

DELEGATED AUTHORISATION SCHEME:

FROM THE CHIEF EXECUTIVE TO THE DIRECTOR OF FINANCE

The following delegations relate to those powers of the Authority granted to the Chief Executive in line with the Scheme of Delegation and for which the Chief Executive (in their absence) has given delegated authority 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: June 2026

Delegated Authorisations – Finance and Estates Management section
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 delegations as stated above.

Signed:

Chief Executive

Date:

Acknowledged by:

Signed:

Director of Finance

Date:

DELEGATED AUTHORISATION SCHEME:

FROM THE CHIEF EXECUTIVE TO THE DIRECTOR OF OPERATIONS

The following delegations relate to those powers of the Authority granted to the Chief Executive and for which the Chief Executive (in their absence) has given delegated authority 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: June 2026

Delegated Authorisations – Contracts Section
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 delegations as stated above.

Signed:

Chief Executive

Date:

Acknowledged by:

Signed:

Director of Operations

Date:

DELEGATED AUTHORISATIONS SCHEME:

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

The following delegations relate to those powers of the Authority granted to the Chief Executive and fore which the Chief Executive (in their absence) has delegated authority 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: June 2026

Delegated Authorisations – Business Services, Data & Strategy section
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 delegations as stated above.

Signed:

Chief Executive

Date:

Acknowledged by:

Signed:

Director of Business Services & Strategy Date:

DELEGATED AUTHORISATION RECORD:

FROM THE MONITORING OFFICER TO THE DIRECTOR OF BUSINESS SERVICES & STRATEGY

I hereby nominate the Director of Business Services & Strategy to deputise and act within such powers as Monitoring Officer (as defined in legislation and 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:

Monitoring Officer

Date:

Acknowledged by:

Signed:

Director of Business Services & Strategy Date:

DELEGATED AUTHORISATION 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: **Clerk** Date:

Acknowledged by:

Signed: **Director of Finance** Date:

DELEGATED AUTHORISATION RECORD:

FROM THE DIRECTOR OF FINANCE TO THE FINANCE MANAGER

I hereby nominate the Finance Manager to deputise and act within such powers as are delegated to the Director of Finance in their statutory role as Chief Financial Officer during my absence or any other situations in which I am unable to act as Chief Financial Officer to the Authority.

Signed:

Director of Finance

Date:

Acknowledged by:

Signed:

Finance Manager

Date: