

Cheshire and Warrington Local Enterprise Partnership
Scheme of delegations

Revised – July 2019 September 2020

APPROVED by F&A COMMITTEE 9th September 2020 16th July 2019

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This schedule records where authority rests within the LEP for financial and non-financial decision making. No such schedule can be completely comprehensive, but this seeks to provide a framework through which other decisions may be resolved. Any project or expenditure which might be considered “novel” or “contentious” should be referred to the Chief Executive and / or the Finance and Commercial Director. For the avoidance of doubt “novel” is something that is particularly innovative or sets a new precedent, “contentious” is something that have particularly high reputational risk.

The schedule only identifies those responsible for the final ‘ratification’ stage of decision making, and not, for example, responsibility for formulating strategy, policy and budgets (which typically lie with Officers, Committees and Groups).

Glossary of acronyms

CE	Chief Executive
DCEO	Deputy Chief Executive
F&CD	Finance and Commercial Director
Chair	Chair of LEP Board
Deputy Chair	Deputy Chair of LEP Board

Department Budget Holders (Roles)

Communications and Marketing Director
Business and Innovation Director
Transport and Investment Director
CSC Growth Director
Programme Manager
Head of Skills
Pledge Partnership Manager
Growth Hub Enquiry and Engagement Manager

Policy formulation

Approval of significant corporate policies	CE
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Recruitment and staffing

Authority to appoint replacement and additional posts (interim, secondments, permanent, temporary and agency) in line with Business Plan	CE
Authority to terminate employment, in line with company policy	CE / Chair
Authority to appoint/ terminate Chief Executive post, in line with company policy	LEP Board
Vary staff pay and conditions	Appointment & Remuneration Committee, as recommended by CE

Review and change, agree main features of terms and conditions of employment	Appointment & Remuneration Committee, as recommended by CE
Approval of early retirement/Severance	A&R Committee, as recommended by CE <£50,000 A&R Committee, as recommended by CE & F&A if >£50,000.

Accounting, Auditing and Banking

Approval of Annual Accounts	LEP Board, as recommended by F&A Committee
Appointment of Auditors	F&A Committee
Systems of internal financial management and control and accountability, including risk management and financial procedures	F&A Committee, as recommended by F&CD
Appointment of Accountants	F&A Committee, as recommended by F&CD
Appointment of Bank, opening bank accounts and designation of bank signatories	F&A Committee, as recommended by F&CD
Pre - Approval of credit card spend up above £500	F&CD
Authorisation of payment of salaries	F&CD or DCEO, payments set up by Voisey & Co
The maintenance of records, the security and regular reconciliation of petty cash	F&CD
To monitor the regulations on VAT, ensuring compliance	F&CD
To complete and submit the VAT returns.	F&CD
Ensure appropriate insurance cover is in place	F&CD

Budget setting

Approval of annual LEP budget	LEP Board, as recommended by F&A Committee
Approval of "in-year" changes to overall budget, e.g. expenditures exceeding plan, new programme funding received in year.	F&A Committee

Procurement*, Purchasing and Payment

Core Funding Form Authorisation	≤ £50,000 CE, DCEO, F&CD > £50,000 CE + Chair/ Deputy Chair/Director
Approval of Purchase Order or Invoice Above, £2,500 three written quotes must be obtained. For procurement above £10,000 in value, a tender process must be run. Where three quotes cannot be obtained, or a direct award is required, refer to the F&CD.	≤ £500 All staff ≤ £5,000 Department Budget Holder for own department only ≤ £25,000 one of DCEO, F&CD ≤ £50,000 CE > £50,000 CE + Chair/ Deputy Chair/Director
Approval of Expenses, Credit Card expenses	Department Budget Holder in accordance with Expenses policy.
Approval of Purchase Order for Capital Items e.g. Equipment, Computers, Investment in Office Space	As above and to include F&CD.

Signing leases and contracts (whole life value)	≤ £100,000 CE > £100,000 CE + Chair/ Deputy Chair/Director
Bank signatories – cheques	≤ £500 1 signatory > £500 2 signatories DCEO/CE/Chair/Deputy Chair/Director
Business Internet -Banking	≤ £100,000 £100,000 per day – F&CD/DCEO/CE
Agreeing contracts which extend over 2years and with a value > £100,000	LEP Board following recommendation from F&A Committee

* Procurement must also comply with company procurement procedure and limits.

