

**SCHEME OF SUB-DELEGATION – Deborah Hindson, Director of Finance and Procurement**

The scheme of sub-delegation below shows the Council’s function and the job title (or where required, name) of the officer to whom those decision-making powers and functions are delegated. Where a job title is given the delegations to all post holders of that job title. In all cases, each delegation applies to each person in direct line management of the delegate post holder or named person.

For the avoidance of doubt, the Director Finance and Procurement can make decisions on behalf of the Council within their areas of responsibility provided that that decision has not been specifically reserved to Full Council, a Committee or Cabinet. The following specific functions may also be exercised by the officers specified on behalf of the Director and in the name of the Director.

This authorisation is effective from the date of signature of this document and replaces any former authorisation.

In exercise of the power given to me pursuant to paragraph 1 of Part 3 Section D2 of Wiltshire Council’s Constitution Scheme of Delegation to Officers (as last updated in February 2016) adopted by the Council at its meeting on 9th November 2010 or any subsequent successor constitution. I hereby authorise the officers designated in the last column of the table below to exercise on my behalf the powers set out in the first column subject to the necessary consultations and limitations specified.

	<b>Function</b>	<b>Consultees</b>	<b>Limitations</b>	<b>Job title or Name of Officer</b>
<b>Accountancy</b>				
1.	The Council has a duty to raise and collect income from certain services. Where recovery of this income has been exhausted under Council procedures then the write off, of that debt should be considered in light of advice from the service and legal services. After which the debt write-off is delegated as follows:  Sundry	Cabinet Relevant Corporate Director Legal Services	1. Up to £1,000  2. Up to £5,000 3. Up to £10,000	1. Accounts Receivable & Admin Team Manager 2. Head of Revenues & Benefits 3. Chief Accountant (Deputy s151)

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Housing Rents		<ol style="list-style-type: none"> <li>1. Up to £5,000</li> <li>2. Up to £10,000</li> </ol>	<ol style="list-style-type: none"> <li>1. Head of Housing Operations &amp; People Service</li> <li>2. Chief Accountant (Deputy s151)</li> </ol>
Council Tax and NNDR Arrears		<ol style="list-style-type: none"> <li>1. Up to £1,000</li> <li>2. Up to £2,500</li> <li>3. Up to £5,000</li> <li>4. Up to £10,000</li> </ol>	<ol style="list-style-type: none"> <li>1. Revenues &amp; Benefits Operations Managers</li> <li>2. Corporate Benefits &amp; Systems Manager/Corporate Revenue Manager</li> <li>3. Heads of Revenues &amp; Benefits</li> <li>4. Chief Accountant (Deputy s151)</li> </ol>
Housing Benefits Overpayments		<ol style="list-style-type: none"> <li>1. Up to £100</li> <li>2. Up to £1,000</li> <li>3. Up to £2,500</li> <li>4. Up to £10,000</li> </ol>	<ol style="list-style-type: none"> <li>1. Overpayment Recovery Officers &amp; Specialists</li> <li>2. Revenues &amp; Benefits Operations Managers</li> <li>3. Corporate Benefits &amp; Systems Manager/Corporate Revenue Manager</li> <li>4. Heads of Revenues &amp; Benefits</li> </ol>

