

ENVIRONMENTAL 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 Environmental Services.

Date Last Reviewed	28 th May 2012
Approved By	Jackie Belton
Date Approved	28 th May 2012
Version Number	v.1
Review Date	5 th April 2013
Document Owner	Steve Moore
Post Holder	Director - Environmental Services
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 Environmental 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.

Position	Financial Limits on Purchase Cards – monthly	Financial Limits on Purchase Cards – Single Transaction	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, Environmental Services	N/A	N/A	N/A	£5,000,000	£850,000	N/A
Head of Operations	N/A	N/A	N/A	£5,000,000	£500,000	N/A
Business Development Manager	N/A	N/A	N/A	£4,000,000	£500,000	N/A
Interim Head of Property Services	N/A	N/A	N/A	£3,000,000	£850,000	N/A
Head of Built Environment	N/A	N/A	N/A	£5,000,000	£500,000	N/A
Head of Greenspace	N/A	N/A	N/A	£800,000	£600,000	N/A
Head of Network Management	N/A	N/A	N/A	£250,000	£250,000	N/A
Head of Traffic & Transportation	N/A	N/A	N/A	£250,000	£250,000	N/A
Head of Asset Maintenance	N/A	N/A	N/A	£250,000	£250,000	N/A
Interim Head of Estate Services	N/A	N/A	N/A	£25,000	£25,000	N/A
Estate Operational Manager	£5,000	£5,000	N/A	£10,000	£25,000	N/A

Position	Financial Limits on Purchase Cards – monthly	Financial Limits on Purchase Cards – Single Transaction	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
Estate Operational Manager	£5,000	£5,000	N/A	£10,000	£10,000	N/A
Waste Collection Manager	£2,000	£2,000	N/A	£25,000	£25,000	N/A
Cleansing Manager	N/A	N/A	N/A	£25,000	£25,000	N/A
Assistant Cleansing Manager	N/A	N/A	N /A	£10,000	£5,000	N/A
Assistant Cleansing Manager	N/A	N/A	N/A	£10,000	£5,000	N/A
Assistant Waste Collection Manager	£5,000	£5,000	N/A	£10,000	£5,000	N/A
Passenger Transport Manager	£5,000	£5,000	N/A	£25,000	£25,000	N/A
Passenger Transport Manager	N/A	N/A	N/A	£10,000	£10,000	N/A
Fleet Manager	£10,000	£10,000	N/A	£50,000	£25,000	N/A
Trade Waste Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
Facilities Manager				£5,000	£5,000	N/A
Stores Manager				£10,000	£10,000	N/A
Workshop Manager	N/A	N/A	N/A	£10,000	£10,000	N/A

Position	Financial Limits on Purchase Cards – monthly	Financial Limits on Purchase Cards – Single Transaction	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
Transport & Fleet Management Officer	N/A	N/A	N/A	£2,000	£2,000	N/A
Transport & Fleet Management Officer	N/A	N/A	N/A	£2,000	£2,000	N/A
Waste Collection Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Waste Collection Supervisor	N/	N/A	N/A	£1,000	£1,000	N/A
Waste Collection Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Waste Collection Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Waste Collection Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A

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Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleaning Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Cleansing Supervisor	N/A	N/A	N/A	£1,000	£1,000	N/A
Interim Programme Manager	N/A	N/A	N/A	£500,000	£500,000	N/A
Interim Mechanical and Electrical manager,	N/A	N/A	N/A	£500,000	£500,000	N/A
Principal Officer, Built Environment	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Built Environment	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Engineer, Network Management	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Engineer, Network Management	N/A	NA	N/A	£25,000	£50,000	N/A
Princial Engineer, Network Management	N/A	N/A	N/A	£25,000	£50,000	N/A
Traffic & Transportation	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer Traffic &	N/A	N/A	N/A	£25,000	£50,000	N/A

