

Scheme of Delegations

Organisation	London Legacy Development Corporation
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v1.0	April 2012	Approved by LLDC Board	Approved
v.2.0	March 2013	Approved by LLDC Board	Approved
v.2.1	June 2013	Amended with consequential changes to reflect the Mayoral Direction which comes into effect on 1 July 2013	Updated
v.3.0	July 2014	Amended to reflect changes to committee terms of reference and changes to the terminology used to describe officers in relation to their financial delegations. Approved by the LLDC Board	Approved
V4.0	Sept 2014	Amended to reflect changes to signing delegations for specified Three Mills Studio Agreements as approved by the LLDC Board 23 September 2014.	Approved
V5.0	May 2015	Amended to reflect changes to the Chairman's Committee terms of reference as approved by the LLDC Board 19 May 2015.	Approved
V6.0	January 2016	Amended to reflect changes to signing delegations related to contracts procured through the GLA Collaborative Procurement Team, and related to specified small hire agreements as approved by the LLDC Board on 24 November 2015 and 19 January 2016	Approved
v.7.0	September 2016	Amended to make provisions for a Deputy CEO and to reflect changes to signing delegations for specified Three Mills Studio Agreements approved by the Board in September 2016	Approved
v.7.1	October 2016	Amended to reflect delegation of authority to specified officers set out in the 19 January 2016 Board report in relation to the authentication of the use of the seal for freehold and leasehold disposals at Chobham Manor approved by the Board in March 2016.	Approved
v.8.0	March 2018	Amended to reflect changes to signing delegations for specified standard form employment contracts approved by the Board in March 2018. Amended to update job titles and remove transformation references.	Approved
v.9.0	November 2018	Amended to reflect changes approved by the Board in November 2018 to signing delegations for consents set out in the Here East lease and other specified documents; contracts up to £1m; non-disclosure agreements. Amended to update the award of specified East Bank construction contracts that fall within Investment Committee delegations; and changes to the financial thresholds for specified staff and contractors.	Approved
V10.0	April 2020	Temporary amendments to the general delegation and urgent action to allow for remote decision making during the Covid-19 movement restrictions of Board and Committee decisions by delegation to the Chair of that Committee following consultation with Committee members constituted as an Advisory Panel (in the case planning matters the delegation is to the Chair of that Committee or Executive Director of Planning Policy & Decisions following consultation with the Planning Decisions Committee's Advisory Panel). Other amendments to include an urgent action delegation to each of the Committee chairs (to replicate the delegation in other functional bodies) and presentational amendments to the urgent action provision made.	Approved
V10.1	August 2020	Updated to remove the temporary amendments for remote decision making (see above) as LLDC is included in bodies covered by the remote meetings flexibilities set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020/ 392 effective 1 August 2020. Other amendments retained.	Approved
V11	November 2020	Amended to reflect changes approved by the Board in July 2020 to the existing delegated authority levels for the drawdown of contingency budget of specified staff and delivery partner staff related to administering East Bank construction contracts; and amended to reflect the delegation of authority approved by the Board in October 2020 to specified officers in relation to the authentication of the use of the seal for freehold and leasehold disposals at East Wick and Sweetwater and the amendments to the existing 2016 delegation relating to disposals at Chobham Manor; amended role of the Chair's Committee in relation to monitoring the pay and conditions of senior staff approved by the Board in January 2019.	Approved
V12	July 2021	Updated with amendments to the general delegation and urgent action to allow for the LLDC remote decision making scheme approved in May 2021. Updated with minor amendments to the existing delegated authority levels for the drawdown of contingency budget of specified staff related to administering East Bank contracts approved by the Board in July 2021.	Approved
V13	October 2022	Updated with amendments in relation to signing contractual documents, legal agreements and authenticating the use of the LLDC seal for executing agreements as deeds approved by the Board in July 2022	Approved
V14	November 2024	Amended to remove references to planning functions following the transfer of planning functions to the Growth Boroughs on 1 December 2024; additional delegations for the and new Chief Operating Officer role (effective from 1 January 2025); additional delegations for the new Interim Executive Director – Transition Projects role; changes to other senior roles; minor amends; as approved at the Board in November 2024.	Approved
V15	April 2025	Amended to remove delegations to Deputy Chief Executive and Interim Executive Director – Transition Projects roles; inclusion of financial approval thresholds for spend, asset disposal and income receipt; changes to signing delegations; other operational amends. All changes to take effect from 1 April 2025, subject to approval at the Board on 3 March 2025 and following consultation with the GLA.	Approved

