

Scheme of Officer Financial Authority

This does not amend or overrule any clause in the Financial Regulations or wider Constitution, but sets out authority limits for officers once delegated from Committee.

Grade / Role	Purchase Orders and Non-Purchase Order invoices approval	Payment of Grants to Third Parties	Approval for payment terms < 30 days	Clearing House Automated Payments (CHAPS)	Procurement Cards	Write Offs - Council, Business Rates & Housing Benefit	Write Offs - Former Tennant Arrears	Write Offs - Sundry	Approval of Account Receivable Credit Notes	Comments
Chief Finance Officer (specific in addition to Management Team)	Authority to approve spend up to £30k above budget if met from another budget.	Authority to sign grant agreements.	All variations to standard payment terms to be signed off by CFO (S151) or Head of Legal Services in the first instance. Management Team and Senior Finance Business Partner as a substitute.	All CHAPS to be signed off by CFO (S151) in the first instance. Management Team and Senior Finance Business Partner as a substitute.	Chief Finance Officer authorises all increases to Procurement Card limits in the first instance. Management Team and Senior Finance Business Partner as a substitute. CFO to sign off Chief Executive procurement card spend.	£3,000 to £10,000	£3,000 to £10,000	£3,000 to £10,000	£3,000 to £10,000	CFO as a Member of Management Team will have the delegated approvals of Management Team and specific other delegations.
Head of Legal Services (specific in addition to Management Team)		Authority to sign grant agreements.	All variations to standard payment terms to be signed off by CFO (S151) or Head of Legal Services in the first instance. Management Team and Senior Finance Business Partner as a substitute.							Head of Legal Services as a Member of Management Team will have the delegated approvals of Management Team and specific other delegations.
Chief Executive and Management Team	Payments and Orders £100,000 and over where an approved PAR is in place, up to approved budget (+£30k variance if approved by CFO and met from another budget).	As with other payments in column 1. Subject to grant agreement being signed by CFO or Head of Legal Services.	A member of Management Team or Senior Finance Business Partner can act as a substitute to authorising changes to payment terms.	A member of Management Team or Senior Finance Business Partner can act as a substitute to authorising CHAPS.	A member of Management Team or Senior Finance Business Partner can act as a substitute to authorising increases to Procurement Card limits. A more senior officer than Procurement Card Holder signs off spend.					All Members of Management Team can substitute for one and other.
Extended Management Team (Heads of Service)	Payments and Orders up to and including £99,999.99 where an approved PAR is in place.	As with other payments in column 1. Subject to grant agreement being signed by CFO or Head of Legal Services.			A more senior officer than Procurement Card Holder signs off spend.	£1,000-£2,999.99	£1,000-£2,999.99	£1,000-£2,999.99	£1,000-£2,999.99	Heads of Service shall have delegated authority to authorise on behalf of another Head of Service in their absence and when urgent, up to the values indicated and subject to clear knowledge and understanding of the payment.

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Delegated Budget Managers	Payments and Orders up and including to £4,999.99.	As with other payments in column 1. Subject to grant agreement being signed by CFO or Head of Legal Services.			Limit as agreed by Chief Finance Officer or substitute.	£0-£999.99	£0-£999.99	£0-£999.99	£0-£999.99	
Exchequer Services Manager or Corporate Debt Manager						£0 to £2,999.99	£0 to £2,999.99	£0 to £2,999.99	£0 to £2,999.99	
Comments	In any event under dual signatory.	In any event under dual signatory.	All contracts are signed by either Head of Legal Services or CFO - this would dictate variations to payment terms.	In any event under dual signatory and Exchequer always involved.	Corporate Procurement Board review Procurement Card Spend. Exchequer review all Procurement card transactions.	In any event under dual signatory and Corporate Debt Unit always involved.	In any event under dual signatory and nominated officer for Housing Debt always involved.	In any event under dual signatory and Exchequer always involved.	In any event under dual signatory and Exchequer always involved.	