

**Buckinghamshire LEP**

**Schedule of Delegation**

This schedule shows where the delegated authority rests in Buckinghamshire LEP for financial and other key policy decisions.

The schedule identifies those responsible for final decision making by category having been delegated authority by the Buckinghamshire LEP Board. Responsibility for formulating strategy, policy and budgets is a function of the Executive Team and requires full Board approval.

**Glossary of Terms**

Chair	Chair of Buckinghamshire LEP Board
Vice-Chair	Vice Chair of Buckinghamshire LEP Board
CEO	Chief Executive for Buckinghamshire LEP
Board	Buckinghamshire LEP Board
Finance & Audit SG	Finance and Audit Sub-Group of LEP Board
REM NOM SG	Remuneration & Nomination Sub-Group of LEP Board
Capital Programme SG	Capital Programme Sub-Group of LEP Board
Co-SEC	Company Secretary
S-151	Section 151 Officer for the Accountable Body, Buckinghamshire Council
EZ Board	Enterprise Zone Board
Executive Team	Including Partnership Director & Enterprise Zone Director.

**Corporate Policy**

Approval of significant corporate policies	Board, upon recommendation of CEO
Approval of operational policies and processes employed throughout Buckinghamshire LEP organisation and delivery partners.	Board, upon recommendation of CEO

**Budget Setting**

Approval of Annual LEP Budget	Board, upon recommendation of Finance & Audit SG and CEO
Ensure that all relevant financial updates are brought to the attention of Finance & Audit	CEO in consultation with Section 151 Officer

**Recruitment & Staffing**

Authority to appoint additional posts (interim, secondments, permanent) in line with Business Plan	CEO, upon Chair or Vice-Chair and/or REMNOM SG endorsement.
Authority to terminate employment in line with company policy	CEO upon Chair or Vice-Chair and/or REMNOM SG endorsement
Authority to appoint/terminate Chief Executive post in line with company policy	Board
Vary staff pay and conditions	Board, upon recommendation from REMNOM SG and CEO
Recruit Directors to Board and Sub-Groups	Board, upon recommendation from REMNOM SG and CEO

### Accounting Auditing & Banking

Approval of Annual Accounts	Board, upon approval of Finance & Audit SG and Co-SEC
Appointment of Auditors	Finance & Audit SG in consultation with S151
Appointment of Bank, opening accounts and designation of bank signatories	Finance & Audit SG in consultation with S151
Authorisation of payment of salaries & executive expenses	CEO, within agreed Annual LEP Budget as approved by Board
Submission of Audited Accounts, VAT return, Companies House Submissions and to ensure that Assurance Arrangements are in place	CEO and Co-SEC as overseen by Finance & Audit SG and approved by Board
Funding Claims to Government Departments in line with agreed delivery contracts (i.e. Growth & Skills Hub Programmes)	CEO and Executive Team countersigned by S151

### Strategy, Programmes & Funding Allocations

Function	Approval By	Recommended by
Set the overarching vision and strategy for economic growth in the Buckinghamshire LEP area	Board	CEO & Executive Team
Funding programme design, prioritisation and allocation of funding to projects	Board	Capital Programme SG, CEO and Executive Team in consultation with S151
Contracting of funding to specific projects in line with previously agreed frameworks; subject to independent scrutiny of business cases and in line with Assurance & Accountability Framework	Capital Programme SG	CEO & Executive Team in consultation with S151
Payment of funding to projects on receipt of valid and authorised claim form in line with project offer letter and/or project contract.	CEO	Executive Team in consultation with S151

### **Programme, Performance & Risk Monitoring**

Function	Approval by	Recommendation by
Monitoring the delivery, outputs and spend of all Capital Projects supported by Growing Places, Local Growth Funding and Getting Building Funds	Board	Capital Programme SG, CEO & Executive Team
Approval and management of Corporate Risk Register	Board	Finance & Audit SG and CEO
Enterprise Zone Rates Relief Retained Funding	EZ Board	Vice Chair, CEO and Enterprise Zone Director in consultation with S151

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