



EARLY INTERVENTION, INCLUSION AND PROGRESSION

Financial Authority Levels

April 2012

Purpose

The Council's Scheme of Delegation (Part 2 delegation A4 and A4(a) provides that each Service Head 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 the Early intervention, Inclusion and Progression Division.

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|---------------------|--|
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| Approved by: | Jackie Belton |
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| Review Date: | 05th April 2013 |
| Document Owner: | Director – Early Intervention, Inclusion and Progression |
| Post Holder: | Linzi Roberts-Egan |
| EQIA Assessed: | N/A |
| Reference No: | N/A |
| | |

Related Policies

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

Who is governed by this policy?

All Officers in the Early intervention, Inclusion and Progression Division

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.

| Postholder | Financial Limits on Purchase Cards | Financial Limits on Petty Cash | 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 |
|---|---|---------------------------------------|--|--|--|
| Director of Children’s Services | £5,000 | £500 | £500,000 | £500,000 | £500,000 |
| Director – Early Intervention, Inclusion and Progression | £5,000 | £500 | £100,000 | £100,000 | £500,000 |
| Head of Early Intervention and Youth | £5,000 | £500 | £25,000 | £25,000 | £100,000 |

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| Head of Inclusion and Behaviour Support | £5,000 | £500 | £25,000 | £25,000 | £100,000 |
| Head of Achievement and Skills | £5,000 | £500 | £25,000 | £25,000 | £100,000 |
| Head of Quality and Delivery | £5,000 | £500 | £25,000 | £25,000 | £100,000 |
| Head of Traded Services (until 30/07/12) | £5,000 | £500 | £25,000 | £25,000 | £100,000 |
| Early Intervention and Youth | | | | | |
| Strategic Lead for Early Intervention and Youth | £1500 | 0 | £15,000 | £15,000 | 0 |
| Early Intervention Manager (Operations) | £1500 | 0 | £15,000 | £15,000 | 0 |
| Early Intervention Manager (Operations) | £1500 | 0 | £15,000 | £15,000 | 0 |
| Youth Service Manager (Operations) | £1500 | 0 | £15,000 | £15,000 | 0 |
| Team Manager - Finance Data and Business Systems | £1500 | 0 | £15,000 | £15,000 | 0 |
| Inclusion and Behaviour Support | | | | | |

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|--|---|---------------------------------------|--|--|--|
| Group Manager – Complex Needs | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Group Manager – SEN | 0 | 0 | £50,000 | £50,000 | £50,000 |
| Group Manager – Sensory | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Group Manager – Language, Communication and Interaction | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Headteacher and Strategic Lead – PRUs and Behaviour | 0 | 0 | £50,000 | £50,000 | £50,000 |
| Group Manager – Shared Principal Educational Psychologist | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Deputy Head Tunmarsh School | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Deputy Head Primary PRU (RIET) | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Deputy Head New Directions | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Deputy Head Behaviour | 0 | 0 | £25,000 | £25,000 | £25,000 |

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|---|---|---------------------------------------|--|--|--|
| Support | | | | | |
| Deputy Head Outreach | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Business Manager SEN | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Team Leader (BLAST) | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Finance and Resource Officer | 0 | 0 | £20,000 | £25,000 | £20,000 |
| Achievement and Skills | | | | | |
| Group Manager, Post 19 Learning Strategy | 0 | 0 | 0 | 0 | £10,000 |
| Group Manager, Business and Partnerships | 0 | 0 | 0 | 0 | £10,000 |
| Group Manager, 14-19 | 0 | 0 | 0 | 0 | £10,000 |
| Group Manager (0-19 Achievement) | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Area Manager (North East) | 0 | 0 | 0 | 0 | £10,000 |
| Area Manager (North West) | 0 | 0 | 0 | 0 | £10,000 |
| Area Manager (South East) | 0 | 0 | 0 | 0 | £10,000 |
| Area Manager (South West) | 0 | 0 | 0 | 0 | £10,000 |

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| School CPD Foundation Degree Officer | £10,000 | 0 | £10,000 | £10,000 | £10,000 |
| 0-19 Project Officer | £5,000 | 0 | £5,000 | £5,000 | £5,000 |
| 0-19 Project Officer | £5,000 | 0 | £5,000 | £5,000 | £5,000 |
| 0-19 Project Officer | £5,000 | 0 | £5,000 | £5,000 | £5,000 |
| Traded Services (until 30/07/12 when functions transfer from LBN to NPW) | | | | | |
| Group Manager – Governor Support | 0 | 0 | £10,000 | £10,000 | £10,000 |
| Group Manager – Teacher and School Workforce Supply | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Group Manager – Schools HR | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Group Manager – School Support | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Group Manager – ITASS | 0 | 0 | £1,000,000 | £1,000,000 | £1,000,000 |
| Co-ordinator of Governor Education | 0 | 0 | £5,000 | £5,000 | £5,000 |
| Principal Personnel Officer | 0 | 0 | £15,000 | £15,000 | £15,000 |

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| Pay Roll Team Leaders | 0 | 0 | £25,000 | £25,000 | £25,000 |
| School Support Officer | 0 | 0 | £10,000 | £10,000 | £10,000 |
| Recruitment Strategy Support Officer | £5,000 | 0 | 0 | 0 | 0 |
| Catering Development Manager | 0 | 0 | £25,000 | £25,000 | £25,000 |
| Service Delivery Manager (ITASS) | 0 | 0 | £15,000 | £15,000 | £15,000 |
| Service Co-ordinator (ITASS) | £5,000 | 0 | 0 | 0 | 0 |
| Quality and Delivery | | | | | |
| Quality Assurance Manager | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Service Delivery Manager | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Partnerships and Engagement Manager | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Principal Officer – Children’s Planning and Review | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Child Protection Chair (Part Time) | £5,000 | 0 | £10,000 | £10,000 | £10,000 |
| Business Manager | 0 | 0 | £5,000 | £5,000 | £5,000 |

