

## ICT SERVICES

### FINANCIAL AUTHORITY LEVELS

April 2012

#### Purpose

The Council's Scheme of Delegation (Part 2 delegation A4 and A4(a)) provides that each Director must maintain a list of officers approved for the purposes of financial transactions. This table sets out for the purposes of this requirement the list of posts authorised to approve payments in ICT Services.

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Document Owner	Gary Sussex
Post Holder	ICT Services Manager
EQIA Assessed	N/A
Reference No:-	N/A

## Related Policies and Documents

Schemes of Delegation - <http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/SchemesofDelegation.htm>

## Who is governed by this policy?

All Officers in ICT Services

Consequences: A failure to comply with this scheme of delegation for financial approvals could lead to the Council being committed to expenditure by an officer without requisite authority and an inaccurate audit trail for the transaction. This may lead to management action.

## Executive Summary

- Each Director maintains a list of officers and posts designated to approve certain order/drawdown/payment levels arising in their Division.
- Some levels are prescribed in other rules such as those provided for in the Officers' Scheme of Delegation, Procurement Standing Orders and write off procedures which set out certain financial levels to be applied. Executive Directors and Directors cannot seek to alter any prescribed provisions, for example:-
  - (i) Procurement (entering into a new contract) up to £500,000 for level one officers, up to £100,000 for level 2 and 3 officers, up to £50,000 for level 4 and 5 officers. Unless the limits prescribed below are lower in which case the level of officer may only commit the Council contractually up to the limit prescribed below.
  - (ii) For write off level 1 officers can approve; £20,000 citizen debt and £50,000 Business Debt; level 2 officers £10,000 Citizen Debt and £20,000 Business Debt; Level 3 officers £2,000 Citizen Debt and £5,000 Business Debt and level 4 officers £500 Citizen Debt and £1,000 Business Debt.
- For any orders/drawdown/payments that would create a contract the limits must be as per the procurement code but for those where there is already a form of instrument/contract in place the limits for approval are to be determined by the Executive Director or Director as the order/drawdown/payment itself does not create the contractual commitment.
- Any payments authorised must be in accordance with the Officers Scheme of Delegation, procurement standing orders and write off procedures which take precedence and then in accordance with the list set out below where the transaction does not create a contract.

<b>Position</b>	<b>Financial Limits on Purchase Cards – monthly</b>	<b>Financial Limits on Purchase Cards – Single Transaction</b>	<b>Financial Limits on Petty Cash</b>	<b>Financial Limit on Orders which would not create a new Contract</b>	<b>Financial limit on Invoices which would not create a new Contract</b>	<b>Financial Limit on Accounts Payable</b>
<b>Divisional Director ICT</b>	<b>N/A</b>	<b>N/A</b>	<b>£500</b>	<b>£100,000</b>	<b>£100,000</b>	<b>£100,000</b>
<b>Assistant Head of ICT</b>	<b>N/A</b>	<b>N/A</b>	<b>£500</b>	<b>£100,000</b>	<b>£100,000</b>	<b>£100,000</b>
<b>ICT Services Manager</b>	<b>N/A</b>	<b>N/A</b>	<b>£500</b>	<b>£100,000</b>	<b>£100,000</b>	<b>£100,000</b>
<b>Head of Information Governance &amp; Corporate Systems</b>	<b>N/A</b>	<b>N/A</b>	<b>£500</b>	<b>£50,000</b>	<b>£50,000</b>	<b>N/A</b>
<b>Unified Communications Manager</b>	<b>£3,000</b>	<b>£1,000</b>	<b>£500</b>	<b>£50,000</b>	<b>£50,000</b>	<b>N/A</b>
<b>Capacity &amp; Configuration Manager</b>	<b>£3,000</b>	<b>£1,000</b>	<b>£500</b>	<b>£50,000</b>	<b>£50,000</b>	<b>N/A</b>
<b>Contract &amp; Supplier Management</b>	<b>N/A</b>	<b>N/A</b>	<b>£500</b>	<b>£50,000</b>	<b>£50,000</b>	<b>N/A</b>