

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 15 December 2022 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.

Sponsorship approvals

All proposals for sponsorship of ReLondon/ReLondon Events are to be agreed, following appropriate due diligence and risk assessment, at to be approved as follows:

- A sponsorship below £15,000 and with a low likelihood of risk is to be approved by the relevant Head of Programme.
- All sponsorships (a) above £15,000 or (b) below that sum but with a high likelihood of risk to be approved by the CEO following consideration by the Fundraising Working Group.
- In the event of a high risk, high potential gain sponsorship above £15,000 the ReLondon Board may be approached for views and/or sign-off.
- Any sponsorship proposal greater than £50,000 but less than £100,000 will require the approval of the Chair of the Board.
- Any sponsorship proposal of £100,000 or greater will require the approval of 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 | Heads of Programme | Director of Operations and Governance | Financial Controller | Governance & PM Lead |
|---|--|---------|-------------|-----------------------|-------------------|--------------------|--------------------|---------------------------------------|----------------------|----------------------|
| 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 | | 1,000 | 1,000 | 500 | 1,000 | 1,000 | 500 |

Notes

- All staff expenses claims must be approved by the claimant's line manager, the Director of Operations and Governance or the Financial Controller, 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 | Heads of Programme | Director of Operations and Governance | Financial Controller | Governance & PM Lead |
|---|------|----------|-------------|-------------|-------------------|--|----------------------------------|---|---|----------------------|
| Programme Costs | | >100,000 | | | | 100,000 | 50,000 | 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 | | | |

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.

*Where a commitment has previously been made by the Board

Central costs

| Activity | Note | Board | Board Chair | Audit Cttee | Audit Cttee Chair | CEO | Heads of Programme | Director of Operations and Governance | Financial Controller | Governance & PM Lead |
|---------------------------------|---|----------|-------------|-------------|-------------------|---------|--------------------|---------------------------------------|----------------------|----------------------|
| Operational expenditure | Expenditure in accordance with contracts already approved at an appropriate level may be approved by the CEO or the Director of Operations and Governance | >150,000 | 150,000 | | | 100,000 | 50,000 | 100,000 | 100,000 | 5,000 |
| Settlement of legal proceedings | | >30,000 | 30,000 | | | 20,000 | | | | |

Note: Programme and Operational expenditures. The Chief Executive Officer is only required to approve the expenditure above £5,000.

Further delegations (as agreed internally)

| From | To | Limit | Note |
|---|--|--------|------------------------------|
| Head of Programme (Local Authority Support) | Senior Advisors | 10,000 | Programme costs |
| Head of Programme (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) | Business Transformation Manager | 25,000 | Programme costs |
| Head of Programme (Business Transformation & Sector Support) | Project Manager (Business Transformation Team) | 5,000 | Programme costs |
| Head of Programme (Business Transformation & Sector Support) | Commercial Manager and Built Environment Lead | 10,000 | Programme costs |
| Head of Programme (Business Transformation & Sector Support) | Senior Project Manager | 10,000 | Programme costs |
| Director of Operations and Governance | HR and Project Delivery Executive | 1,000 | Central Costs |
| Director of Operations and Governance | Finance Admin Executive | 1,000 | Central Costs |

Bank Mandates

Approvals required by signatories

| | | | | | |
|---|--|----|----|----|----|
| Cheque Payments | Up to £5,000 two signatories one of which must be Group A or B; > £5,000 two signatories one of which must be Group A | | | | |
| Standing Orders and Direct Debits | Up to £5,000 two signatories one of which must be Group A or B; > £5,000 two signatories one of which must be Group A | | | | |
| Electronic banking (internal transfers) | JR or Financial Controller 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 £5,000 two signatories one of which must be Group A or B; > £5,000 two signatories one of which must be Group A | | | | |
| Changes to mandate | Two Group A signatories | | | | |
| Signatory | BM | WH | JR | IG | AL |
| Signatory Group | A | A | A | A | B |
| BM - Board Member | | | | | |
| WH - Wayne Hubbard | | | | | |
| JR – Jo Rogers | | | | | |
| IG – Ineta Galdikiene | | | | | |
| AL - Adam Leibowitz | | | | | |