**Appendix 1**

**New Anglia LEP Scheme of Delegation**

**Context**

The New Anglia Local Enterprise Partnership is company limited by guarantee, with 18 voluntary directors, supported by a full-time executive team.

This scheme of delegation sets out the main responsibilities and functions of the organisation and the level to which they have been delegated.

The scheme of delegation is part of a suite of LEP governance documents including:

Local Assurance Framework, Articles of Association, terms of reference for sub-boards and sub-committees, and agreement between Suffolk County Council (accountable body) and the LEP.

The scheme of delegation is reviewed annually and changes require board approval. Any decision taken in contravention of this scheme of delegation will be deemed invalid.

**Key responsibilities of the LEP Board**

The board is responsible for:

* Approving the strategic direction of the LEP
* Agreeing clear objectives to focus activity and drive ambition
* Ensuring the LEP runs efficiently and effectively with appropriate controls in place covering performance, finance and risk
* Upholding the values, ethos and culture of the organisation

Key responsibilities of the Accountable Body:

* The Section 151 Officer or their appointed deputy is a core member of the Audit and Risk Committee.
* The Section 151 Officer is accountable for approving all Growth Deal and Getting Building Fund grant agreements, and delegates authority to a suitable team member for approval of grants awarded under other LEP programmes.

Last Updated: March 2021, confirmed at the LEP Board on 31st March 2021.

**Scheme of Delegation**

|  |  |
| --- | --- |
| ***Issue*** | ***Delegated To*** |
|  |  |
| **Strategy** |  |
| Vision, mission and values | Board |
| Development and approval of Economic Strategy, Local Industrial Strategy and Restart Plan | Board |
| Implementation of Economic Strategy, Local Industrial Strategy and Restart Plan | Board (on recommendations from relevant sub-boards) |
| Changes to the overall operating structure of the LEP | Board |
| Approval of the LEP’s brand | Board |
|  |  |
| **Programmes** |  |
| Design of capital and revenue funding programmes | Board (on recommendations from Investment Appraisal Committee and relevant sub-boards) |
| Awarding of capital or revenue funding to programmes above £500k | Board (on recommendations from IAC) |
| Awarding of capital or revenue funding to programmes £500k or below  | IAC |
| Awards from Growing Business Fund up to £500k | GBF panel (overseen by the IAC) |
| Awards from Business Resilience and Recovery Scheme up to £50k | Two of CEO/COO/Head of Programmes |
| In programme funding changes above £100,000 | Board |
| In programme funding changes up to £100,000 | IAC |
| In programme funding changes up to £25,000Change requests from programmes/projects with no financial implications but major changes to outputs or timeline | CEO – reported retrospectively to board quarterlyCEO – reported retrospectively to board quarterly |
| Change requests from programmes/projects with no financial implications but minor changes to outputs or timeline  | CEO – reported retrospectively to the Board quarterly |
|  |  |
| **Governance** |  |
| Responsibility for compliance with Government | Chair and CEO |
| National Assurance Framework | Board |
| Annual declaration of compliance to Government | Suffolk County Council 151 Officer |
| Maintenance of Register of Interests | Board and CEO |
| Timely publication of agendas, reports and minutes | Chair, CEO and COO |
| Committee and Delivery Board appointments | Board |
| Code of conduct, Complaints and Whistleblowing policies | Board |
|  |  |
| **Finance**  |  |
| Approval of financial budgets and forecasts | Board |
| Approval of annual accounts and financial statement and audit letter of representation | Board on recommendation from Audit and Risk Committee |
| Bank account mandate, treasury management and bank investment arrangements | In conjunction with Suffolk County Council (via our Accountable Body Agreement) |
| Prior authorised expenditure for day-to-day business, in accordance with strategy budget and approved policies:  |  |
| * Over £150,000
 | Board |
| * Between £50,000 and £150,000
 | Chair and CEO or COO  |
| * Up to £50,000
 | CEO and COO |
|  |  |
| **Human Resources**  |  |
| Performance management and remuneration of CEO | Chair and Remuneration Committee |
| Recruitment of board members | Board (with recommendations from sub panel comprising board members) |
| Recruitment of CEO | Board (with recommendations from sub panel comprising board members) |
| Operational procedures and policies for Leadership team and below | COO in conjunction with CEO and Leadership team |