

By: Peter Oakford – Deputy Leader and Cabinet Member for
Finance and Traded Services
Zena Cooke - Corporate Director of Finance

To: Governance and Audit Committee – 3 October 2019

Subject: Updated Scheme of Delegation

Classification: Unrestricted

Summary: This report summarises the updated Scheme of Financial
Delegation, prior to approval by County Council.

FOR APPROVAL

1. Introduction

- 1.1 The Scheme of Delegation has been revised to align with the new staffing structures and responsibilities of Strategic Procurement and Commissioning.
- 1.2. In line with the terms of reference of this Committee, revisions made to the Scheme of Delegation need to be agreed before being submitted to County Council for approval as an amendment to the Constitution.
- 1.3 The Scheme of Delegation is usually approved alongside the Financial Regulations. However, this year the Financial Regulations are undergoing a major review which will take some time to complete.

2. Main Amendments

- 2.1 The amendments made to the Scheme of Delegation can be seen in detail at Appendix A, as it is presented showing all tracked changes.
- 2.2 The main areas of change to highlight are:
 - Authorisation limits within the Procurement and Invoice Approval Process have been significantly increased for senior commissioning staff.
 - Contract Extension approval and sign off has been removed as the option to extend is now included in the terms of all relevant contracts.
 - Procurement Plan Approval has been removed as this process is being redesigned.
 - Note 19 has been added to allow directorates to delegate authority to the Strategic Commissioning Team for specified activities up to the value of £500k. This reflects the authority that individual commissioning units held within individual directorates prior to the restructure.

3. **Recommendation**

Members are asked to recommend the updated Scheme of Financial Delegation, to be put forward to County Council for approval.

Emma Feakins
Chief Accountant
Ext: 416082