

Exeter City Futures Community Interest Company

Scheme of Delegated Authority July 2022

Purpose

This Policy is to ensure the maintenance of appropriate controls in the management of Exeter City Futures Community Interest Company by identifying the financial and non-financial delegations made by the Exeter City Futures Board to the Managing Director (including any person acting temporarily in that role) and other personnel.

All delegations are subject to approved Policy, Board Resolutions, Strategy, Business Plans and Budgets.

1. Financial Delegated Authority

The Board has ultimate accountability for the financial management of Exeter City Futures Community Interest Company, ensuring that it meets regulatory and legal requirements including the additional reporting as a Community Interest Company.

The Exeter City Board through this Delegated Authority Policy has established Delegated Authority Limits to the budgeted and unbudgeted expenditure authority of the Managing Director and other personnel.

1.1 Delegated Authority to Managing Director

The Managing Director has the delegated authority of the Board for the ongoing management of Exeter City Futures in accordance with the Operational Plan.

1.2 Delegated Authority Limits

The Managing Director is delegated to:

- Commit or incur budgeted expenditure not exceeding £100,000 for any single transaction, or for the total of each individual order or commitment.
- Commit or incur unbudgeted expenditure not exceeding £5,000 for any single transaction, that is for the total of each individual order or commitment
- Tender or apply for funding or grants of up to £1,000,000
- Have and control a Business Debit Card with an expenditure limit of £1,500 for any single transaction.

- Carry out financial transactions as resolved and directed by the Exeter City Futures Board.

Authority limits may be delegated to anyone as set out in the schedule except as specifically stated or as otherwise permitted in accordance with section 1.3.

The Delegated Authority must be exercised in accordance with Delegated Authority General Policy in section 1.6.

1.3 Delegation of Authority to other personnel

Commitments and transactions can be approved by other personnel, where documented and agreed as per the schedule below:

Named Personnel	Approval Limit
Jo Yelland – Director of City Transformation (seconded from ECC)	£100,000
Elaine Anning – Operations Director (seconded from ECF)	£10,000
Carly Mays- Project Manager Change Makers Programme	£1,000

1.4 Delegation of Authority to other personnel

It is emphasised that commitments and transactions cannot be approved by other personnel, except where there has been an agreed delegation of authority.

1.4.1 Specific Project Authority

The Managing Director can delegate authority to named individuals on funded projects in accordance with this policy and the requirements of the funding body. Staff with delegated authority for specific funded projects are recorded in [Annex 1](#).

1.4.2 Temporary Authority

Temporary authority may be designated whenever an individual with approval authority will be out of the office for prolonged periods. The temporary authorisation is to be in writing and specify the effective length of time, and must be approved by the Managing Director or a Member of the Exeter City Futures Board.

1.5 Access to Lloyds Bank account to complete payments

Once transactions have been approved in the finance system in accordance with this financial DOA policy, payments to suppliers are made from the Exeter City Futures Bank account.

Lloyds Bank recommended that all transactions made within accounts are approved by a minimum of two approvers. No single individual will be able to authorise bank payments singularly.

The Exeter City Futures Board will agree who is authorised to access to the Exeter City Futures bank account(s) and to create and approve payments online.

The members of the Exeter City Futures team who are authorised to raise and approve payments via the banking system are listed in Annex 2.

1.6 Delegated Authority General Policy

All purchases and disbursements made by Exeter City Futures must be made exclusively for the benefit of delivering the purpose of Exeter City Futures and in a manner which is fair, objective and financially sound. All purchases must comply with relevant procurement guidelines in Exeter City Futures' [procurement policy](#). This policy applies to purchases of capital items and operating costs and related commitments, both budgeted and unbudgeted.

1.7 Delegated Authority Controls

The Managing Director is to ensure that financial and procedural controls are maintained to ensure adherence to these Delegated Authority Limits and the Delegated Authority General Policy. The finance and banking process can be viewed [here](#).

2. Non-Financial Delegated Authority

The Exeter City Board through this Delegated Authority Policy has established Delegated Authority Limits to the authority of the Managing Director to speak on behalf of Exeter City Futures.

2.1 Delegation of Authority to Managing Director

The Managing Director has the delegated authority of the Board to deliver the objectives of Exeter City Futures in accordance with the Operational Plan.

2.2 Delegated Authority Limits

The Managing Director is delegated to:

- Act on behalf of, and represent Exeter City Futures Community Interest Company in the public arena including the media
- Act on Board resolutions to ensure they are carried out as intended
- Act as line manager of staff provided by Member Organisations including setting objectives and managing performance
- Proceed with handling any grievances or complaints procedures (including data protection) in accordance with adopted policies (noting that the Board should be notified of any incidents that could be damaging to the reputation)

- Select appropriately qualified and experienced personnel working within the Exeter City Futures organisations to represent the work of Exeter City Futures in public.

2.3 Delegation of Authority to other personnel

The Managing Director may give designated authority to the Director, City Transformation (seconded from ECC) or a suitably qualified individual as they see fit and with approval by a Member of the Exeter City Futures Board.

If the Managing Director or Director City Transformation (seconded from ECC) are to be out of the office for prolonged periods (or are unavailable in an emergency) temporary authority may be designated to a suitably qualified individual by a Member of the Exeter City Futures Board.

Annex 1 – Project Managers with Delegated Authority

The following personnel have delegated authority to approve project specific spend so long as it is in line with the agreed budgets for these projects:

The National Lottery Change Makers Programme:

Carly May – Community Engagement Manager

The Exeter Development Fund:

Jo Yelland, Director City Transformation

Annex 2 – Lloyds Bank Online Users & Payment Approvers

Elaine Anning – Operations Director (seconded from ECF)

Georgie Ruddy – Administrator (seconded from ECF)