

AGENDA ITEM 7

Report to Accountability Board	Forward Plan reference number: N/A
Date of Accountability Board Meeting: 8th April 2016	
Title of report: Financial Delegations to the Secretariat	
Report by Kim Mayo, Principal Solicitor	
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1. Purpose of report

- 1.1 The purpose of this paper is to provide clarification around the financial delegations to Officers of the South East Local Enterprise Partnership (SELEP).

2. Recommendations

- 2.1 **TO NOTE** the delegations to the Executive Director for Corporate and Customer Services and the Managing Director of the SELEP, as set out in this report.

3 Background

- 3.1 On 19 March 2013, Essex County Council (ECC) agreed to act as the Accountable Body for the SELEP. In doing so it also approved the delegation of those responsibilities to the Executive Director of Finance.
- 3.2 Since that time the Executive Director of Finance title has changed to Executive Director for Corporate and Customer Services, and the Board are asked to note this change, whilst noting that the fundamentals of the role remain unchanged.
- 3.3 ECC operates a system of devolved financial management which is enshrined within its Constitution and states that any exercise of delegated powers shall be subject to:
- any statutory restrictions;
 - Council Procedure Rules;
 - Financial Procedure Rules;
 - Procurement Policy and Procedures.
- 3.4 In exercising delegated powers:
- Officers shall not go beyond the provision made in the revenue or capital budgets for their service except to the extent permitted by financial procedure rules and Procurement Policy and Procedures.

- The delegated authority to Officers includes management of the human and material resources made available for the service areas and the functions concerned.
 - In each case the delegated authority excludes the determination of policy, exceptions to policy and budgets by the Cabinet Member or Officer concerned.
- 3.5 In accordance with ECC Constitution and the devolved financial management, ECC provides for specific responsibilities to be devolved further to Officers, in order to ensure that decisions are taken at an appropriate level and in a timely manner so as to avoid delays and additional bureaucracy.
- 3.6 The day to day management of the SELEP takes place through the work undertaken by the Secretariat. In accordance with ECC policies, specific financial responsibilities are devolved to the Managing Director of the SELEP, and these are set out within the Scheme of Delegations for Financial Management and the Financial Regulations (Appendix A and B).
- 3.7 The Managing Director for the SELEP is considered a Tier 3 Officer, and is therefore able to take those decisions as stipulated in the Scheme of Delegations for Financial Management and the Financial Regulations allocated to this level. This includes, amongst other things, the ability to authorise the order for works, goods and services, payments arising from purchasing and procurement transactions up to £1m.
- 3.8 In the exercising of their duties, the Executive Director for Corporate and Customer Services and the Managing Director shall at all times have regard to the devolved financial management as set out in the Scheme of Delegations for Financial Management and the Financial Regulations. All financial and accounting procedures must be carried out in accordance with the Financial Regulations and with any accounting instruction notes and other corporate guidance issued by, or on behalf of, the Executive Director for Corporate and Customer Services.

4 Financial Implications

- 4.1 None

5 Legal Implications

- 5.1 None

6 Staffing and other resource implications

- 6.1 None

7 Equality and Diversity implications

- 7.1 None

8 List of Appendices

- 8.1 Appendix A - Scheme of Delegations for Financial Management;
- 8.2 Appendix B - Financial Regulations

(available at www.essex.gov.uk if not circulated with this report)

9 List of Background Papers

- 9.1 ECC Cabinet report dated 19 March 2013, The South East Local Enterprise partnership – Accountable Body Status.

(Any request for any background papers listed here should be made to the person named at the front of the report who will be able to help with any enquiries)

Role	Date
Accountable Body sign off Stephanie Mitchener On behalf of Margaret Lee	1 st April 2016