Scheme of Delegation

1. This Scheme of Delegation of the London Legacy Development Corporation (LLDC) has been adopted by the Board (meaning the members of the LLDC meeting as such) and 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 set out in the Approvals Framework, as amended and approved the Senior Leadership Team from time to time.
3. Delegations may only be exercised in accordance with the LLDC's Financial Regulations and Procurement Code. Budgetary controls will be maintained through the finance team. Attention is drawn to the provisions of the Scheme of Delegation in relation to the signature or other execution of contracts and grant agreements.
4. The table below sets out how the functions of the LLDC are delegated to staff, or reserved to the Board, to committees, or to particular tiers of management.
5. Expenditure may only be incurred within budgets and for purposes approved by the LLDC's Board, generally through its approval of the LLDC's budget and/or business plan.
6. The notes on GLA approvals are provided for guidance only. They reflect:
 - The provisions of the Localism Act 2011,
 - The General Mayoral Consent to Financial Assistance by Grant 2012 made by the Mayor of London on 26 July 2012 pursuant to Sections 213 and 221 of the Localism Act 2011
 - The London Legacy Development General Powers Delegation 2012 made by the Mayor of London on 5 November 2012 pursuant to Section 38 of the Greater London Authority Act 1999; and
 - The London Legacy Development Corporation Governance Direction, updated August 2019 by the Mayor of London pursuant to section 220 of the Localism Act 2011

Notes:

- The Senior Leadership Team or SLT (formerly the Executive Management Team) is defined as: the Chief Executive, the Chief Operating Officer, the Executive Director of Development, the Executive Director of Estates and Neighbourhoods, and the Executive Director of Inclusive Growth.
- References to 'approved budget' means the budgets included within the LLDC's annual budget approved by the Mayor each year.

Type of decision	Delegation	Notes
General delegation	<p>The Board delegates, to any Executive Director, Director and equivalent, all of the functions of the LLDC that are within the scope of that officer's job description, provided that this excludes any decision:</p> <ul style="list-style-type: none"> a) on a matter that is reserved to the Board, a Committee or Sub-Committee, the Chief Executive, or other specified officers, under these delegations (including as applied by paragraph 5 of the Remote Decision-Making Scheme where it applies), or b) for which there is no budget provision, or c) which may be novel, contentious or repercussive. <p>and in each case subject to the recording of their decisions and all considerations relevant to those decisions in a manner consistent with the procedures approved from time to time by the Chief Executive.</p> <p>"Remote Decision-Making Scheme" means the Scheme approved for time to time by the Corporation for the taking of decisions by Chairs by remote means.</p>	These functions include those delegated to LLDC under the London Legacy Development General Powers Delegation 2012
Urgent action	<p>(A): Urgent action by Chair and Deputy Chair of the Board and other Chairs</p> <p>The Board delegates to the each of the Chair and Deputy Chair of the Board and to each of the Chairs of Committees the exercise of any of the functions of the LLDC between meetings where in the Chief Executive's opinion the matter to be decided is urgent and it is not possible and/ or practicable to (as relevant) (a) convene an urgent meeting of the Board or the appropriate Committee or use (b) the Remote Decision-Making Procedures, provided that, prior to taking action:</p> <ul style="list-style-type: none"> • the Chair or Deputy Chair or other relevant Committee Chair shall by email consult all available Members of the relevant body (and the GLA Observer as relevant) notifying them of the intended action and seeking their views, and • in the case of a proposed decision by the Chair or Deputy Chair of the Board the views of the relevant committee chair(s) shall also be sought <p>(B): Urgent action by Chief Executive or Chief Operating Officer</p> <p>If the Chair or Deputy Chair or Committee Chair (as relevant) are unavailable for any reason and where any urgent matter involves reputational or financial or legal risk to the LLDC and it is not possible and / or practicable (as relevant) to (a) convene an urgent meeting of the Board or the appropriate Committee or use (b) the Remote Decision-Making Procedures then the Board delegates to the following persons (in the order given if any are unavailable for any reason):</p> <ul style="list-style-type: none"> (a) the Chief Executive; (b) the Chief Operating Officer; or (c) Any member of staff acting up into either post on a temporary or permanent basis 	These functions include those delegated to LLDC under the London Legacy Development General Powers Delegation 2012