Legal

Initiation of Litigation Proceedings or appointment of lawyers in response to proceedings (e.g. contractual dispute, employment tribunal, judicial review)	CE
Signing of and amendments to funding contracts, partnership agreements, service level agreements	CE / DCEO / F&CD
Deeds of release of security, certificates of satisfaction, discharges	CE / DCEO / F&CD

Delegation to Board Sub-Committees

It is recommended that minutes of sub-committees record the decision whether or not a project is novel or contentious. Those that are will need the approval of the full board.

Sub-Committee	Key Functions and Proposed Delegation	Level of Delegation
Strategy <u>Performance</u> Committee	The Strategy <u>Performance</u> Committee sets the overarching vision and strategy for economic growth in the Cheshire and Warrington LEP area (including sign off of the SEP, LIS, Growth deal, ESIF strategies), including identifying priorities for investment. The committee oversees the development of programmes and projects that seek to deliver the priorities set out in the Strategic Economic (SEP) and related strategies and, going forward, the Local Industrial Strategy (LIS). As long as proposed projects are in line with the objectives set out in overarching vision and strategy approved by the full LEP Board, then the committee has delegated authority to approve projects up to £2.5m.	£2.5m
<u>Science and Growth Corridor Enterprise Zone</u> Board	The <u>Science and Growth Corridor Enterprise Zone</u> Board is responsible for setting and overseeing the strategic direction and operational delivery of the Cheshire Science Corridor Enterprise Zone including reviewing and approving of all businesses cases for investment in the EZ and ratifying Business Rate Discount applications approved by the EZ Steering Group. EZ investment projects can vary between £500k up to c.£5m, but typically range between £1m-£2.5m. The annual EZ Investment	£2.5m

	Programme is to be approved by the LEP board and Strategy Committee with the EZ Board having delegated authority to approved projects up to £2.5m.	
Local Transport Board	The main role of the Local Transport Board is to provide strategic direction to transport in the sub-region. Therefore, the spending decisions are limited to the deployment of consultancy spend. Significant capital investments are taken by Transport Authorities.	£500k
Employers' Skills & Education Board	<p>The Employers' Skills and Education Board works with other employers, local authorities, universities, colleges and other training providers to ensure that businesses in Cheshire and Warrington have the skills they need to grow and that all our residents have the skills they need to progress and play a full part in the economy.</p> <p>The Board, supported by the LEP Executive, will make investment decisions on skills and education up to £1million ensuring value for money and strategic fit with the LEP's Skills Strategy and local priorities. The Board will champion investment in skills and education and communicate effectively with the business community to advise on new developments and local opportunities.</p>	£1m
Business Growth Strategy Board	<u>The Business Growth Board oversees the activities of the LEP focussed on supporting businesses in the sub-region and, in particular, SMEs. In addition, the remit extends to Inward Investment, initiatives driven by the Department of Industry and Trade and preparations for Brexit. On occasion, e.g. in response to Covid, the LEP has provided direct financial support in the form of grant schemes, hence a delegated authority of £500k. Delegations to be established following establishment of the committee.</u>	<u>£500k</u> N/A
Digital Connectivity Board	<u>The remit of the Digital Connectivity Board is yet to be finalised and confirmed. The board has been established to support improving digital infrastructure in the sub-region, to promote digital inclusivity and to facilitate digital investment. Initially, a delegated limit of £500k has been provided for investments which will be identified as part of the Digital Infrastructure Plan</u>	<u>£500k</u>
Performance and Investment	<p>The Performance and Investment Committee is a review committee and no financial decisions can be taken without approval from P&I. It will review all financial decisions being made by other sub-committees and following consideration will either confirm final approval, or else revert the decision back to the full LEP Board depending on the delegated authority of the sub-committee, whose decision it is reviewing.</p> <p>The Committee also monitors the delivery, outputs and spend off the projects funded by the various programmes, ensures risk registers and mitigation strategies are in place and, when appropriate, brings projects at risk of non-delivery to the attention of the LEP full board with recommendations for action.</p>	N/A