



11/11/2021 – 8 Amendment to the Scheme of Delegated Authority

Audit committee paper title		AC 11/11/2021 - 8
Amendment to the Scheme of Delegated Authority		
Report by	Wayne Hubbard	
Job Title	Chief Executive Officer	
Date of decision	Audit Committee 11/11/2021	

Summary
This paper requests that the Audit Committee approve changes to the Scheme of Delegated Authority.

Recommendations
The Audit Committee is recommended to agree the revised Scheme of Delegated Authority and recommend it be adopted by the Board.

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Report

<p>The Audit Committee is responsible for keeping the Scheme of Delegated Authority (SODA) under review and making recommendations to the Board for any changes.</p>
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<p>The current version of the SODA is attached at Appendix 1 showing proposed changes required in order to include the newly created position of Financial Controller.</p>
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Additional Information

<p>Appendix 1: Scheme of Delegated Authority.</p>

ReLondon (London Waste and Recycling Board) Scheme of Delegated Authority

Preamble

The London Waste and Recycling Board Order allows the Board to authorise an individual member of the Board, an employee of the Board or a Committee of the Board to carry out any of its functions that it chooses.

All decisions are required to be made by the Board if they are not delegated to another person or committee either in this Scheme of Delegated Authority or by specific decision of the Board.

This Scheme of Delegated Authority was adopted by the Board on ~~30 September~~25 November 2021 and supersedes all previous versions.

Policy

Authority for making all decisions on the Board's policy sits with the Board. ReLondon's main expression of policy is the Business Plan which it is required to publish each year.

Staffing and Remuneration

Authority for changes to the permanent establishment, pay and pay policy is delegated by the Board to the Audit Committee. Appointment of temporary staff (< two-year appointments), whether contractors or employees, is delegated to the CEO.

The day-to-day management of all staff (including recruitment of new staff) is delegated to the Chief Executive Officer to operate under the policies and procedures as agreed by the Board and/or Audit Committee (for example, the Pay Policy and other policies agreed in the Employee Handbook).

Budgets

Overall budgets for ReLondon's programmes and operations are agreed by the Board through its business plan. Subsequent decisions on how budgets are deployed are delegated to the Chief Executive and the Senior Management Team, subject to the approval limits set out below.

Virements

- Any virements between approved Business Plan budget lines below £50,000 shall require the approval of the Chief Executive Officer and will be reported to the next meeting of the Audit Committee.

- Any variations between approved Business Plan budget lines of between £50,000 and £100,000 shall require the approval of the Audit Committee at the next Audit Committee meeting.
- Any variations between approved Business Plan budget lines over £100,000 shall require the approval of the Board.

Funding Agreements

The following criteria for entering into inward funding agreements are to be applied:

- If the project for which funding is sought is within the scope and time horizon of the current business plan, and the cost to ReLondon of any funding (i.e. match funding) is within the Chief Executive's delegated authority, the decision to make an application should be for the Chief Executive to make.
- If the project is within the scope of the current business plan, but reaches beyond its time horizon, approval should be sought from the Board Chair.
- If the project is outside scope of the business plan or significantly outside of the time horizon (eg more than three years beyond the business plan period), approval should be sought from the Board.

Approval of Expenditure

The tables below show the maximum spending authorities (in pounds sterling, including VAT) for different programmes. These limits apply to the ordering of goods and services as well as to the paying of invoices.

Further Delegations

Those to whom spending authority has been delegated may further delegate authority others within their teams. Such onward delegation is not included in this SODA but is included below for information.

HR and Staffing

Activity	Note	Board	Board Chair	Audit Cttee	Audit Cttee Chair	CEO	Head of Programme	Head of Communications and Behaviour Change	Director of Operations and Governance	<u>Financial Controller</u>	Governance & Secretariat Officer
External Permanent Appointments	Standard contracts within pay policy only.					All					
Fixed term appointments, secondment or agency staff.	Appointments less than two years in duration only.					All					
Pay increments	Within pay policy only.				CEO's	All (except CEO's)					
Annual Cost of Living Pay Award	Within pay policy only.			All (including CEO's)							
<i>Ex gratia</i> payments and Performance Related Pay				>10,000	10,000	5,000					
Staff Loans	Loans other than transport season ticket loans may not be approved other than with the explicit approval of the Board Chair.			>10,000		10,000					
Expenses Claims		>10,000	10,000		1000	1,000	500	500	1000	<u>1000</u>	500
			<p>Notes</p> <ul style="list-style-type: none"> All staff expenses claims must be approved by the claimant's line manager, or the Head of Finance & Director of Operations and Governance or the <u>Financial Controller</u>, unless for an amount greater than that manager's delegated authority, in which case they are to be approved by the CEO, the Board Chair or the Board. Board Members' expenses are to be approved by the CEO unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board. Expenses incurred by Committee members who are not Board members are to be approved by the CEO or the Chair of the Board, unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board. The CEO 's expenses must be approved by the Board Chair The Chair's expenses must be approved by the Audit committee Chair. All expenses must be in accordance with the Board's expenses policy. 								

