

London Waste and Recycling Board Audit Committee Meeting

12pm – 2pm Tuesday 4 June 2024
Boardroom, Sustainable Workspaces, County Hall, Belvedere Road,
London SE1 7PB.



Agenda

Part I: Regular business

1. Introductions and apologies for absence
2. Declarations of interest
3. Minutes of the previous meeting (21 February 2024)
4. Written Resolutions passed since previous meeting (none)
5. Committee name: proposal to change to finance and management committee (no paper)
6. Finance Report
 - a) 2023-24 year end
 - b) 2023-24 Internal Audit
 - c) Annual Governance and Accountability Return 2023/24
 - d) 2024-25 Budget and income
7. SODA
8. Staffing Updates
9. Any other business

Appendices as attachments:

1. 2023/24 Internal Audit Report
2. 2023/24 Year end detailed management accounts

3. Minutes of the previous meeting

Audit Committee Minutes

12.00- 2.00pm Wednesday 21 February 2024

Boardroom, Sustainable Workspaces, County Hall, SE1 7PB

And via Zoom

Committee Members Present

Joe Murphy (Chair)

Chantelle Nicholson

Cllr Krupa Sheth

Cllr Nicholas Bennett

Ayo Abbas

Dimitra Christakou

Approved at the ReLondon Audit Committee Meeting on 4 June 2024

*Signature:
Joe Murphy, Committee Chair*

Also Present

Liz Goodwin, ReLondon Chair

Jo Rogers, ReLondon

Wayne Hubbard, ReLondon

Ineta Galdikiene, ReLondon

Katie, Rowberry, ReLondon

Part I: Regular business

1. Introductions and apologies for absence

No apologies received, all members present.

2. Declarations of interest

No declarations were made over and above those already noted in the Board's register of interests.

3. Minutes of the previous meeting

Minutes of the meeting held on 15 November 2023 were approved.

4. Written Resolutions passed since previous meeting

The Committee noted the approval of the written Resolution (7 Feb 2024) Central team restructure via the written resolution procedure. Jo Rogers advised that the process had commenced, but still in the consultation period. She thanked the committee members for their continuing support.

5. Finance Report

Jo Rogers introduced the report which was noted by the Committee. She mentioned that there are no significant discrepancies in terms of the year end forecast, and the bank balance is forecasted to be a £3.2M at the end of the financial year.

Treasury Management. The Committee agreed that there should be no change to the Treasury management policy, with ReLondon's funds remaining on loan to the GLA. ReLondon is getting the best possible rate.

6. Reserves Policy and GLIF

Reserves policy. Jo Rogers shared her experience and general knowledge of non-profit organisations where a 3-month reserve policy is the norm and common way of managing reserves, however, for ReLondon's position, it is worth considering and implementing a 6-months reserve policy at £2M. This recommendation was agreed by the Committee.

GLIF investment money release of £5.6M. The GLA has approved the investment release though the processing of the paperwork is taking longer than planned. ReLondon should receive £5.6M next financial year. Jo Rogers mentioned that the release will negatively impact next year's P&L, as the current investment is at £7M, so the investment loss of £1.4M will be reflected as one-off. Jo Murphy drew attention to the fact that ReLondon needs to be ready to answer the funders' queries about it. Katie Rowberry advised that this could be managed with the funders on a one-to-one basis.

On a positive note, Jo Murphy noted that the interest income should cover part of the loss; however, the Committee members' preference would be that the loss should not be set off against predicted interest income in the Budget for 2024/25 and ReLondon to have another form of contingency to meet the loss.

7. Transition Plan and 2024/25 budget

Strategy planning. Jo Rogers presented 2 models - Model A and Model B of the 5-year financial strategy for ReLondon including the details for income and expenditure. She is confident, that the income is achievable for both models; however, the costs are limited and must be closely managed. Katie Rowberry lined up the income generation plan and funder approach strategy. Wayne Hubbard also commented on the models. In his view, the main focus now is to balance income and expenditure, and the way to get there is not straightforward. It will be something between the two models, but it's a good guideline for where ReLondon needs to be. The Committee members agreed to re-visit ReLondon's financial position after a 12 to 18 months period to see if plans are on track for both models. In addition to the above, Jo Murphy drew attention to the missional risk, which could increase if ReLondon only focuses on income generation. He also noted that if the costs for 2024/25 could be down by 25% compared with 2023/24, that would be a great financial achievement.

