoint additional posts (interim, secondments, permanent) in line with Business Plan	Chair or Vice - Chair and CEO
Authority to terminate employment, in line with company policy	Chair or Vice - Chair and CEO
Authority to appoint/ terminate Chief Executive post, in line with company policy	LEP Board
Vary staff pay and conditions	Chair & F&G Board, recommended by CEO
Review, change and agree main features of terms and conditions of employment	F&G Board, recommended by CEO



Accounting, Auditing and Banking

Approval of Annual Accounts	LEP Board, as recommended by F&G Board
Appointment of Auditors	F&G Board
Systems of internal financial management and control and accountability, including risk management and financial procedures	F&G Board, recommended by Co.Sec.
Appointment of Accountants	F&G Board, recommended by Co.Sec.
Appointment of Bank, opening bank accounts and designation of bank signatories	F&G Board, recommended by Co.Sec.
Pre - Approval of credit card spend above £1000	CEO, DCE, MD.GH + Co.Sec.
Authorisation of payment of salaries	DCE or MD.GH + Co.Sec., (payments made by Co.Sec)
The maintenance of records, the security and regular reconciliation of petty cash	Co.Sec./Office Manager, (Cheques prepared by Burgis&Bullock)
To monitor the regulations on VAT, ensuring compliance	Co.Sec.
To complete and submit the VAT return.	Approval Co.Sec, (prepared by Burgis & Bullock) payment by Co.Sec
Ensure appropriate insurance cover is in place	Co.Sec.

Procurement

	Within Agreed Budget	Outside of Agreed Budget
Revenue Authorisation	< £50,000 CEO or DCE or MD.GH + Co.Sec. > £50,000 CEO or DCE or MD.GH or Co.Sec.+ Chair or Vice – Chair or Director	F&G Board
Approval of Purchase order or Invoice	< £50,000 2 signatories DCE/Co.Sec./CEO/MD.GH > £50,000 CEO + DCE or MD.GH or Co.Sec, + Chair or Vice - Chair or Director	F&G Board
Signing contracts	< £50,000 CEO or DCE or MD.GH + Co.Sec. > £50,000 CEO + DCE or MD.GH or Co.Sec, + Chair or Vice-Chair or Director	F&G Board
Bank signatories – cheques	2 signatories DCE/Co.Sec./CEO/Chair	F&G Board



Business Internet Banking	< £50,000 per day –Approval by any two CEO, DCE, MD.GH (payment by Co.Sec.)	F&G Board
	> £50,000 per day – any two CEO, DCE or MD.GH + Chair or Vice-Chair. (payment by Co.Sec.)	F&G Board
Agreeing contracts which extend over 2 years	LEP Board following recommendation from F&G Board	F&G Board
Approval of expenditure for day to day running of the office	< £1,000 Co.Sec./Office manager	F&G Board

Strategy, Programmes and Funding Allocations

Function	Approval by:	Recommendation by:
Set the overarching vision and strategy for economic growth in the CWLEP area (including sign-off of the Strategic Economic Plan, Growth Deal, ESIF, Skills Strategy and other required strategies by the LEP) including key priorities for Investment, and develop and review strategic	CWLEP Board	F&G Board which may delegate functions to Programme Delivery Board or other sub-committees as appropriate.
Funding programme design, prioritisation and allocation of funding to projects	CWLEP Board	Programme Delivery Board which may delegate specific functions to other Committees and/or sub-committees as
Contracting of funding to specific projects in line with previously agreed allocations; subject to independent scrutiny of business cases offering vfm and satisfying the CWLEP Assurance Framework requirements	CWLEP Programme Delivery Board	LEP Executive team
Payment of funding to projects on receipt of valid and authorised claim form in line with project offer letter and/or project contract	CWLEP CEO	Programme Manager

Programme Performance, Risk and Monitoring

Function	Responsible For	Supported by:
Monitoring the delivery, outputs and spend of the projects funded under the Growth Deal Programme or other funding programmes including Growing Places Fund, Growth Hub and European Structural Investment Funds	CWLEP Programme Delivery Board	Programme Manager; ESIF Committee;
Ensuring the risk registers for the Growth Deal. Growing Places Fund, Growth Hub and European Structural Investment Funds are reviewed and that all mitigations are up to date/ appropriate and if a Project is at risk of non-delivery that it is brought to the attentions of the CWLEP Board, if appropriate with recommendations for action	CWLEP Programme Delivery Board	Programme Manager; ESIF Committee; Head of European Structural Investment Funds