

Ebbsfleet Development Corporation

Scheme of Delegation

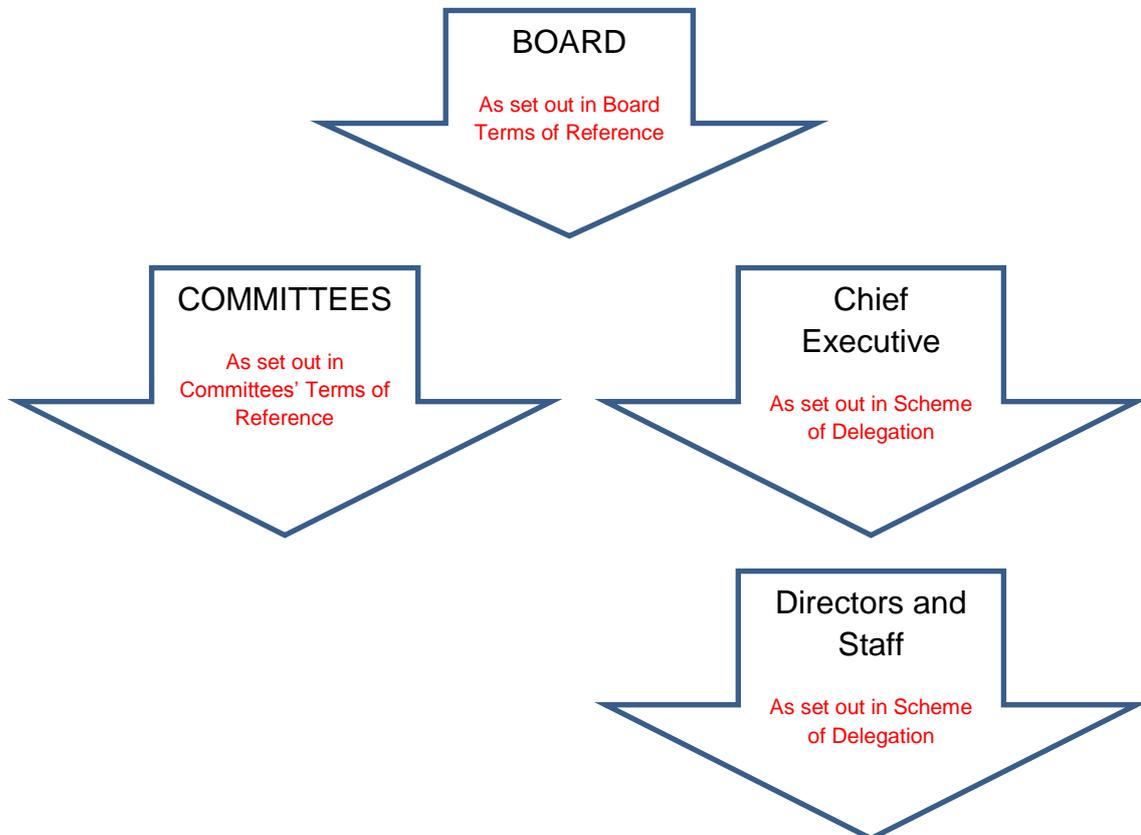
1 Introduction

1.1 The Board may delegate powers to a committee or subcommittee. Any powers that have not been retained by the Board, or delegated by the Board to a committee or subcommittee, are exercised by the Chief Executive. This reflects the responsibility of the Chief Executive as the Accounting Officer of the Corporation. In the absence of the Chief Executive, however, such powers may be delegated to another Director who is formally covering the Chief Executive's role.

1.2 This paper details the financial and operational delegations which enable the staff of the Corporation to carry out business in pursuance of the Corporation's objectives.

2 Delegations Pathway

2.1 The delegations to the Chief Executive are derived from the delegated powers given to him/her by the Corporation's Board. The Delegation Pathway is illustrated below.



3 Delegations from the Board to the Chief Executive

3.1 The Corporation's Board approves the following functional delegations to the Chief Executive:

- 3.1.1 Appointing new staff, except for the Directors.
- 3.1.2 Managing the Corporation's budget – in accordance with any limits contained in the Standing Financial Instructions.
- 3.1.3 Entering into contracts on behalf of the Corporation for goods and services – in accordance with any limits contained in the Standing Financial Instructions.
- 3.1.4 Acquiring/disposing of equipment – in accordance with any limits contained in the Standing Financial Instructions and the Framework Document.
- 3.1.5 Authority to vire budgets between individual running cost operational expenditure areas within non pay (excludes pay and Capital) without recourse to the Board.
- 3.1.6 Executive management of the day to day running of the Corporation.
- 3.1.7 Appropriate use of the Corporate Seal.

