

**SUB DELEGATION SCHEME:**

**FROM THE CHIEF EXECUTIVE TO THE DIRECTOR OF FINANCE**

The following sub delegations relate to those powers of the Authority granted to the Chief Executive in line with the Scheme of Delegation and which have been sub-delegated to the Director of Finance. This is in addition to any existing delegations which have been granted directly to the Director, particularly in the role of Treasurer.

**LAST DATE OF REVIEW:**

| <b>Delegated Activity – Finance and Estates Management section</b>  |
|---|
| To manage and control revenue and capital budgets and expenditure within the Finance and Estates Management section.  |
| To approve temporary virement requests from budget managers within the Finance and Estates Management section subject to the powers granted as Treasurer and existing limits specified in the Financial Procedural Rules and Schemes of Delegation.       |
| To open and approve tenders in the absence of the Chief Executive and in accordance with the Authority’s Contract Procedural Rules.   |
| To approve Urgent Actions in the absence of the Chief Executive and in compliance with the Scheme of Delegation.  |
| To approve exemptions to tendering procedures for contracts under the value of £30, 000 (inclusive of VAT) within the Finance and Estates Management section and recorded as an Administrative Decision in compliance with the Contract Procedural Rules. |
| To approve appointments, promotions and temporary appointments below Manager level within the Finance and Estates Management section.   |
| To approve requests for Special Leave from staff within the Finance and Estates Management section.   |
| To approve staff training and development including applications for day release within the Finance and Estates Management section.   |
| To sign off draft press releases in the absence of the Chief Executive in consultation with the Authority Chairperson and/or Deputy Chairperson where appropriate.  |

**I hereby grant the sub-delegations as stated above.**

Signed: ...

**Chief Executive**

Date:

**Acknowledged by:**

Signed: ...

Date:

## SUB DELEGATION SCHEME:

### FROM THE CHIEF EXECUTIVE TO THE DIRECTOR OF OPERATIONS

The following sub delegations relate to those powers of the Authority granted to the Chief Executive and are to be sub-delegated to the Director of Operations. This is in addition to any existing delegations which have been granted directly to the Director.

#### LAST DATE OF REVIEW:

| <b>Delegated Activity – Contracts Section</b>  |
|--|
| To manage and control revenue and capital budgets and expenditure within the Contracts section   |
| To approve temporary virement requests from budget managers within the Contracts section, in consultation with the Treasurer and subject to existing limits specified in the Financial Procedural Rules.                             |
| To open and approve tenders in the absence of the Chief Executive and in accordance with the Authority's Contract Procedural Rules.  |
| To approve Urgent Actions in the absence of the Chief Executive and in compliance with the Scheme of Delegation.   |
| To approve exemptions to tendering procedures for contracts under the value of £30, 000 (inclusive of VAT) within the Contracts section and recorded as an Administrative Decision in compliance with the Contract Procedural Rules. |
| To approve appointments, promotions and temporary appointments below Manager level within the Contracts Section.   |
| To approve requests for Special Leave from staff within the Contracts section.   |
| To approve staff training and development including applications for day release within the Contracts section.   |
| To sign off draft press releases in the absence of the Chief Executive in consultation with the Authority Chairperson and/or Deputy Chairperson where appropriate.   |

**I hereby grant the sub-delegations as stated above.**

Signed: ...

**Chief Executive**

Date:

**Acknowledged by:**

Signed: ...

Date:

**SUB DELEGATION SCHEME:**

**FROM THE CHIEF EXECUTIVE TO THE DIRECTOR OF BUSINESS SERVICES & STRATEGY**

The following sub delegations relate to those powers of the Authority granted to the Chief Executive and are to be sub-delegated to the Director of Business Services & Strategy. These delegations are specific to this role and do not include existing delegations to the current post holder in relation to Clerk duties.

**LAST DATE OF REVIEW:**

| <b>Delegated Activity – Business Services, Data &amp; Strategy section</b>  |
|---|
| To manage and control revenue and capital budgets and expenditure within the Business Services, Data and Strategy section.  |
| To approve temporary virement requests from Business Services Manager, Data & Performance Manager and Strategy Manager, in consultation with the Treasurer and subject to existing limits specified in the Financial Procedural Rules.                        |
| To open and approve tenders in the absence of the Chief Executive and in accordance with the Authority’s Contract Procedural Rules.   |
| To approve Urgent Actions in the absence of the Chief Executive and Director of Finance in compliance with the Scheme of Delegation.  |
| To approve exemptions to tendering procedures for contracts under the value of £30, 000 (inclusive of VAT) within the Business Services, Data & Strategy section and recorded as an Administrative Decision in compliance with the Contract Procedural Rules. |
| To approve appointments, promotions and temporary appointments below Manager level within the Business Services, Data and Strategy section.   |
| To approve requests for Special Leave from staff within the Business Services, Data and Strategy section.   |
| To approve staff training and development including applications for day release within the Business Services, Data and Strategy section.   |
| To sign off draft press releases in the absence of the Chief, the Director of Finance, in consultation with the Authority Chairperson and / or Deputy Chairperson where appropriate.  |

**I hereby grant the sub-delegations as stated above.**

Signed: ...

**Chief Executive**

Date:

**Acknowledged by:**

Signed: ...

Date:

**SUB-DELEGATION RECORD:**

**FROM THE MONITORING OFFICER TO THE CHIEF EXECUTIVE**

I hereby nominate the Chief Executive to deputise and act within such powers as are delegated to the Monitoring Officer (as defined in the Authority's Procedural Rules) during my absence or any other situations in which I am unable to act as Monitoring Officer to the Authority.

Signed: ...

Date:

**Acknowledged by:**

Signed: ...

**Chief Executive**

Date:

**SUB-DELEGATION RECORD:**

**FROM THE CLERK TO THE DIRECTOR OF FINANCE**

I hereby nominate the Director of Finance to deputise and act within such powers as are delegated to the Clerk (and Proper Officer as defined in the Authority's Procedural Rules) during my absence or any other situations in which I am unable to act as Clerk to the Authority.

Signed: ...

Date:

**Acknowledged by:**

Signed: ...

**Chief Executive**

Date: