Appendix 2
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Conditions and Limitations of Delegations

1. **Part 1 - Employment Powers**

The Employment Powers set out below can be exercised by the Officer identified and all levels above (subject to any further nomination provision).

Vacancy approval within the Council is managed through the Eploy system. The approval process begins with finance, then head of service (built directly from the organisation structure) with final sign off by the Executive Director. Through their scheme of nomination each Executive Director is able to approve delegations within the Eploy system to enable other managers to sign off vacancy approval on the Executive Director's behalf.

Management Level		**Proposed Delegation**
0	Chief Executive	(a) Early retirement recommendation.
1	Officers reporting direct to Level 0	(a) Early retirement recommendation. (b) Lease Cars – agreement to early termination of contract. (c) Redundancy recommendation. (d) Suspension and dismissal of all employees up to and including second tier (i.e. those not employed on the conditions of service for Directors). (e) Overpayments – recommendation for write off. (f) Approval of giving lectures by employees at courses during office hours and retention of any fees received.
2	Officers reporting to Level 1	(a) Approval of Removal and Disturbance Allowances (including the exercise of discretion in respect of extensions etc.). (b) Premature retirement on grounds of permanent ill health recommendation. (c) Flexible retirement recommendation. (d) Payment of honoraria
3	Officers reporting to Level 2	(a) Accelerated incremental progression in exceptional cases/merit increments.
4	Officers reporting to Level 3	(a) The payment of 'planned overtime'/additional hours to employees for who they have line management responsibility. (b) Granting of special leave of absence with/without pay. (c) Granting of approval for employees to undertake private work (outside of office hours). (d) Ex gratia payments. (e) Acting up arrangements. (f) Move to a different position within the establishment. (g) Review of discrete post of job evaluation request. (h) Labour market increments request. (i) Annual Leave carry forward. (j) Occupational Health referral.

		(k) Travel status authorisation. (l) Maternity leave approval. (m) Paternity leave approval.
5	Officers reporting to Level 4	(a) Incremental progression - approval of competency increments through the salary grade. (b) Approval to attend training courses (external courses are subject to Procurement approval at the appropriate level). (c) Sick leave (including return to work and trigger point interviews etc.) (d) Annual leave approval. (e) Change to employment within current position. (f) Performance and Development Review completion. (g) Notification of staff leaving. (h) Exit interviews. (i) Probation sign off. (j) Flexible working – approval of change to working patterns. (k) Travel expenses claim authorisation.

Part 2

Financial Rules, Officer Scheme of Delegation

Glossary

Authorised Signatory means Jonathan Mair and other key authorised officers with this title

Chief Officer means Chief Executive, Executive Directors, Director of Legal and Democratic and Corporate Directors
CPR means Contract Procedure Rules
FR means the Financial Regulations

Total Financial Impact means the maximum possible financial value attributable to the arrangement including the annual cost for every year of the contract including extensions, any potential cost uplifts and additional services that may be added to the arrangement.

Arrangements having a financial impact

The Financial Powers set out below can only be exercised by the Officer identified. Unless where indicated, these Financial Powers cannot be further delegated or nominated to other Officers.
All authorisations and approvals below must be obtained and recorded in writing before the action being authorised or approved is taken.
All figures below are exclusive of VAT.

Table 1

Total financial impact (expenditure or saving)	Authorisation of budget or financial commitment for proposal or actions See also FR for detail on assigning budget	Approve and sign Project Initiation Document (PiD)	Approve and sign Procurement Tender Evaluation Models (TEM)	Authorise award (Recommendation to award RTA) of purchase/contract	Signing legally binding documents to give effect to the proposal or actions	Sealing legally binding documents to give effect to the proposal or actions If required, this would take place instead of the signing described in Column 6	Approval of extensions and modifications included within the agreement terms	Approval of extensions and modifications not contained within the agreement terms	Approving exemptions to the Contract Procedure Rules	Termination (for any other reason than expiry)
Not exceeding £24,999	Officer reporting directly to Service Manager	PID not required, authorising officer may choose to use PID light in accordance with the CPRs and guidance	TEM not required	Officer reporting directly to Service Manager level	Service Manager	Only required if the document is a deed Authorised Signatory only	Officer reporting directly to Service Manager providing the total value does not exceed the Column 1 value. If Column 1 value exceeded then Service Manager	Officer reporting directly to Service Manager once exemption in Column 10 approved	Chief Officer	Service Manager

