

STRATEGIC REGENERATION, PLANNING & OLYMPIC LEGACY

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 Strategic Regeneration, Planning & Olympic Legacy.

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Document Owner	Jo Negrini
Post Holder	Director - Strategic Regeneration Planning and Olympic Legacy
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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 Strategic Regeneration, Planning & Olympic Legacy.

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 – Strategic Regeneration, Planning & Olympic Legacy	NA	NA	£500	£100,000	£100,000	£100,000
Head of Economic Regeneration	NA	NA	£500	£100,000	£100,000	£100,000
Access to Job Team Leader	NA	N/A	NA	£10,000	£10,000	£10,000
Business Development Team Leader	NA	NA	NA	£10,000	£10,000	£10,000
External Funding Team Leader	£5,000	£2,500	NA	£50,000	£50,000	£50,000
Workplace Manager	NA	NA	NA	£10,000	£10,000	£10,000
Stratford Area Business Manager	NA	NA	NA	£10,000	£10,000	£10,000
Skills Advisor	NA	NA	NA	£10,000	£10,000	£10,000
Head of Regeneration	NA	NA	NA	£100,000	£100,000	£100,000
Senior Contract & Programme Manager	NA	NA	NA	£50,000	£50,000	£50,000

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
Senior Area Programme Manager	NA	NA	NA	£50,000	£50,000	£50,000
Head of Strategy & Investment	NA	NA	£500	£100,000	£100,000	£100,000
Policy Manager	NA	NA	NA	£10,000	£10,000	£10,000
Geospatial Team Leader	NA	NA	NA	£10,000	£10,000	£10,000
Planning & Obligations Officer	NA	NA	NA	£10,000	£10,000	£10,000
Head of Development Control	NA	NA	£500	£100,000	£100,000	£100,000
Senior Development Manager	NA	NA	NA	£10,000	£10,000	£10,000
Development Manager	NA	NA	NA	£10,000	£10,000	£10,000
Planning Enforcement Manager	NA	NA	NA	£10,000	£10,000	£10,000
Building Control Team Manager	NA	NA	NA	£10,000	£10,000	£10,000