

Legal People and Change SERVICES

FINANCIAL AUTHORITY LEVELS

March 2013

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 Legal People and Change Services.

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Post Holder	Director Legal People and Change
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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 Legal People and Change 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 for both revenue and capital spend.
- 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 the financial levels. These cannot be altered from the prescribed provisions, for example:-
 - (i) Procurement 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,
 - (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 contract.
- Levels of authority for orders and invoices must match those applicable on the Council's Purchase and Pay system (PIP): 500k for Chief Executive and Executive directors; £100k for Directors and anyone who the Executive director delegated to approve up to this level, £50k Service Heads/Team leaders that report to Directors and anyone who the Director delegates to approve up to this level £10k all those listed in the scheme of delegation as authorised to approve up to these levels.

Revenue Threshold	Position	Financial Limits on Purchase Cards – monthly	Financial Limits on Purchase Cards – Single Transaction	Financial Limit on Orders which would not create a new Contract	Financial limit on Invoices which would not create a new Contract	LP&C only Level for Telegraphic Transfers in accordance with Valuers Cert.	LP&C only Authorised to approve BACS payments
£500,000	Chief Executive			£500,000	£500,000		
	Executive Director of Resources			£500,000	£500,000		
£100,000	Director of Legal People and Change	Cert to authorise	Cert to authorise	£100,000	£100,000	✓	✓
£50,000	Head of Committees and Partnerships	N/A	N/A	£50,000	£50,000	N/A	N/A
	Head of Registration and Electoral Services	£5,000	£1,000	£50,000	£50,000	N/A	N/A
	Head of Overview and Scrutiny	N/A	N/A	£50,000	£50,000	N/A	N/A
	Head of Procurement	Cert. to authorise	Cert. to authorise	£50,000	£50,000	N/A	N/A
	Deputy Director Strategic People Services	N/A	N/A	£50,000	£50,000	N/A	✓

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	Deputy Director Shared Services and Advice Centre	N/A	N/A	£50,000	£50,000	N/A	✓
	Principle Lawyer (Assets and Projects Lawyer)	N/A	N/A	£50,000	£50,000	✓	N/A
	Principle Lawyer (Corporate and Litigation)	N/A	N/A	£50,000	£50,000	✓	N/A
	Principle Lawyer (Community)	N/A	N/A	£50,000	£50,000	✓	N/A
	Strategic HR Business Manager Resourcing and Commercial Development	N/A	N/A	£50,000	£50,000	N/A	✓
	Strategic HR Business Manager Commissioning and Leisure Trust Advice and Consultancy	N/A	N/A	£50,000	£50,000	N/A	✓
	Environment and Community Safety	N/A	N/A	£50,000	£50,000	N/A	✓

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	Advice and Consultancy Advice and Consultancy						
£10,000	Senior Lawyer (Assets and Projects->Planning)	N/A	N/A	£10,000	£10,000	N/A	N/A
	Senior Lawyer (Community)	N/A	N/A	£10,000	£10,000	N/A	N/A
	Senior Lawyer (Corporate and Litigation->Corporate)	N/A	N/A	£10,000	£10,000	N/A	N/A
	Senior Lawyer (Enforcement)	N/A	N/A	£10,000	£10,000	N/A	N/A
	Senior Lawyer (Corporate and Litigation->Housing & Property Litigation)	N/A	N/A	£10,000	£10,000	N/A	N/A
	Superintendent Registrar	£5,000	£1,000	£10,000	£10,000	N/A	N/A

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	Principal Electoral Services Officer	N/A	N/A	£10,000	£10,000	N/A	N/A
	Assistant Head of Human Resources - Health and Safety	N/A	N/A	£10,000	£10,000	N/A	N/A
	Head of Shared Services	N/A	N/A	£10,000	£10,000	N/A	N/A
	Head of People Projects and Participation	N/A	N/A	£10,000	£10,000	N/A	N/A
	Head of Talent	N/A	N/A	£10,000	£10,000	N/A	N/A
	Head of Leadership and Organisational Development	N/A	N/A	£10,000	£10,000	N/A	N/A
	Trent Maintenance and Support Manager	N/A	N/A	£10,000	£10,000	N/A	✓
	Employee Services Manager	N/A	N/A	£10,000	£10,000	N/A	✓
	Executive Support Officer	£15,000	£5,000	£10,000	£10,000	N/A	N/A

Capital Threshold	Position	Financial Limit on Orders which would not create a new Contract	Financial limit on Invoices which would not create a new Contract	Financial Limit on Accounts Payable
£5,000,000	Chief Executive	£5,000,000		
	Executive Director of Resources	£5,000,000		
	Director Strategic Finance	£5,000,000		
£1,000,000	Chief Executive	£1,000,000		
	Executive Director of Resources	£1,000,000		
	Director Strategic Finance	£1,000,000		
£500,000	Chief Executive	£500,000		
	Executive Director of Resources	£500,000		
	Director Strategic Finance	£500,000		
£100,000	Chief Executive	£100,000		
	Executive Director of Resources	£100,000		
	Director of Legal People and Change	£100,000		