

Scheme of Delegations
As amended and adopted by LLDC Board April 2012

Scheme of Delegation

1. This Scheme of Delegation of the Corporation has been adopted by the Board (meaning the members of the Corporation meeting as such) after consultation with the Mayor and it can only be altered by the Board.
2. Financial commitments may only be made pursuant to a delegation if all necessary approvals and authorisations have been obtained at appropriate stages. These are:
 - a. For projects with a value of up to £250,000, a project initiation document to be completed before orders are placed (a shortened form of the project initiation document will be used for projects with a value of £10,000-£100,000)
 - b. For projects above £250,000, a project initiation document, an outline business case (before procurement commences) and a full business case (before orders are placed).
 - c. In addition, for projects above the relevant European procurement threshold or above £250,000 (whichever is lower), a standalone procurement strategy may be required – the legal and procurement team can advise.
3. Delegations may only be exercised in accordance with the Corporation's Financial Regulations and Procurement Code. Budgetary controls will be maintained through the finance department. Attention is drawn to the provisions of the Financial Regulations in relation to the signature or other execution of contracts and grant agreements.
4. Delegations are made in accordance with the Table below to staff of the Corporation holding the posts designated in para 6 below, and subject to any specified limitations. If no limitation is specified in the table, then the post in question will be able to discharge all the various functions applicable to the relevant levels.
5. Expenditure may only be incurred within budgets and for purposes approved by the Corporation's Board, generally through its approval of the Corporation's budget and/or business plan.
6. The defined Levels for staff delegations are:

Level One	the Chief Executive
Level Two	an Executive Director
Level Three	a Director
Level Four	a Head of Service
Level Five	a Senior Manager
Level Six	a Manager
7. In the Table, "in conjunction with" means all parties are in agreement; "in consultation with" means with the advice of the parties and "estimated" means a genuine estimate of outturn expenditure.

Finance Delegations

Function	Level 1	Level 2	Levels 3-6
<p>Authority to proceed with procurement and to commit to spend</p>	<p>The Chief Executive can approve procurement or spend up to £10m, within approved budgets.</p>	<p>The Executive Director of Finance and Corporate Services can approve procurement or spend up to £1m, within approved budgets.</p> <p>The Executive Director of Infrastructure can approve estimated spend up to £3m within the approved transformation budget.</p> <p>All other Executive Directors can approve procurement or spend up to £250,000 within their approved budgets.</p>	<p>Level 3: Authorised to approve procurement or spend up to £100,000 within their approved budgets.</p> <p>Level 4: Authorised to approve procurement or spend up to £50,000 within their approved budgets.</p> <p>Level 5: Authorised to approve procurement or spend up to £20,000 within their approved budgets</p> <p>Level 6: Authorised to approve procurement or spend up to £10,000 within their approved budgets</p> <p>Within the Infrastructure Directorate:</p> <p>The LLDC Transformation Project Sponsor can approve estimated spend up to £250,000 within the approved transformation budget.</p> <p>The levels of delegation for the LLDC's project management partner (PMP) within the transformation approved budget are as follows: PMP Project Director £175,000, PMP Head of Commercial £125,000, PMP Project Managers and Contract Administrators £50,000 all being estimated sums.</p>

Function	Level 1	Level 2	Levels 3-6
Virements within: <ul style="list-style-type: none"> • agreed departmental /directorate budgets • Corporation Budget 	<p>The Chief Executive or Executive Director of Finance and Corporate Services can vire <u>within</u> directorates. The sum of these virements must be zero.</p> <p>The Chief Executive or Executive Director of Finance and Corporate Services can vire <u>between</u> directorates up to £2m of the directorate budget. The sum of these virements must be zero.</p> <p>The Chief Executive or Executive Director of Finance and Corporate Services can vire project budgets into the Transformation budget for the purposes of delivery. The sum of these virements must be zero.</p>	<p>The Chief Executive or Executive Director of Finance and Corporate Services can vire <u>within</u> directorates. The sum of these virements must be zero.</p> <p>The Chief Executive or Executive Director of Finance and Corporate Services can vire <u>between</u> directorates up to £2m of the directorate budget. The sum of these virements must be zero.</p> <p>The Chief Executive or Executive Director of Finance and Corporate Services can vire project budgets into the Transformation budget for the purposes of delivery. The sum of these virements must be zero.</p>	No delegation
Settling Insurance claims: <ul style="list-style-type: none"> • within excess • outside of excess 	<p>The Chief Executive can authorise insurers to settle claims within excess limits.</p> <p>The Chief Executive in conjunction with the Executive Director of Finance and Corporate Services can settle claims outside of excess up to £10m.</p>	The Executive Director of Finance and Corporate Services can authorise insurers to settle claims within excess limits and up to £500,000 outside of excess limits.	No delegation
Writing off debt	The Chief Executive can write off up to £250,000.	The Executive Director of Finance and Corporate Services can write off up to £100,000.	No delegation
Issuing grants from an agreed budget	✓	✓	No delegation

Assets and Land Delegations

Function	Level 1	Level 2	Levels 3-6
Asset disposal with no financial value	✓	✓	No delegation
Asset disposal other than land with financial value	✓ Up to £1m.	✓ Up to £500k.	No delegation

Function	Level 1	Level 2	Levels 3-6
Land disposal (freehold and or leasehold interests in land to include Compulsory Purchase) provided this is detailed with the Corporation's Business Plan.	The Chief Executive in conjunction with the Executive Director of Real Estate and the Executive Director of Finance and Corporate Services can authorise disposals with a capital value up to £1m (rents to be capitalised in accordance with a yield appropriate to the asset and market conditions at the time)	No delegation	No delegation
Acquiring Freehold or Leasehold Property interests provided this is detailed within the Corporation's business plan	The Chief Executive in conjunction with the Executive Director of Finance and Corporate Services is authorised to acquire land interests up to £1m.	No delegation	No delegation
Submitting planning applications	✓	No delegation	No delegation
Issuing notices seeking possession; exercising functions to pay compensation in respect of land interests, enforcing covenants; serving notices relating to land; and disposal of property left on land.	✓ For compensation, The Chief Executive in conjunction with the Executive Director of Finance and Corporate Services are authorised to agree compensation up to the value of £10m plus fees.	✓ For compensations, the Executive Director of Real Estate in conjunction with the Executive Director of Finance and Corporate Services is authorised to agree compensation up to the value of £1m plus fees.	No delegation
Limiting public access to premises or land	✓ In conjunction with the Executive Director of Real Estate.	✓ In conjunction with the Executive Director of Real Estate.	No delegation

Strategy and policy delegations

The Chief Executive may approve strategies and policies that have a wholly or primary internal impact or purpose

Human resource and management delegations

The Chief Executive shall undertake the day-to-day management and operation of the Corporation.