Type of decision	Delegation	Notes
	<p>the exercise of any functions of the LLDC in relation to the urgent matter provided that, prior to taking action, they:</p> <ul style="list-style-type: none"> • shall consult by email all available Members of the relevant body (and the GLA Observer as relevant) notifying them of the intended action and seeking their views within a reasonable time frame, and • in the case of a decision concerning the Board, shall also seek the view of the relevant committee Chair(s). <p>Any urgent action taken using this provision (A) to (B) above must be recorded in writing along with the Members consulted and their views (if any) and reported to the next ordinary meeting of the Board or next proceedings of the corresponding Advisory Panel.</p> <p>All staff are delegated the authority to take emergency action in case of imminent danger to life or limb, in consultation with the most senior member of staff present or available by remote means.</p> <p>The “Remote Decision-Making Procedures” means such procedures as are approved by the Corporation from time for the taking of decisions by remote means by Chairs in accordance with the Scheme for Remote Decision-Making.</p>	
<p>Spending, including procurement awards, grants, loans, equity contributions to any LLDC subsidiary</p>	<p>The Board reserves the approval of spend, including procurement awards, grants, loans and intragroup equity contributions as follows:</p> <ul style="list-style-type: none"> • The Investment Committee can give approval between £10m and £20m, within approved budgets . • The Chief Executive can give approval up to £10m, within approved budgets. • The Chief Operating Officer can give approval up to £5m, within approved budgets. • The Executive Director of Construction (Band 10) or nominated substitute⁺ can give approval up to £1.5m per month within the approved East Bank construction budget^{**}. • Any other member of the Senior Leadership Team can give approval up to £1m within their approved budgets. • Any staff member in Band 8 (Director) can give approval up to £100,000 within their approved budgets. • Any staff member in Band 7 (Head of Service or equivalent) can give approval up to £50,000 within their approved budgets. • Any staff member in Bands 6 and 5 (Senior Manager or equivalent) can give approval up to £20,000 within their approved budgets. • Any staff member in Band 4 (Manager or equivalent) can give approval up to £10,000 within their approved budgets. 	<p>Sums referred to are cumulative rather than annual (ie, a ten-year contract paying £3m per annum would require full Board approval)</p> <p>Officers should note the following consents are required from the Mayor of London:</p> <ul style="list-style-type: none"> • Giving financial assistance (ie grants or loans) to any person or organisation (except where such grants are for less than £150,000, and are made in line with the LLDC’s policy on grants, or are less than £10,000 and the legal and finance teams are satisfied that the grant has been made in a fair, open and transparent manner). • Disposal of land for less than best consideration which can reasonably be obtained, or disposal of land that was compulsorily purchased, • Permitting a subsidiary to borrow money, raise stock, or raise finance otherwise than from LLDC, or which is not included in that subsidiary’s business plan, <p>Under the London Legacy Development Corporation Governance Direction 2019, Mayoral consent is also required for:</p>

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	<p>In addition:</p> <ul style="list-style-type: none"> The Project Management Partner (PMP) Project Director or nominated substitute can approve spend in relation to health and safety for up to £50,000 per month within the approved East Bank construction budget**. The PMP building managers can approve spend up to £40,000 per month within the approved East Bank construction budget**. <p>** The delegated authority is for approving the expenditure of contingency within the approved budgets for the delivery of approved scope, and not as unauthorised spend on new scope. It is a monthly level.</p>	<ul style="list-style-type: none"> Any individual decision that commits expenditure, creates a contingent liability and/or generates income of a value of £10 million or more where that expenditure, liability and income: <ul style="list-style-type: none"> was not contained in the business plan for the financial year in which it arises, or was included in that business plan but the actual value compared to its anticipated value in the plan is 5% or more downwards in the case of income or 5% or more upwards in the case of expenditure or a contingent liability.
Land or asset disposals	<p>The Board reserves the approval of land or asset disposals (either by way of freehold or long leases) as follows:</p> <ul style="list-style-type: none"> The Investment Committee can give approval between £10m and £20m, within approved budgets. The Chief Executive can give approval up to £10m, within approved budgets. The Chief Operating Officer can give approval up to £5m, within approved budgets. Any other member of the Senior Leadership Team can give approval up to £1m within their approved budgets. 	Under the London Legacy Development Corporation Governance Direction 2019, Mayoral consent is also required for all 'Land Transactions' as defined in the GLA-DCMS agreement on receipts.
Other income transactions including sponsorship, naming rights, inward grant funding	<p>The Board reserves the approval of income transactions including sponsorship, naming rights, inward grant funding as follows:</p> <ul style="list-style-type: none"> The Investment Committee can give approval between £10m and £20m The Chief Executive can give approval up to £10m. The Chief Operating Officer can give approval up to £5m. Any other member of the Senior Leadership Team can give approval up to £1m. 	
Virements	<p>Executive Directors can vire <i>within</i> their directorate budgets (move budget from one heading to another) up to their delegated limited. See Change Board terms of reference. Budget virements <i>within</i> directorate budgets must be brought to Change Board for approval if the virement:</p> <ul style="list-style-type: none"> results in a material change of scope (or creation of new scope) results in a material change in programme and/or risk affects more than one financial year 	The Change Board review all programme, scope and budget changes that are changes not within the delegations of Executive Directors.

