

## 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

<u>Delegation Issue</u>	<u>Delegated To</u>
<b>Strategy</b>	
Strategy Vision, mission and values	LEP Board
Development and approval of Economic strategy, review of progress	LEP Board
Implementation of Economic Strategy	LEP Director
Changes to the overall operating structure of the LEP Board	LEP Board
Approval of Brand	LEP Board
<b>Programmes</b>	
Design of capital and revenue funding programmes	Investment Committee
Awarding of capital or revenue funding to programmes or projects under Single Local Growth Fund	Investment Committee
Awarding of capital or revenue funding to programmes or projects from LEP resources above £10,000	LEP Board

Awarding of capital or revenue funding to programmes or projects from LEP resources under £10,000 in line with delivery plan	LEP Director
Approval of Invest and Grow Loans	Investment Committee
Programme changes up to 10% of finance and outputs using justification forms	LEP Director, but reported to Investment Committee
Programme changes above 10% of finance and outputs	Investment Committee
Significant change requests from programmes/projects with no financial implications but major changes to outputs or timeline	Investment Committee
Change requests from programmes/projects with no changes in finance but minor changes to outputs - reported to the IC	LEP Director, but reported to Investment Committee

<u>Delegation Issue</u>	<u>Delegated To</u>
<b>Governance</b>	
Responsibility for compliance with Government National Assurance Framework	Chair and LEP Director
Annual declaration of compliance to Government	LEP Board
Maintenance of Register of Interests	LCC Section 151 Officer
Timely publication of agendas, reports and minutes	LEP Board and LEP Director
Board and Strategic Groups Appointments	Chair and LEP Director
Code of Conduct, Complaints and Whistleblowing policies	Board recommendations by Appointments Committee
	LEP Board
<b>Finance</b>	
Approval of financial budgets and forecasts	LEP Board
Approval of annual accounts and financial statement Board on recommendation and audit letter of representation	LEP Board on approval from Finance & Audit Committee
Reserves Policy	LEP Board
Prior authorised expenditure for day to day business, in accordance with outline budget and delivery Plan	LEP Board LEP Director
New expenditure: Above £25,000 Below £25,000	LEP Board LEP Director
<b>HR</b>	
Performance Management of the LEP Director	Chair and LCC
Operational Procedures and Policies for LEP staff	Chair, LEP Director & LCC

<b>Policy 14: Scheme of Delegation</b>
<b>Reviewed:</b> March 2019
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