Programme activities

Activity	Note	Board	Board Chair	Audit Cttee	Audit Cttee Chair	CEO	Head of Programme	Head of Communications and Behaviour Change	Director of Operations and Governance	Financial Controller	Governance & Secretariat Officer
Programme Costs		>100,000				100,000	50,000	10,000	50,000	50,000	
Investments – amendment to existing investments		>200,000				200,000 or Approval on behalf of the Board if greater*	Approval on behalf of the Board*		Signature on behalf of the CEO or Head of Programme	Signature on behalf of the CEO or Head of Programme	
New Investments.		>200,000				200,000 or Approval on behalf of the Board if greater*	Approval on behalf of the Board*		Signature on behalf of the CEO or Head of Programme	Signature on behalf of the CEO or Head of Programme	
Investment Development, Evaluation and Monitoring Costs						100,000	50,000				
			<p>Note: Investment Programme The Board shall approve any new investment proposals, or amendments to existing ones, with a value greater than £200,000, based on recommendations from officers,. Unless specifically decided otherwise, the detailed negotiations and contracting are delegated by the Board to the Head of Programme Business Transformation & Sector Support who shall seek further approval from the Board should there be a material adverse change to the proposal as originally agreed. The Board may delegate to the Head Programme, and the CEO the authority to negotiate and sign contracts on its behalf subject to the qualification above. Other investment proposals or amendments to existing ones with a value less than £200,000 will be approved by the Chief Executive in consultation the Head of Programme and also with the Chair of the Board if of greater value than £200,000.</p> <p>*Where a commitment has previously been made by the Board</p>								

Central costs

Activity	Note	Board	Board Chair	Audit Cttee	Audit Cttee Chair	CEO	Head of Programme	Head of Communications and Behaviour Change	Director of Operations and Governance	<u>Financial Controller</u>	Governance & Secretariat Officer
Operational expenditure	Expenditure in accordance with contracts already approved at an appropriate level may be approved by the CEO or the Head of Finance & Operations	>150,000	150,000			100,000	25000	50000	100,000	<u>100,000</u>	5000
Settlement of legal proceedings		>30,000	30,000			20,000					

Further delegations (as agreed internally)

From	To	Limit	Note
Head of Programme (Local Authority Support)	Senior Advisors	10,000	Programme costs
Head of Programme (Resource London)/Head of Communications & Behaviour Change	Communications and Campaign Leads	1,000	Programme or corporate costs
Head of Programme (Business Transformation & Sector Support)	Senior Advisors	10,000	Programme costs
Head of Programme (Business Transformation & Sector Support)	Advance London Business Advice Manager	25,000	Advance London Programme costs
Head of Programme (Business Transformation & Sector Support)	Advance London Project Manager	5,000	Programme costs
Head of Programme (Business Transformation & Sector Support)	Project Manager – Built Environment	10,000	Programme costs

Bank Mandates

Approvals required by signatories

Cheque Payments	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Standing Orders and Direct Debits	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Electronic banking (internal transfers)	WH or <u>Financial Controller</u> EC only						
BACs Run	Up to £1,000,000 any two signatories one of which must be Group A or Group B; above £1,000,000 any two signatories one of which must be group A (individual items to be initialled in line with Cheque Payments)						
CHAPs	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Changes to mandate	Two Group A signatories						
Signatory	BM	WH	SR	AB	PM	AM	AL
Signatory Group	A	A	A	B	B	B	C
BM - Board Member							
WH - Wayne Hubbard							
<u>SR – Sharif Rivera</u>							
AB - Antony Buchan							
PM- Pauline Metivier							
AL - Adam Leibowitz							