Pay proposal. All three proposed changes to the pay policy were approved by the Committee. The new pay policy will be implemented starting from April 24. Liz Goodwin and Jo Murphy mentioned that it would be good for ReLondon staff to continue with 360 reviews as these will assist managers during the performance review process. Nicholas Bennett made the point that it's good that the pay benchmarking has been done, but it would be good to do it again in a few years' time.

8. HR update

Jo Rogers reported that the Communication and Campaigns Assistant had already started working for ReLondon (Matilda Prescott). She also mentioned that there were no leavers during the period. The Committee noted the updates presented.

9. Review of Governance Documentation

Jo Rogers informed the Committee that the review of governance documents will be updated and presented during the next meeting.

10. Any other business

None.

6. Finance report

a: 2023-24 Year End

Profit and loss summary for Q4 (to 31 March 2024)

	FY 2023/24 Budget	FY 2023/24 Actual	Variance	% Var
Income				
Waste and recycling consultancy & training	£40,000	£59,418	£19,418	48.5%
Circular economy consultancy & training	£35,000	£43,963	£8,963	25.6%
Sponsorship	£100,000	£34,750	-£65,250	(65.3%)
Campaigns	£155,000	£178,263	£23,263	15.0%
Grants and fundraising	£1,266,950	£1,051,205	-£215,745	(17.0%)
Other income	£120,000	£231,758	£111,758	93.1%
Investment income	£2,519	£0	-£2,519	
Total income	£1,719,469	£1,599,357	-£120,112	(7.0%)
Core programme activity expenditure				
Local Authority Support	£762,152	£635,753	£126,399	16.6%
Core business sector support and transformation	£451,150	£456,579	-£5,429	(1.2%)
Business sector support restricted grants projects*	£997,248	£794,899	£202,349	20.3%
Communications	£903,187	£661,761	£241,426	26.7%
Central costs	£1,281,103	£1,195,232	£85,871	6.7%
Total programme expenditure	£4,394,840	£3,744,224	£650,616	14.8%
Net programme expenditure	£2,675,371	£2,144,867	£530,504	19.8%
Investments expenditure	£0	£360,863	-£360,863	
RELONDON NET SPEND	£2,675,371	£2,505,730	£169,641	6.3%
Opening cash balance at 1 April 2023	£6,071,458	£6,071,458		
Investment	£0	£0		
Adjustment for Non-Cash items	-£199,322	-£297,658		
Movement in funds	-£2,675,371	-£2,505,730		
Closing balance at 31 March 2024	£3,196,765	£3,268,070		

Year end narrative to March 2024

- Total income £1.6m (7% below budget)
- Total programme expenditure £3.7m (15% below budget)
- Net programme expenditure £2.1m (20% below budget)
- End of year cash balance £3.27m against budget of £3.2m

Income

Whilst total income was £120k below target (7%) the majority of this was £216k of grant funding that was not drawn down in the year either due to delays or reduction in expenditure. This was primarily through the UKSPF grant, the majority of which will be drawn down in 2024-25.

Our 'on mission' commercial work achieved (modest but still stretching) targets through consultancy and campaigns whilst we struggled a bit more with sponsorship targets. We prioritized on mission commercial work as it has seemed to be quicker and less difficult to convert into actual income. The new Head of Partnerships and External Affairs will bring a more strategic approach to income generation in 2024-25.

Increases in interest rates generated welcome additional income.

Expenditure

Savings were made in the Local Authority Support Team in project delivery (c£120k) and whilst a small amount will need to be carried over to 2024-25 to complete the delivery of the Heston in the Loop project, the majority is through efficiencies.

As noted above, expenditure was below budget for the restricted grants projects in the Business Transformation team, impacting on the income drawn down.

£241k savings were made in Behaviour Change and Communications of which about £58k was a result of staff vacancies in the year and around £183k was savings on project costs.

There were £40k savings in the Central budget made up of around £20k salary savings (unpaid PRP allowance) and general small savings across the department (ie office equipment, subscription fees and meeting rooms).

Year end position

The year end cash balance was £3,268,070 slightly higher than the target of £3,196,765 despite unbudgeted investment drawdowns of £361k.

