

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 31 October 2019 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).

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 London Programme

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

Investments

Ongoing monitoring of LWARB investments will be carried out by LWARB officers and any decisions required will be made in consultation with the Board chair and former Investment Committee Chair (Melville Haggard), and with the approval of the full Board for investments or amendments to investments with a value greater than £200,000.

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	Resource London Partnership Board	CEO	Head of Finance & Operations	Head of Programme - Resource London	Head of Programme – Circular London	Business Development Officers Local Authority Support Managers	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	
	<p>Note:</p> <ul style="list-style-type: none"> All expenses claims must be approved by the claimant's line manager or the Head of Finance & Operations, 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. <p>*The Board Chair's expenses must be approved by the Audit Committee Chair.</p>												

Circular London Programme													
Activity	Note	Board	Board Chair	Audit Committee/ Chair of Audit Committee	Resource London Partnership Board	CEO	Head of Finance & Operations	Head of Programme - Resource London	Head of Programme – Circular London	Business Development Officers	Advance London Project Manager	Advance London Business Advice Manager	Governance Officer
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
CE Programme Costs (Ex Investment & Advance London)		>100,000				100,000	100,000		50,000	10,000			
Advance London SME Support Programme Costs.		>100,000				100,000	100,000		50,000		5,000	25,000	
New Investment Proposals		>200,000				200,000 or Approval on behalf of the Board if greater*	Signature on behalf of the CEO or Head of Programme – Circular London		Approval on behalf of the Board*				
Amendment to existing investments		>200,000				200,000 or Approval on behalf of the Board if greater*	Signature on behalf of the CEO or Head of Programme – Circular London		Approval on behalf of the Board*				

Investment Development , Evaluation and Monitoring Costs					>50,000		50,000	50,000		25,000	10,000		
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Note: Investment Programme

NB: The Board shall approve any new investment proposals, or amendments to existing ones, with a value greater than £200,000, based on recommendations from officers,. Unless specifically decided otherwise, the detailed negotiations and contracting are delegated by the Board to the Head of Programme – Circular London 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 Programme – Circular London, and the CEO the authority to negotiate and sign contracts on its behalf subject to the qualification above. Other investment proposals or amendments to existing ones with a value less than £200,000 will be approved by the Chief Executive in consultation the Head of Programme – Circular London and also with the Chair of the Board and former chair of the Investment Committee if greater of greater value than £100,000.

*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	Resource London Partnership Board	CEO	Head of Finance & Operations	Head of Programme - Resource London	Head of Programme – Circular London	Head of Communications/Local Authority Support Managers/ Project Development Manager – Commercial/Recycling	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		

General/Central/Admin Costs															
Activity	Note														
		Board	Board Chair	Audit Committee	Investment Committee	CEO	Head of Finance & Operations	Head of Programme (Resource London)	Head of Programme – Circular London	Head of Communications	Corporate Communications Officer	Business Development Officers	Advance London Project Coordinator	Advance London Business Advice Manager	Governance & Secretariat Officer/Community & Office Manager
		(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Operational Costs		>100,000	100,000			50,000	50,000	25,000	25,000	50,000	1,000	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 & Operations.	>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 EC 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	JC	EC	AL
Signatory Group	A	A	B	B	B	C
BM - Board Member						
WH - Wayne Hubbard						
EC - Eddie Confoy						
AB - Antony Buchan						
JC- James Close						
AL - Adam Leibowitz						