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Transportation						
Greenspace & Service Monitoring	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Greenspace & Service Monitoring	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Greenspace & Service Monitoring	N/A	N/A	N/A	£1,000	£2,000	N/A
Principal Officer, Asset Maintenance	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Asset Maintenance	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Asset Maintenance	N/A	N/A	N/A	£25,000	£50,000	N/A
Principal Officer, Asset Maintenance	N/A	N/A	N/A	£25,000	£50,000	N/A
M&E Gas Inspector	N/A	N/A	N/A	£50,000	£50,000	N/A
RMS Operations Director	N/A	N/A	N/A	£300,000	£300,000	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A

Position	Financial Limits on Purchase Cards – monthly	Financial Limits on Purchase Cards – Single Transaction	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
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
H&S Advisor	£5,000	N/A	N/A	N/A	N/A	N/A
RMS Stores Procurement Officer	N/A	N/A	N/A	£25,000	£25,000	N/A
M&E Gas Inspector	N/A	N/A	N/A	£50,000	£50,000	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS Voids Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A

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Head of H&S	£5,000	N/A	N/A	£25,000	£25,000	N/A
RMS ROC Repair Agent			N/A	£2,000	£2,000	N/A
Interim Mechanical and Electrical manager	N/A	N/A	N/A	£500,000	£500,000	N/A
RMS Administrative Officer	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS ROC Supervisor	N/A	N/A	N/A	£20,000	£20,000	N/A
RMS Responsive Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Head of Planned Maintenance	N/A	N/A	N/A	£25,000	£25,000	N/A
AMS Senior Contracts Administrator	N/A	N/A	N/A	£150,000	£150,000	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A

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RMS Financial Controller	N/A	N/A	N/A	£50,000	£50,000	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS Responsive Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
AMS Principal Finance Officer	N/A	N/A	N/A	£300,000	£300,00	N/A
RMS Head of Responsive Maintenance & ROC	N/A	N/A	N/A	£25,000	£25,000	N/A
RMS Electrical Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Planned Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Senior Voids Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Senior Administrative Officer (Invoicing)	N/A	N/A	N/A	Unlimited	Unlimited	N/A

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RMS Decent Homes and Regeneration Manager	N/A	N/A	N/A	£20,000	£20,000	N/A
RMS Planned Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
AMS Technical Services Manager	N/A	N/A	N/A	£300,000	£300,000	N/A
M&E Mechanical & Electrical Manager	N/A	N/A	N/A	£100,000	£100,000	N/A
RMS Planned Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Responsive Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
H&S Advisor	£5,000	N/A	N/A	N/A	N/A	N/A
Procurement	£3,000	£500.00	N/A			N/A
RMS ROC Repair Agent	N/A	N/A	N/A	£2,000	£2,000	N/A
RMS Invoice Processing Supervisor	N/A	N/A	N/A	Unlimited	Unlimited	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A

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RMS ROC Supervisor	N/A	N/A	N/A	£20,000	£20,000	N/A
RMS Facilities Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
M&E Electrical Inspector	N/A	N/A	N/A	£50,000	£50,000	N/A
RMS Administrative Officer (Financial Accounts)	£3,000	£500.00	N/A	£5,000	£5,000	N/A
RMS Planned Maintenance Manager	N/A	N/A	N/A	£20,000	£20,000	N/A
RMS Planned Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Planned Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Project Co-ordinator (Decent Homes)	N/A	N/A	N/A	£5,000	£5,000	N/A
AMS Interim Programme Manager	N/A	N/A	N/A	£500,000	£500,000	N/A
RMS Responsive Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A

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AMS Programme & Investment Manager	N/A	N/A		£150,000	£500,000	N/A
RMS Performance & Payroll Monitoring Manager	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
RMS Responsive Maintenance Manager	N/A	N/A	N/A	£5,000	£5,000	N/A
RMS Maintenance Co-ordinator	N/A	N/A	N/A	£2,500	£2,500	N/A
M&E Gas Manager	N/A	N/A	N/A	£100,000	£100,000	N/A
RMS Administrative Officer (Financial Control)	N/A	N/A	N/A	£2,500	£2,500	N/A