Balance Sheet

London Waste and Recycling Board

As at 31 March 2024

Account	31 Mar 2024
Fixed Assets	
Tangible Assets	
Investment: Seeders/ Project equity Sustainable accelerator	300,001
Investment: Circularity European Growth Fund I LLP	2,252,507
Investment: Greater London Investment Fund (GLIF)/MMC	6,994,898
Total Tangible Assets	9,547,406
Current Assets	
Total Cash at bank and in hand	3,268,070
Debtors and prepayments	444,813
Total Current Assets	3,712,883
Total Creditors: amounts falling due within one year	612,684
Net Current Assets (Liabilities)	3,100,200
Total Assets less Current Liabilities	12,647,606
Total Creditors: amounts falling due after more than one year	0
Net Assets	12,647,606
Capital and Reserves	
Current Year Earnings	(2,144,867)
Profit and Loss Account	13,077,426
Unusable reserves - Capital adjustment fund	2,000,000
Unusable reserves - Accumulated absences account	(36,267)
Usable reserves - General fund	(248,686)
Total Capital and Reserves	12,647,606

b. 2023-24 Internal Audit

The internal auditors' Annual Internal Audit Report for the Annual Governance and Accountability Return is presented below. The full internal audit report is attached at Appendix I.

Annual Internal Audit Report 2023/24

LONDON WASTE & RECYCLING BOARD (T/A ReLondon)

<https://relondon.gov.uk/>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			✓
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/04/2024

10/05/2024

Name of person who carried out the internal audit

Lee Glover

Signature of person who carried out the internal audit



Date

10/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

c. Annual Governance and Accountability Return

Decision:

The committee is recommended to:

- Note the 2023/24 Annual Internal Audit Reports prepared by ReLondon's internal auditors presented at agenda item 6b.
- Approve the Annual Governance Statements 2023/24 (Section I of the AGAR presented below).
- Approve the Accounting Statements 2023/24 (Section 2 of the AGAR presented below).
- Recommend to the full Board that the that it approve these Governance and Accounting Statements for 2023/24.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

LONDON WASTE AND RECYCLING BOARD (T/A ReLondon)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

LONDON WASTE AND RECYCLING BOARD (T/A ReLondon)

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	10,316,785	5,763,433	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,210,175	1,534,057	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-2,513,420	-2,580,934	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-3,250,107	-1,733,943	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	5,763,433	2,982,614	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	6,071,458	3,268,070	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	9,174,562	9,547,406	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

d) Current year budget and income (2024-25)

Income	Confirmed	To secure	Total
Commercial			
Waste and recycling consultancy & training	£161,780	£70,000	£231,780
Circular economy consultancy & training	£138,000	£70,000	£208,000
Sponsorship		£70,000	£70,000
Campaigns		£210,000	£210,000
			£0
Grants and fundraising			
Southwark Pioneers	£160,000		£160,000
UKSPF	£940,000		£940,000
PSP Circular	£92,600		£92,600
Build Zero (ESPRC)	£110,000		£110,000
Circular construction (Ramboll)	£52,000		£52,000
CE Metrics	£6,000		£6,000
New grants or fundraising		£250,000	£250,000
Other			
Investment income		£0	£0
Bank interest		£300,000	£300,000
	£1,660,380	£970,000	£2,630,380
			£0
Expenditure			
Local Authority Support			
Staff	£542,765		£542,765
Committed project costs	£126,000		£126,000
Core services delivery	£120,000		£120,000
	£788,765	£0	£788,765
Business Sector Support			
Staff	£972,036		£972,036
Core services delivery	£85,000		£85,000
Project costs			£0
UKSPF	£305,000		£305,000
PSP Circular	£2,000		£2,000
Southwark Pioneers	£110,000		£110,000
Ramboll	£14,000		£14,000
Build Zero	£45,000		£45,000
	£1,533,036	£0	£1,533,036
Behaviour Change and Communications			
Staff	£355,271	£37,000	£392,271
Core behaviour change campaigns	£150,000		£150,000
Sponsorship delivery costs		£0	£0
Circular Economy Week	£30,000		£30,000
Eat like a Londoner		£150,000	£150,000
Marketing and communications	£40,000		£40,000
	£575,271	£187,000	£762,271
Central costs			
Staff and board	£722,217		£722,217
Premises costs & overheads	£240,000		£240,000
Office expenses	£30,000		£30,000
Training	£25,000		£25,000
Professional fees	£45,000		£45,000
Investment draw downs	£84,000		£84,000
	£1,146,217	£0	£1,146,217
Total expenditure			£4,230,289
Net expenditure			-£1,599,909

Midway Q1 there are no management accounts to report but the table below indicates income secured for the period which currently stands at 70% of total target for the year.

