



GREATER LINCOLNSHIRE LEP

Scheme of Delegation

GREATER LINCOLNSHIRE LEP SCHEME OF DELEGATION COVER SHEET

Name of Document	GLLEP Scheme of Delegation
Purpose	This document sets out the main responsibilities of the organisation and the level to which they are delegated
Author	Operations & Delivery Executive Manager
Version	2.2
Review date	July 2023
Date approved	July 2023
Date of next review	July 2024
Location	Document can be located within Greater Lincolnshire LEP Management system and publicly via Greater Lincolnshire LEP website
Policy lead officer	LEP Chief Executive

Version Control		
<i>Please note this document is valid until formally revoked or replaced</i>		
Version	Date	Changes
1.1	March 2019	
1.2	November 2020	
2.0	November 2021	Fully revised to reflect the new Executive Team structure and role titles
2.1	May 2023	Increased clarity for Career Hub expenditure Expansion of HR section to also cover Procurement and Legal Additional of Funding Proposals section
2.2	July 2023	Change to approval for new SAB members

Please note this document remains valid unless formally revoked or replaced

Greater Lincolnshire LEP Scheme of Delegation

1 Context

- 1.1 The Greater Lincolnshire LEP is a company limited by guarantee, with up to 20 voluntary directors, supported by a full-time executive team. This scheme of delegation sets out the main responsibilities of the organisation and the level to which they are delegated.

The scheme of delegation is part of a suite of LEP governance documents including: Local Assurance Framework, Articles of Association, Terms of Reference for sub-boards and sub-committees, and agreement between Lincolnshire County Council (Accountable Body) and the LEP.

The scheme of delegation is reviewed annually, and changes require board approval.

2 Key Responsibilities of the LEP Board

2.1. The Board is responsible for:

- Approving the strategic direction of the LEP;
- Agreeing clear objectives to focus activity and drive ambition;
- Ensuring the LEP runs efficiently and effectively with appropriate controls in place covering performance, finance and risk;
- Upholding the values, ethos and culture of the organisation.

Delegation Issue	Delegated To
Strategy	
Strategy, vision, mission, and values	LEP Board
Development, approval, and review of Economic Strategy	LEP Board
Implementation of Economic Strategy	Chief Executive
Changes to the operating structure of the LEP Board	LEP Board
Approval of Brand	LEP Board

Delegation Issue	Delegated To
Approval of Annual Delivery Plan	LEP Board
Finance	
Approval of annual financial budget and delivery plan	LEP Board following recommendations from F&A
Approval of annual accounts and financial statement	LEP Board following recommendation from F&A and audit letter of representation
Approval of project contracts	Investment Board followed by S151 Financial Decision Notice
Signing of project contracts	2 Directors and Accountable Body
Approval of other contracts	Accountable Body
VAT Return and VAT regulatory compliance	LCC as Accountable Body
Appointment of Auditors	Company Members
Final approval of FYE finances at annual LEP AGM	Company Members
Expenditure	
Prior authorised expenditure for day-to-day business, in accordance with outline budget and Delivery Plan	Chief Executive and delegated Spend Managers
New expenditure outside of Delivery Plan above £25,000	LEP Board
New expenditure outside of Delivery Plan below £25,000	Chief Executive
Approval of expenditure within Career Hub delivery programme	Employment and Skills Executive Manager

Delegation Issue	Delegated To
Approval of Career Hub expenditure of >£5,000 on a single item/event	Must be agreed with CEC Manager
Programmes	
Design of capital and revenue funding programmes	Investment Board
Awarding of capital or revenue funding to programmes or projects above £10,000	Investment Board
Awarding of capital or revenue funding to programmes or projects below £10,000	Chief Executive
Approval of Invest and Grow Loans	Investment Board
Programme changes up to 10% of finance and outputs using a variation request	Chief Executive, but reported to Investment Board
Programme changes above 10% of finance and outputs	Investment Board
Significant change requests from programmes/projects with no financial implications but major changes to outputs or timeline	Investment Board
Change requests from programmes/projects with no changes in finance but minor changes to outputs	Chief Executive, but reported to Investment Board
Payment of funding to projects on receipt of valid and authorised claim form in line with project offer letter and/or project contract	Accountable Body and delegated levels
Governance	
Responsibility for compliance with Government	Chair and Chief Executive
Local Assurance Framework	Chief Executive if no significant changes, otherwise LEP Board

Delegation Issue	Delegated To
Articles of Association	LEP Board
Annual declaration of compliance to Government	LCC Section 151 Officer
Approval of Register of Interests	Chief Executive; Operations and Delivery Executive Manager; LCC Section 151 Officer
Timely publication of agendas, reports and minutes for Main Board, Finance & Audit Committee, Investment Board and Appointments Committee	Operations and Delivery Executive Manager
Timely publication of agendas, reports, and minutes for Strategic Advisory Boards	Executive Management Team
Appointment of Chair, Vice Chair, and Board Directors	LEP Board, recommendations from the Appointments Committee
Appointment of Statutory Board Members	LEP Board, recommendations from the Appointments Committee
Appointment of Chair and Vice Chair of Strategic Advisory Boards	LEP Board, recommendations from the Appointments Committee
Appointment of Strategic Advisory Board Members	Chief Executive or Operations & Delivery Executive Manager, recommendations from the Strategic Advisory Board
Appointment of Company Members	Appointments Committee upon recommendation by the Officers
Governance documents (policies and terms of reference) relating to Statutory Boards	LEP Board
Governance documents (policies and terms of reference) relating to Strategic Advisory Boards	Operations & Delivery Executive Manager

Delegation Issue	Delegated To
Standard policies (privacy/ travel/ etc)	Accountable Body Operations & Delivery Executive Manager
Reserves Policy	LEP Board following recommendations from F&A
Financial Interest Policy	F&A Committee
Risk	
Risk Management Plan and Risk Register	LEP Board following recommendations from F&A
HR, Procurement and Legal	
Performance Management of the Chief Executive	LCC in consultation with the LEP Chair
Performance Management of Executive Team	Chief Executive
Performance Management of Officers	Chief Executive and Management Team
Operational Procedures and Policies for LEP staff	Chief Executive & LCC
Authority to appoint additional posts (interim, secondments, permanent) in line with Business Plan	Chief Executive and Accountable Body
Authority to appoint additional posts outside of the Business Plan	Chief Executive and Accountable Body
Procurement Compliance	Operations and Delivery Executive Manager
Legal Compliance	Operations and Delivery Executive Manager
Non-Disclosure Agreements and Memoranda of Understanding	Chief Executive
Authorisation of funding proposal bids	
Submission of funding proposal bids < £1 million	Agreement by Executive Management Team
Submission of funding proposal bids >= £1 million	LEP Board

Delegation Issue	Delegated To
Approval to submit bid	Accountable Body Programme Board