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<b>Pensions</b>				
2.	The Section 151 Officer also undertakes the role of the Treasurer to the Wiltshire Pension Fund. Where there are matters of conflict, the Section 151 Officer will delegate: a). Council decision making to the council deputy Section 151 Officer; and b). Fund decision making to the Relevant Pension Officer.	Cabinet Pension Fund	N/A	Chief Accountant (Deputy Section 151)  Relevant Pensions Officers: 1. Investment Manager (Pensions): All pensions accounting and investment related matters. 2. Head of Pensions Administration & Relations: All other pension matters.
3.	Approval to sign all admission agreements on behalf of the Fund will be delegated to the Head of Pensions Administration & Relations. Approval for all other Fund contracts with external providers will be delegated to the Relevant Pensions Officer.			Relevant Pensions Officers: 1. Investment Manager (Pensions): All pensions accounting and investment related matters. 2. Head of Pensions Administration & Relations: All other pension matters.
4.	Approval for all pension fund administration expenditure, including staffing related costs and procurement of services and supplies (for example software, consultancy support and advice).	Pension Committee	Up the expenditure limits for the sub categories of administration, investments and governance as approved within the annual Pension Fund Budget.	1. Investment Manager (Pensions): All pensions accounting and investment related areas of the budget. 2. Head of Pensions Administration & Relations: All other pension matters including all administration and governance related areas of the budget.
5.	Write off of pension overpayments  (Note: HMRC rules do not classify any payment under £250 as being a taxable nor any overpayment following the death of pensioner where the Fund was notified for a period up to six months)		1. £250  2. Up to £1,000 or up to six months pension overpayments relating to the death	1. Senior Pension Officers  2. Benefits Manager (Pensions) or Technical & Compliance Manager.

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			of pensioner if officers were not advised of the death.  3. Up to £5,000	3. Head of Pensions Administration & Relations
<b>Bank Accounts</b>				
6.	The creation and deletion of bank accounts shall only be approved on the following delegation.	Relevant Cabinet Member	Cash balance, with no overdraft facility	Chief Accountant (Deputy s151)
<b>Cost Centre Creation and Closing</b>				
7.	(Revenue, Capital &HRA) shall be limited to ensure that the integrity of the Financial Ledger and maintenance	Director of Finance and Procurement	N/A	Chief Accountant (Deputy s151)
<b>Virements</b>				
8.	Shall be limited to ensure the integrity of the Financial Ledger and maintenance	Directors  Director of Finance and Procurement	Changes < £250,000	Chief Accountant (Deputy s151) on Director Approval
<b>Grant Claim Approval</b>				
9.	There are several claims requiring certification for audit. As part of this process I delegate the certification as follows.	Director of Finance and Procurement	Grants >£25,000  Grants <£25,000	Chief Accountant (Deputy s151) except where specified to be s151  Heads of Finance
<b>Procurement</b>				
1.	a. Agree and authorise any procurement related expenditure	Relevant Cabinet Relevant Corporate Directors	1a. Up to £500 2a. Up to £250,000	1a. Senior Category Manager 2a. Head of Strategic Procurement

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	<p>b. To approve Sourcing Plans, Regulation 84 evaluation (procurement evaluation) reports, sign and enter into contracts and frameworks for goods, works or services on behalf of the Council. To agree variations or extensions to contracts as well as the authority to negotiate, enter into and approve new services for the contract scope.</p> <p>c. To approve consolidated monthly invoice payments for council-wide corporate services such as Temporary Agency Staff, MDF/Printer charges, public notices, etc.</p> <p>d. To approve ordinary exemptions i.e. not those requiring HoSP plus one of S151 or Monitoring Officer as per Pt 10</p>		<p>1b. Up to £75,000 2b. Up to EU Supplies and Services Threshold, currently £181,302 3b. Up to £500,000 4b. Up to £1,000,000</p> <p>1c. Up to £250,000 2c Up to £25,000</p> <p>1d. Up to EU Supplies and Services Threshold, currently £181,302</p>	<p>1b. Category Specialist 2b. Category Manager</p> <p>3b. Senior Category Manager 4b. Head of Strategic Procurement (HoSP)</p> <p>1.c Head of Strategic Procurement 2.c Senior Category Manager</p> <p>1d. Senior Category Manager</p>
<b>Insurance</b>				
2.	Decision on level of quantum for insurance claims up to £5,000	Service Departments for evidence Legal Services	Values over £5,000 to be referred to Finance Manager business services	Insurance Officers
3.	Decision on level of quantum £5,000 to £250,000	Legal Services External Legal Advice (if required) Insurance Team Insurers	Values over £50,000 must be referred to our insurers. No limit on uninsured claims	Chief Accountant (Deputy s151) Head of Business Services Finance

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SIGNED: \_\_\_\_\_

Deborah Hindson, Interim Director of Finance and Procurement (s151)

DATE: 13<sup>th</sup> November 2019 \_\_\_\_\_