

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

To: County Council – 17 October 2019

Subject: Updated Scheme of Delegation

Classification: Unrestricted

Summary: This report asks Members to approve the updated Delegated Authority Matrix of Approval Limits, as an amendment to the Constitution.

FOR APPROVAL

1. Introduction

- 1.1 The Delegated Authority Matrix of Approval Limits (Scheme of Delegation) has been revised to align with the new staffing structures and responsibilities of Strategic Procurement and Commissioning.
- 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.
- 1.4 The revised Scheme of Delegation was agreed by the Governance & Audit Committee at their meeting on 03 October 2019 and now needs to be approved by the County Council as an amendment to the Constitution.

1. Main Amendments

- 2.1 The amendments made to the Scheme of Delegation can be seen in detail at Appendix 1, 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:

- 3.1 Consider and approve the updated Delegated Authority Matrix of Approval Limits (Scheme of Delegation).

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