Type of decision	Delegation	Notes
	Budget virements <i>between</i> directorates must be approved by Change Board.	
Contract variations and change	<p>Contract variations and changes with a financial impact can be approved by officers and committees in line with the delegations set out above.</p> <p>Contract changes on contracts valued up to £1m can be signed by the Senior Leadership Team budget holder (up to their delegated authority and within the approved budget for the project).</p>	<p>For changes to contracts, the value of the proposed change (not the cumulative value of the contract) is used to assess the level of delegation. The cumulative value will be documented on the internal change request form and reported to the next authorising level if it moves into that financial threshold</p> <p>In addition, under the London Legacy Development Corporation Governance Direction 2019, consent is required for any individual decision over £10m in the business plan where the actual value is 5% more or less than anticipated value.</p>
Contracts and other legal documents	<p>The signature or execution of all contractual documents (with the exception of deeds, and those other agreements and documents listed below), including novations, and other documents creating legal rights and liabilities, requires one signature from any one of the following post holders:</p> <ul style="list-style-type: none"> • Chief Executive • Chief Operating Officer • Any other member of the Senior Leadership Team • Any employee appointed in writing by the Chief Executive in accordance with Standing Orders. <p>Deeds</p> <p>Deeds may be executed on behalf of the LLDC by application of the seal in accordance with paragraph 11 of Schedule 21 to the Localism Act 2011 (i.e. by authentication of the seal by either the Chair or a Board Member). In addition, each of the Chief Executive or the e Chief Operating Officer are hereby authorised to authenticate the seal.</p> <p>The authentication of the use of the seal on agreements valued up to £1m or on deeds of non-monetary value (including but not limited to collateral warranties, deed of adherence, deed of surrender has been delegated to any member of the Senior Leadership Team.</p> <p>The authentication of the use of the seal for freehold and leasehold disposals at Chobham Manor and East Wick and Sweetwater of values up to £1.5m within the approved budget has been delegated to either of the Executive Director of Development or any of the three Project Directors in the Development directorate. Each of these</p>	<p>Consequential amendments have been made to the Financial Regulations and Standing Orders to cross refer to this latest approved Scheme of Delegation.</p> <p>The Executive Director Construction - can sign contracts and other legal documents related the East Bank project.</p>

