

London Waste and Recycling Board Scheme of Delegated Authority

Preamble

The London Waste and Recycling Board Order allows the Board to authorise an individual member of the Board, an employee of the Board or a Committee of the Board to carry out any of its functions that it chooses.

All decisions are required to be made by the Board if they are not delegated to another person or committee either in this Scheme of Delegated Authority or by a decision of the Board.

This Scheme of Delegated Authority was adopted by the Board on **10 May 2018** and supersedes all previous versions.

Policy

Authority for making all decisions on the Board's policy sits with the Board. LWARB's main expression of policy is the Business Plan which it is required to publish each year.

Staffing and Remuneration

Authority for changes to the staff structure, establishment, pay and pay policy is delegated by the Board to the Audit Committee.

The day-to-day management of all staff (including recruitment of new staff) is delegated to the Chief Executive Officer to operate under the policies and procedures as agreed by the Board and/or Audit Committee (for example, the Pay Policy and other policies agreed in the Employee Handbook).

Investment Programme

Authority for all new investment decisions (including decisions on additional investment in already invested projects) is retained by the Board. For all **existing** portfolio investment decisions, the Board has delegated authority to the Investment Committee to appraise, input and approve those decisions. However, should the decision result in a negative financial impact greater than £200,000 to LWARB, or if the decision could, in the eyes of the IC Chair, cause significant reputational damage to LWARB then the Investment Committee must make a recommendation to the Board for it to consider and decide.

Resource London (London Waste Authority Support Programme)

The Resource London Partnership Board is responsible for the allocation and monitoring of expenditure within its budget (as set by LWARB and WRAP). Decisions on individual items of expenditure may be made as per the table below. Responsibility for the allocation of the overall budget to particular works streams lies with the Resource London Partnership Board.

Responsibility for monitoring of expenditure previously allocated by the Efficiencies Committee sits with the Resource London Partnership Board.

Circular Economy Programme

The budget for the Circular Economy Programme is set by the Board. Decisions on individual items of expenditure may be made as per the table below.

Virements

- Any virements between approved Business Plan budget lines below £50,000 shall require the approval of the Chief Executive Officer and will be reported to the next meeting of the Audit Committee.
- Any virements between approved Business Plan budget lines of between £50,000 and £100,000 shall require the approval of the Audit Committee at the next Audit Committee meeting.
- Any virements between approved Business Plan budget lines over £100,000 shall require the approval of the Board.

Approval of Expenditure

The tables below show the maximum spending authorities (in pounds sterling, including VAT) for different programmes. These limits apply to the ordering of goods and services as well as to the paying of invoices. All figures shown are inclusive of VAT.

Staff & Remuneration														
Activity	Note	Board	Board Chair	Audit Committee/Chair of Audit Committee	Investment Committee	Resource London Partnership Board	CEO	Head of Finance	Head of Programme (Resource London)	Head of Investment	Business Development Officers Local Authority Support Managers Circular Economy Manager	Advance London Project Coordinator	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
External Appointments	Standard contracts only.			>100,000 (Cttee)			100,000							
Agency or Seconded Staff (FTE annual cost)	Subject to approval of the AC for any increase in staff number for longer than 3 months.			>100,000 (Cttee)			100,000							
Annual Pay Increments	Within approved pay policy only.		CEO's				All							
Other Remuneration (including ex-gratia payments, Loans, PRP)	Loans other than transport season ticket loans may not be approved other than with the explicit approval of the Board Chair.			>5,000 (Cttee)			5,000							
Expenses Claims		>10,000	10,000	1,000 (Cttee Chair*)			1,000	1,000	500	500		500	500	

Note:

- All expenses claims must be approved by the claimant's line manager or the Head of Finance, unless for an amount greater than that manager's delegated authority, in which case they are to be approved by the CEO , the Board Chair or the Board.
- Board Members' expenses are to be approved by the CEO or the Chair of the Board, unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board.
- Expenses incurred by Committee members who are not Board members are to be approved by the CEO or the Chair of the Board, unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board.
- The CEO 's expenses must be approved by the Board Chair.
- All expenses must be in accordance with the Board's expenses policy as contained in the Operations Manual.