Not exceeding £99,999	Service Manager	PID not required, authorising officer may choose to use PID light in accordance with the CPRs and guidance	TEM not required	Officer at Service Manager level	Head of Service	Only required if the document is a deed Authorised Signatory only	Service Manager providing the total value does not exceed the Column 1 value. If Column 1 value exceeded then Head of Service must approve	Service Manager once exemption in Column 10 approved	Chief Officer	Head of Service
Not exceeding £249,999 **[Note this bracket may include proposals both above and below the statutory procurement thresholds see CPRs and guidance for more information]**	Head of Service	Head of Service, Commercial and Procurement and Financial Services as set out in the PID	Head of Service, Commercial and Procurement and Financial Services as set out in the TEM	Head of Service	Chief Officer	Only required if the document is a deed Authorised Signatory only	Head of Service providing the total value does not exceed the Column 1 value. If Column 1 value exceeded then Chief Officer must approve	Chief Officer If above the relevant procurement threshold then Chief Officer in accordance with legal advice.	Monitoring Officer and Section 151 officer (up to relevant procurement threshold)	Head of Service in accordance with legal advice.
Not exceeding £499,999	Chief Officer	The same officer who gave the approval in Column 2 plus Commercial and Procurement and Financial Services as set out in the PID	The same officer who gave the approval in Column 2 plus Commercial and Procurement and Financial Services as set out in the TEM	The same officer who gave the approval in Column 2	Authorised Signatory	Only required if the document is a deed Authorised Signatory only	Chief Officer providing the total value does not exceed the Column 1 value. If Column 1 value exceeded then Cabinet must approve	Chief Officer in accordance with legal advice.	Monitoring Officer and Section 151 officer (up to relevant procurement threshold) .	Chief Officer in accordance with legal advice.
£500,000 and above	Cabinet	Officer and/or Member as set out in the Cabinet approval plus Commercial and Procurement and Financial Services as set out in the PID	Officer and/or Member as set out in the Cabinet approval plus Commercial and Procurement and Financial Services as set out in the TEM	Officer and/or Member as set out in the Cabinet approval	Must be executed under seal	Authorised Signatory	Officer and/or Member as set out in the Cabinet approval	Monitoring officer	Monitoring Officer and Section 151 officer (up to relevant procurement threshold)	Monitoring Officer
Urgent spend £500,000 and above	Chief Executive and S151 Officer	N/a	N/a	N/a	Must be executed under seal	Authorised Signatory	Chief Executive and S151 Officer	Chief Executive and S151 Officer in accordance with legal advice.	Monitoring Officer and Section 151 officer (up to relevant procurement threshold)	Monitoring Officer

NB

Where the total financial impact is £500,000 or above, reports to Cabinet seeking approval will need to include provision for delegations to named officers to take follow on decisions e.g. to approve PiDs, TEMs, RtAs, make a purchase/incur expenditure, approve payment of invoices.

Processing of Orders and Invoices

The following general thresholds shall apply to placing orders, approval and payment of invoices. Please also refer to the Financial Regulations for arrangements in specific circumstances. Note these thresholds only apply to placing orders, approval and payment of invoices, which take place after the earlier decisions (Table 1) to authorise budget and award of purchase of contract.

Purchase Order

Table 2

Purchase value	Requisition approval (To authorise the issue of a purchase order.)
Value not exceeding £24,999	Central purchasing hub has automatic authority to place order
Value not exceeding £99,999	Service Manager
Value not exceeding £249,999	Head of Service
Value not exceeding £499,999	Chief Officer
Value £500,000 and above	S151 Officer OR individual authorised to receipt in the appropriate Cabinet report

Trade Invoices

These thresholds reflect operational activity to conduct the "purchase to pay" process and ensure appropriate segregation of duties. Release of the payment relies on a three-way match whereby the order, goods receipt and invoice must match. Although every care is taken to ensure that accurate purchase orders are raised there are instances where differences occur. If the sum is above the automatic authority threshold, or if there is not a match, officers are required to approve in line with the thresholds in Table 3.

Table 3

Purchase value	Trade Invoice approval (Where there isn't a three-way match between order, goods receipt and invoice and the payment value is greater than the automatic authority threshold.)
Value not exceeding £24,999	Service Manager
Value not exceeding £99,999	Service Manager
Value not exceeding £249,999	Head of Service
Value not exceeding £499,999	Chief Officer
Value £500,000 and above	S151 Officer OR individual authorised to receipt in the appropriate Cabinet report

Non-Trade Invoices

There are some specific instances where payments are made outside of the "purchase to pay" process. These payments should meet the definition of non-trade and have supporting evidence, and in these cases, officers are required to approve in line with the thresholds in Table 4.

Table 4

Purchase value	Non-Trade Invoice approval (Where the invoice/payment request falls outside of the "purchase to pay" process)
Value not exceeding £24,999	Service Manager
Value not exceeding £99,999	Service Manager
Value not exceeding £249,999	Head of Service
Value not exceeding £499,999	Chief Officer
Value £500,000 and above	S151 Officer OR individual authorised to receipt in the appropriate Cabinet report

Feeder systems

To follow