

CGGP LEP SCHEME OF DELEGATION

Background

- The Greater Cambridge Greater Peterborough Enterprise Partnership has been established as Company Limited by Guarantee (Company No. 07553554). As such, corporate governance and accountability is the direct responsibility of the company directors – i.e. the board members
- The scheme of delegation empowers either individual board members or officers to undertake responsibilities and duties on the company's behalf.

Abbreviations

- CEO – Chief Executive
- EDF - Exec Director: Finance & Operations
- EDI – Exec Director: Investment
- HCC – Head of Communications & Connectivity

DELEGATION OF FUNCTIONS

POLICY: <i>Vision, mission, values, strategy, business/operational plan, budgeting, performance monitoring</i>					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Strategy	Responsible for determining and reviewing the vision, mission, values and strategy Responsible for approving strategy and action plan		CEO responsible for provision of strategy and action plan for board approval		
Business Plan / Budget	Board approves final budget	Chair or Vice Chair to approve and finalise proposed budget	CEO and EDF responsible for providing proposed plan budget		
Monitoring	Chair approves final performance monitoring reports for submission to the Board		CEO responsible for drafting performance monitoring reports		
PROGRAMMES AND FUNDING ALLOCATIONS: <i>Overarching programmes and funding allocations for a suite of activities, financial vehicles and calls for proposals</i>					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Funding programme design and allocation	Board approval required			Investment Sub-committee brings approved proposals to the board for final decision	Strategy
In-programme funding awards over £100,000	Board approval required				Board-approved programme budget and terms of reference

In-programme funding awards between £25,000 and £100,000				Investment Sub-committee can approve	Board-approved programme budget and terms of reference
PROGRAMMES AND FUNDING ALLOCATIONS: <i>Overarching programmes and funding allocations for a suite of activities, financial vehicles and calls for proposals (C'td)</i>					
In-programme funding awards between £10,000 and £25,000		Chair or Vice-Chair approval	CEO approval		Board-approved programme budget and terms of reference
In-programme funding awards under £10,000			Approval from two of the following CEO, EDF, EDI & HCC		Board-approved programme budget and terms of reference
GENERAL: day to day business					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Day to day business			Authority delegated to any two of the following CEO, EDF, EDI & HCC		
Urgent matters	Receives reports of all Chairman's actions	Chairman's action, with support of at least two other board members			
Insurance			Approval delegated to any two of the following CEO, EDF, EDI & HCC		
Legal assistance (up to individual contract value of £25,000)			Approval delegated to any two of the following CEO, EDF, EDI & HCC		
Accountants (up to individual contract value of £25,000)			Approval delegated to any two of the following CEO, EDF, EDI & HCC		
Bank Account		Chair and Vice Chair to approve of any closing or opening of bank accounts	Approval delegated to any two of the following CEO, EDF, EDI & HCC		
Leasing or rental agreements relating to office accommodation	Board approval required for contractual commitments exceeding £50,000 or exceeding 5 years in length	Chair or Vice Chair approval for contractual commitments between £10,000 and £50,000	Approval delegated to any two of the following CEO, EDF, EDI & HCC to total of £10,000 contractual commitments		Business Plan/ Budget
ASSET/EQUITY OWNERSHIP AND INVESTMENTS					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Purchase or sale of assets, land, buildings, other equity	Board approval required				
HUMAN RESOURCES					

Last updated: 27th April 2017

Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Staff management		Chair responsible on behalf of board, for day to day management of CEO	All staff, contractors, and contracted consultants accountable to CEO or their direct line manager, as determined		Job descriptions Contractual terms
Recruitment, selection, employment/interim /consultancy contracts	Final approval of senior staff and Chair recommendations brought forward by the Nominations & Remuneration Panel		CEO responsible for recruitment and contracting with staff, consultants in consultation with Chair (or in absence of Chair, Vice-Chair), or EDF, EDI or HCC approval with agreement of Chairman	Nominations & Remuneration Panel responsible for recruitment process and nominations to Board for final approval of senior staff (Director level or above) and Directors.	Business/ operational plan
Extension of employment/interim /consultancy contracts for staff-related activities	Board approval needed for contract extensions in excess of 6 months/ £30,000	Chair or Vice-Chair approve contract extensions for 6 months or less for contract value of up to £30,000	Approval delegated to any two of the following CEO, EDF, EDI & HCC to approve contract extensions for 3 months or less worth a contract value of up to £15,000		Business/ operational plan and Budget
Disciplinary action / dismissals / contract termination		Chair handles actions involving CEO	CEO and HCC authorised to handle disciplinary actions for all other staff/ interims/ contractors, subject to informing Chair in advance of any action		
Pay awards (outwith of existing HR remuneration process)	Board approval required	Chair or Vice-Chair to consider pay review and make recommendation to the full Board			Budget
FINANCE					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Annual report and accounts	Board to approve				
Prior authorised expenditure for day-to-day business: Cheques/BACs signatures/authorisation		Payments over £25,000 authorised by one officer or one board member, plus either Chair or Vice-Chair	Payments under £500 authorised by any senior staff member ("Head of" level or above) Payments between £500 and £25,000 authorised		

			by any two of the following CEO, EDF, EDI & HCC		
Accounts, HMRC, Audits, Companies House	Board members accountable as company directors		EDF responsible for ensuring timely submission of accounts, audits; and compliance with Companies House and HMRC requirements		
PROCUREMENT AND EXPENDITURE					
Issue	Board of Directors	Individual Director/Chair	Staff	Sub-Committee	Reference
Contracts (for activities with prior approval in a business/operational plan or programme)	Board members to approve all contracts over a value of £50,000	Chair or Vice-Chair to approve contracts with value of £25,000-50,000	Approval delegated to any two of the following CEO, EDF, EDI & HCC to approve contracts with a value under £25,000		Annual Budget Approved Programmes
Contracts (for activities without prior approval in a business/operational plan or programme)	Board members to approve all contracts over a value over £25,000	Chair or Vice-Chair to approve contracts with value of £5,000-25,000	Approval delegated to any two of the following CEO, EDF, EDI & HCC to approve contracts with a value under £5,000		Annual Budget Approved Programmes
Expenditure (for activities with prior approval as a contract or within business/operational plan or programme)		For individual payments in excess of £25,000 - approval needed from two of the following Vice Chair, Chair or CEO	For individual payments below £25,000 approval needed from any two of the following CEO, EDF, EDI & HCC		
Expenditure for emergency issues only that are without any prior approvals		Individual payments in excess of £500 – approval needed from two of the following Vice Chair, Chair or CEO	Individual payments under £500 – approval needed from any two of the following CEO, EDF, EDI & HCC		All emergency payments must be logged and presented with regular financial reporting
Contract overspend or variance	Board approval for overspend or variance in excess of 20% or £10,000	Chair or Vice Chair can approve overspend or variance of 10% up to a maximum of £10,000 above initial contract value	CEO can approve overspend or variance of 10% up to a maximum of £5,000 above initial contract value		Annual Budget Approved Programmes All variances must be logged and presented with regular financial reporting
Expenses		Chair or Vice Chair to authorise CEO expenses or those incurred by Board Members	Approval delegated to any two of the following CEO, EDF, EDI & HCC to approve staff expenses plus Chairs expenses		