*The Board Chair's expenses must be approved by the Audit Committee Chair.

Investment Programme

NB: the Board shall approve proposals based on recommendations from the Investment Committee, which will be informed by outline proposals for investment. Unless specifically decided otherwise, the detailed negotiations and contracting are delegated by the Board to the Head of Investment who shall seek further approval from the Board should there be a material adverse change to the proposal as originally agreed. The Board may delegate to the Head of Infrastructure and Investment, and the CEO the authority to negotiate and sign contracts on its behalf subject to the qualification above.

Activity	Note	Board	Board Chair	Audit Committee/ Chair of Audit Committee	Investment Committee	Resource London Partnership Board	CEO	Head of Finance	Head of Programme (Resource London)	Head of Investment	Business Development Officers	Advance London Project Coordinator	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
New Investment Proposals		All					Approval on behalf of the Board*	Signature on behalf of the CEO or Head of Investment		Approval on behalf of the Board*				
Amendment to existing investments		>200,000			200,000		Approval on behalf of the Board*	Signature on behalf of the CEO or Head of Investment		Approval on behalf of the Board*				
Investment Development, Evaluation and Monitoring Costs					>50,000		50,000	50,000		25,000	10,000			

*Where a commitment has previously been made by the Board

Resource London (London Waste Authority Support Programme)														
Activity	Note													
		Board	Board Chair	Audit Committee/ Chair of Audit Committee	Investment Committee	Resource London Partnership Board	CEO	Head of Finance	Head of Programme (Resource London)	Head of Investment	Local Authority Support Managers	Communications and Campaigns Officer	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Project Funding Agreements						>50,000	50,000		25,000					
Project Development , Evaluation and Monitoring Costs						>50,000	50,000		25,000					
Programme Costs						>100,000	100,000	100,000	50,000		10,000	1,000		

Circular Economy Programme														
Activity	Note													
		Board	Board Chair	Audit Committee/Chair of Audit Committee	Investment Committee	Resource London Partnership Board	CEO	Head of Finance	Head of Programme (Resource London)	Head of Investment	Circular Economy Manager	Advance London Project Coordinator	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Programme Costs		>100,000					100,000	100,000			25,000			

Advance London (Circular Economy SME Support)														
Activity	Note													
		Board	Board Chair	Audit Committee/Chair of Audit Committee	Investment Committee	Resource London Partnership Board	CEO	Head of Finance	Head of Programme (Resource London)	Head of Infrastructure & Investment	Circular Economy Manager	Advance London Project Coordinator	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Programme Costs.		>100,000					100,000	100,000				5,000	25,000	

General/Central/Admin Costs														
Activity	Note	Board	Board Chair	Audit Committee	Investment Committee	Efficiencies Committee	CEO	Head of Finance	Head of Programme (Resource London)	Head of Investment	Business Development Officers	Advance London Project Coordinator	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Operational Costs (Including Marketing)		>100,000	100,000				50,000	50,000	25,000	25,000	1,000			1,000
Other expenditure/tenders/contracts	Expenditure in accordance with contracts already approved at an appropriate level may be approved by the CEO or the Head of Finance.	>100,000	100,000				50,000	50,000						
Settlement of Legal Proceedings		>20,000	20,000				10,000							

Bank Mandates

Cheque Payments	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Standing Orders and Direct Debits	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Electronic banking (internal transfers)	WH or JL only						
BACs Run	Up to £1,000,000 any two signatories one of which must be Group A or Group B; above £1,000,000 any two signatories one of which must be group A (individual items to be initialled in line with Cheque Payments)						
CHAPs	Up to £5000 two signatories one of which must be Group A or B; > £5000 two signatories one of which must be Group A						
Changes to mandate	Two Group A signatories						
Signatory	BM	WH	AB	SF	JL	BDO	AL
Signatory Group	A	A	B	B	B	C	C
BM - Board Member							
WH - Wayne Hubbard							
JL - James Lanman							
AB - Antony Buchan							
BDO - Business Development Officer/Waste Authority Support Manager/Circular Economy Manager							
AL - Adam Leibowitz							