4 Delegations from the Chief Executive

4.1 The Chief Executive approves the following functional delegations to the Director's

- 4.1.1 Management of Board approved budgets – in accordance with any limits contained in the Standing Financial Instructions.
- 4.1.2 Delivery of the functions set out in the Business Plan, including contributing to the strategic and operational planning processes.
- 4.1.3 Working towards the achievement of the Corporation's key priorities.

4.2 The Chief Executive may delegate his authority in relation to operational and staffing matters to Directors (and in exceptional cases to other senior managers), where it is in the interests of fairness and natural justice and accords with the relevant policies.

5 Financial and Operational Delegations

5.1 **Delegation to post-holders.** Delegations are specific to post rather than to individuals. If someone is covering a post by way of secondment or contract and they have the authority which goes with that post, then they are able to exercise the delegations appropriate to that post.

5.2 Delegation Check List

No	Item	Delegation
1	Planned absences	<p>Chief Executive and Directors should delegate their responsibilities as defined in this table on a specified, time limited basis when they are absent from their role due to holidays, hospital stays etc. Delegation, when enacted, should be formally communicated to the Director of Finance for audit purposes.</p>
2	Unplanned absences	<p>Short term absences of the Chief Executive and Directors will not require any alternative action. Unplanned absences of more than one week must be referred to the Chairman for the authorisation of alternative delegation arrangements.</p>
3	Expenditure	<p>Chief Executive and Directors can spend up to the Board approved budgets limits but cannot exceed them. Certain constraints apply; financial limits and contracting procedures must be adhered to.</p> <p>Capital Budget (CDEL):</p> <p>The EDC Board can authorise capital expenditure for project activity (goods and services, grants etc.) up to £10 million. Project activity over £10 million requires MHCLG approval.</p> <p>Revenue Budget (RDEL):</p> <p>The limits for the procurement of goods and services, and payment of travel and subsistence claims are:;</p> <p>Directors - up to £20,000. Chief Executive - up to a maximum of £125,000</p> <p>The Board must approve above £125,000. In addition, HMCLG must approve expenditure above £250,000.</p> <p>The Chief Executive and Directors may subdivide and delegate the administration budget to nominated budget holders.</p>

No	Item	Delegation
4	Modification of the organisational structure	Delegated to the Chief Executive subject to the following constraint: prior approval of the Board for the introduction or removal of a function(s) or activity to the agreed structure.
5	Changing staff numbers and pay amounts.	Delegated to the Chief Executive, subject to these constraints: current Government policy on recruitment and pay awards; staff costs being contained within agreed budget limits. In addition, prior approval of the Board is required for any changes to senior posts.
6	Appointment of staff	Delegated to Chief Executive, subject to current Government policy on recruitment and relevant HR policies. Board approval is required prior to appointment of Director level staff.
7	Authorising overtime.	Delegated to the Chief Executive.
8	Changes to terms and conditions of employment of staff, including individual remuneration within national policy.	Delegated to Chief Executive, subject to relevant HR policies. (Excludes senior level staff where prior Board approval is required).
9	Performance monitoring and appraisal of staff below Chief Executive and Director level.	Delegated to Directors and subject to relevant HR policies.
10	Determination of applications for paid or unpaid leave for: attendance on training or professional development courses and associated study/exam leave; paid leave to act as a trade union official; maternity or paternity, adoptive and parental leave; personal or domestic reasons.	Delegated to Directors and subject to relevant HR policies and budget availability.
11	Authorising attendance at seminars, conferences and study visits.	Delegated to the Chief Executive and Directors. Subject to HR policies.

No	Item	Delegation
12	Authorising reimbursement of: expenses; cost of training courses, (including tuition, exam fees, book allowances); subscriptions to professional associations.	Delegated to Directors and subject to conditions set out in the Staff Handbook.
13	Determination of staff grievances.	Delegated to Directors and subject to relevant HR policy.
14	Disciplinary procedures, suspension and/or dismissal of employees, corrective action/sanctions regarding attendance and work performance.	Delegated to Chief Executive in consultation with HR; to be in accordance with the agreed disciplinary procedure and relevant legislation. For senior level staff prior approval required from Board before implementation of action.
15	Termination of services, redundancy, severance and early retirement	Delegated to Chief Executive in consultation with HR / MHCLG. Action to be in accordance with the agreed HR procedure and relevant legislation. For senior level staff prior approval required from Board before implementation of action.
16	Management of office facilities and equipment.	Delegated to Director of Finance.
17	Compliance with the Health and Safety policies.	Delegated to the Chief Executive.
18	Compliance with data security requirements	Delegated to the Chief Executive.

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