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	<p>specified officers can also sign and authenticate the use of the seal on other related agreements including but not limited to block leases, commercial headleases and deeds of surrender. The Chief Executive or the Chief Operating Officer will authenticate the use of the seal for all other Chobham Manor and East Wick and Sweetwater disposals. In the case of East Wick and Sweetwater, where a Development Management Fee is payable to the Joint Venture Partner on receipt of the gross sales revenue in line with the terms of the contract, approval to make the Development Management Fee payment is also delegated to either of the Executive Director of Development or any of the three Project Directors in the Development directorate up to a value of £1.5m.</p> <p>Other agreements and documents</p> <p>Three Mills Studio Agreements in the approved form (as approved by TfL Legal Services from time to time) with a value of between £10,000-£50,000 <i>and</i> a term of six months or less require one signature only, being that of either the Executive Director of Estates and Neighbourhoods or the Head of Venues. Above this, they are signed in line with the general signing delegations above. LLDC has granted a Power of Attorney in favour of its managing agent , to consider, settle, approve, sign, execute, deliver and issue studio use agreements in the standard LLDC approved form relating to the property at 3 Mills and associated documents, which have both a value of £10,000 or less (excluding VAT), a term of six months or less and which do not constitute renewals of existing occupation.</p> <p>TfL has been appointed to the Legacy Corporation's agent and authorised signatory to execute any contract procured via the GLA Group Collaborative Procurement Board in accordance with the JAA and WAD as amended from time to time. A nominated member TfL staff can execute these documents by applying their sole signature.</p> <p>Events hire agreements in the approved form (as approved by TfL Legal Services from time to time) with a value of £50,000 or less require one signature, being that of either the Executive Director of Estates and Neighbourhoods, Head of Events.</p> <p>Standard form employment contracts and secondment agreements can be signed by any one of the: the Chief Executive, the Chief Operating Officer, or Head of People and Organisational Development.</p> <p>Here East consents (licences to underlet/assign/charge and licences for works/change), Deeds of Variation, but limited to extending a term or varying a demise; utility contracts (under £25k for off park); general consents (licences to underlet/assign/charge and licences for works/change); short-term interim use leases; early access letters; Tenancies at Will; licences for coach parking between LLDC and LS185 or E20; leases or licences for seat storage between LLDC & E20; letters to Land Registry consenting to registration of dispositions / addressing restrictions on title; require one signature only, being that of the Chief Executive, Chief Operating Officer, Executive Director of Estates</p>	

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	<p>and Neighbourhoods, or Head of Asset and Estate Management.</p> <p>Contracts valued up to £50,000 can also be signed by any Head of Service or Director from the relevant directorate, or any Senior Leadership Team member .</p> <p>Non-disclosure agreements and Memoranda of Understanding can be signed by one of the Senior Leadership Team.</p>	
Applying for planning permissions	The Board delegates the decision to apply for planning permission to the Chief Executive, unless the application is novel or contentious, or has financial implications that would make it subject to approval by Board or Investment Committee.	
Compulsory purchase order	Making compulsory purchase orders is reserved to the Board	Officers should note that making compulsory purchase orders requires the Mayor of London's consent.
Budget, business plan and annual report	The agreement of the annual budget, the business plan, and the annual report and accounts is reserved to the Board	The LLDC is required to consult the Mayor before the Board approves the draft budget and business plan for the purpose of their formal submission to the GLA as part of the GLA Group's annual statutory budget approval process and required to obtain the consent of the Mayor before the Board considers the business plan for approval.
Bodies corporate	<p>The following decisions are reserved to the Board:</p> <ul style="list-style-type: none"> • The formation and dissolution of bodies corporate or partnerships, • The acquisition of more than 25 per cent of the shareholding of any company, and • The appointment and removal of directors to bodies corporate or partnerships. 	Officers should note that forming or acquiring interests in bodies corporate requires the Mayor of London's consent
Appointments and governance	<p>The following decisions are reserved to the Board:</p> <ul style="list-style-type: none"> • The agreement of standing orders, terms of reference for committees, schemes of delegation, and financial regulations, including any updates or minor amendments; • The appointment of Board members and external members to committees; and • The settlement of any claim against the Corporation involving allegations of discrimination or whistle-blowing. • the appointment of the Chief Executive, the setting of his or her objectives, the assessment of performance against these objectives, his or her remuneration, 	<p>The following matters require the Mayor of London's consent:</p> <ul style="list-style-type: none"> • Approving terms and conditions for appointing staff; • Determining rates and eligibility criteria for staff remuneration, travelling and other allowances, pensions and gratuities; • Appointing non-board members to a committee or sub-committee; • The appointment of a chief executive.

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	<p>and his or her removal from office including any departure terms; and</p> <ul style="list-style-type: none"> the approval of changes to the remuneration, performance awards or terms and conditions of any member of the Senior Leadership Team or any staff earning more than £100,000. the approval of any settlement on termination of employment to members of the Senior Leadership Team or any member of staff earning more than £100,000 that include more than six months' salary costs, or equivalent. <p>All other settlements on termination of employment that include more than pay in lieu of notice are reserved to the Chief Executive.</p>	<p>The Mayor of London has delegated to the LLDC responsibility for determining rates and eligibility criteria for Board and staff remuneration, travelling and other allowances, pensions and gratuities, subject to consultation with the Mayor.</p> <p>The LLDC is required to consult the Mayor before making any significant changes to its standing orders or other rules of procedure, or its scheme of delegations.</p>