	FY Budget	Secured to date (end May 2024)	% of budget
Waste and recycling consultancy & training	£231,780	£183,880	79%
Circular economy consultancy & training	£207,000	£64,579	31%
Sponsorship	£70,000	£0	0
Campaigns	£210,000	£63,559	30%
Grants for projects	£1,611,600	£1,501,600	93%
Investments income /interest	£300,000	£25,880	9%
Total	£2,630,380	£1,839,498	70%

Last year budget	Last year actual
£40,000	£59,418
£35,00	£43,963
£100,000	£34,750
£155,000	£178,263
£1,266,950	£1,051,205
£122,529	£231,758
£1,719,469	£1,599,357

7. Scheme of delegation review (SODA)

Scheme of Delegated Authority

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 reviewed by Audit Committee June 2024 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 virements 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 virements between approved Business Plan budget lines over £100,000 shall require the approval of the Board.

Income Approvals

ReLondon receives income through grants, commercial consultancy and sponsorship.

- All potential funding partners should be subject to the appropriate due diligence process.
- Where approvals are required they should be sought at concept stage, when the scope and budget of the project are being developed.

The following criteria for entering into grant funding or commercial consultancy agreements are to be applied:

- Where funding is sought for projects within the time and scope of the current business plan the approval of an application for funding is with the delegated authority (see table below).
- If the project is within the scope of the current business plan, but reaches beyond its time horizon, approval should be sought from the Chair of the Board.
- If the project is outside scope of the business plan .

Sponsorship approvals

The following criteria for entering into sponsorship agreements are to be applied

- 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.

	Board	Board Chair	CEO	Heads of programme
Grants for projects in scope of business plan	£1m+	£500k - £1m	£200k - £500k	<£200k
Consultancy contracts in scope of business plan	£1m+	£500k - £1m	£200k- £500k	<£200k
Grants or consultancy projects outside of scope or length of business plan	Beyond scope of business plan	Beyond length of business plan		
Sponsorship	£100k+	£50k- £100k	£15k-£50k	<£15k

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.

	Board	Chair of Board	CEO	Heads of Programme	Director of Ops and Governance	Financial Controller
Programme / delivery costs	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Evaluation and monitoring costs	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Operations expenditure	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Settlement of legal proceedings	£50k+	£25k-£50k	<£25k			
Investments	ALL					
Notes: Any new investment proposals will go to the Board Further internal delegations for business expenditure are detailed below						

Staffing costs approvals

	Audit Committee	Chair of Audit Committee	CEO	Director of Ops and Governance	Heads of programme
New permanent roles	ALL				
Restructure involving redundancy or new roles	ALL				
Recruitment into existing roles or fixed term appointments less than 2 years			ALL		
Annual cost of living pay award	ALL				
Pay increments		CEOs	ALL (Except CEO)		
Ex gratia payments	£10k+	£5k-£10k	<£5k		
Expenses claims	£10k+	£5k-£10k	£1k -£5k	<£1k	<£1k
<p>Notes</p> <ul style="list-style-type: none"> 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. 					

Further delegations on spending limits (as agreed internally)

From	To	Limit	Note
Head of Programme (BTSS)	Business Transformation Manager	£25k	No change
Head of Programme (BTSS)	Senior Project Manager	£10k	No change
Head of Programme (LAS)	Senior Advisers	£10k	No change
Head of Programme (CBC)	Campaigns and Behaviour Change Manager	£10k	Added in – new role
Head of Programme (CBC)	Communications and Campaigns Leads	£1k	No change
Director of Operations and Governance	Financial Controller	£10k	Added in
Director of Operations and Governance	HR and Projects Lead	£5k	Increased with promotion
Director of Operations and Governance	Finance Admin Exec	£1k	No change

Bank mandates. Bank Accounts signatory list:

- Board: Liz Goodwin and Shirley Rodrigues
- CEO: Wayne Hubbard
- Director of Ops and Governance: Jo Rogers
- Financial Controller: Ineta Galdikiene
- Head of Programme: Antony Buchan

Approvals required by signatories:

BACS and CHAPS	Changes to Bank Mandate	Direct debits and Standing Orders (after the Purchase Order approved as per SODA).	Cheque payment used only for the payments below £5,000 (over £5,000 paid by BACS). The invoice must be approved as per SODA.	Internal money transfer between ReLondon's bank accounts
Two signatories	Two signatories	One signatory	One signatory	One signatory

8. Staffing updates

The redundancy part of the central team restructure was completed at the end of March and resulted in the termination of contracts for both the Governance and Projects Lead and the Fundraising Lead.

A new position of Partnerships and Operations Assistant will be advertised shortly to complete the restructure.

The new Behaviour Change and Campaigns Manager started on 5 March completing the mini-restructure of the communications team.

The strategic advisor in the Business Transformation and Sector Support team left at the end of March as a result of non-renewal of a fixed term contract.

Jo Rogers
Director of Operations and Governance
May 2024