

North East Local Enterprise Partnership -

Scheme of delegation (Approved North East LEP Board 28 May 2020)

Part 1 - Operational decisions

Type of Decision	Initial Authority	Escalated Authority (primarily where there is a conflict of interest with the initial authoriser)	NTCA Officer sign off required?
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General Management and Leadership

Day to day and routine management, supervision and control of services including staff management	North East LEP Chief Executive	North East LEP Chair	no
Taking any operational action required as a matter of urgency in the interests of the North East LEP	North East LEP Chief Executive	North East LEP Chair	no
Conducting proceedings before the House of Parliament (including the appointment and retention of Parliamentary Agents and Parliamentary Counsel in connection with the passage of a Private Bill which the North East LEP has resolved to promote or oppose)	North East LEP Chief Executive	North East LEP Chair	no
To control and co-ordinate press and media relations, organise press conferences, publicity and public relations including the approval and issue of all North East LEP publicity and official publications	North East LEP Chief Executive	North East LEP Chair	no
Minor changes and corrections to the North East LEP Constitution and all associated documents	North East LEP Chief Executive	North East LEP Board for significant alterations	no
Letters of support /intent, not intended to create a legally binding obligation.	Service Director	North East LEP Chief Executive	no

Staffing and payroll

Authority to fill the North East LEP Chief Executive vacancy	North East LEP Chair	North East LEP Board	no
Authority to fill an existing vacancy within the establishment	North East LEP Chief Executive	North East LEP Chair in consultation with the NTCA Head of Paid Service	no

Adding or removing a post from the staffing establishment	North East LEP Chief Executive	North East LEP Chair in consultation with the NTCA Head of Paid Service	no
Approval of a job description	North East LEP Chief Executive	North East LEP Chair in consultation with the NTCA Head of Paid Service	no
Approval of grading (evaluation having been conducted by NTCA HR)	North East LEP Chief Executive	North East LEP Chair in consultation with the NTCA Head of Paid Service	no
Payroll instructions (adding, removing or altering)	North East LEP Chief Executive	NTCA Head of Paid Service	no
Authorisation of expenses (mileage etc.)	Service Director in accordance with Expenses Policy	North East LEP Chief Executive	no
Authorisation of domestic travel within budget	Service Director in accordance with Expenses Policy	North East LEP Chief Executive	no
Authorisation of international travel within budget	North East LEP Chief Executive	NTCA Head of Paid Service	no
Authorisations of travel and/or expenses otherwise than in accordance with the Travel and Expenses Policy	North East LEP Chief Executive	NTCA Head of Paid Service	no

Policies and procedures

Policies and procedures having an impact on North East LEP operations	North East LEP Chief Executive	Chair of the North East LEP Board in consultation with the NTCA Head of Paid Service	no
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Transparency and release of information

Designation of matters as “white” (open) or “pink” (closed/confidential) on any board or Committee agenda	North East LEP Chief Executive	NTCA Monitoring Officer	no
Release of information in accordance with the Freedom of Information Act, the Environmental Information Regulations or the General Data Protection Regulation	North East LEP Chief Executive in consultation with the NTCA Monitoring Officer	NTCA Head of Paid Service	yes
Proactive publication of information on North East LEP controlled websites (including issuing press releases)	North East LEP Chief Executive	NTCA Head of Paid Service	no
Circulation of public and closed/confidential papers following any North East LEP Board or sub -Board meeting	North East LEP Chief Executive	NTCA Monitoring Officer	no
Provision of documents for the Press in addition to North East LEP Board, sub -Board or committee reports	North East LEP Chief Executive	NTCA Monitoring Officer	no
Preparation of written summaries of North East LEP Board or sub -Board proceedings	North East LEP Chief Executive	NTCA Monitoring Officer	no

Part 2: Procurements and Contracts

Procurement (general purchasing of goods, services or works)			
Authority to commence procurement process - Below £10,000	Programme Manager provided the budget is available within the Service Director's allocated budget	Service Director or North East LEP Chief Executive	no
Authority to commence procurement process – Between £10,000 and £50,000	Service Director in consultation with the North East LEP Chief Executive	North East LEP Chief Executive	no
Authority to commence procurement process – Between £50,000 and £250,000	North East LEP Chief Executive	NTCA Head of Paid Service	no
Authority to commence procurement process – Between £250,000 and £500,000	North East LEP Chief Executive	NTCA Head of Paid Service	no
Authority to commence procurement process – above £500,000	North East LEP Board		no
Conduct and oversight of a procurement process	Not applicable	Not applicable	no
Once the commencement of procurement has been authorised, a Service Director or the North East LEP Chief Executive will oversee it in accordance with procurement rules of NTCA with the support of the Constituent Authority which has been designated as the Lead for these purposes under the relevant SLA.			
Award of contract (appointment of supplier) up to £10,000	Service Director provided the budget is available within the Service Director's allocated budget	North East LEP Chief Executive	no
Award of contract (appointment of supplier) between £10,000 and £50,000	Service Director in consultation with the North East LEP Chief Executive	North East LEP Chief Executive	no
Award of contract (appointment of supplier) between £50,000 and £250,000	The North East LEP Chief Executive	NTCA Head of Paid Service	no
Award of contract (appointment of supplier) between £250,000 and £500,000	North East LEP Chief Executive	NTCA Head of Paid Service	no
Award of contract (appointment of supplier) over £500,000	North East LEP Board	NTCA Head of Paid Service	yes
Finalisation and issue of contract or deed for the delivery of goods, services or works	NTCA Monitoring Officer		yes
Below £25k – signed by Director/Chief Executive Between £25k and 100k: signed by a legal representative Above £100k: signed under seal			

Part 3 – Finance and Investment

Sale of asset (other than land)			
Low value assets / nominal value assets	North East LEP Chief Executive may dispose of assets considered to have a nominal value or residual value of less than £25,000 (as certified by the Section 73 Officer (Chief Finance Officer). Disposal of assets (other than land) must be, advertised and open and transparent.	NTCA Head of Paid Service for assets £25,0000 and over.	no
Surplus and / or obsolete equipment	North East LEP Chief Executive when the bid for the equipment is less than £25,000	NTCA Head of Paid Service for £25,000 and over.	no
Purchase Orders			
Approving individual purchases orders	Individual purchases within budget of a value of less than £50,000 – Service Director Individual purchases within budget of a value of less than £250,000 – Chief Executive of the North East LEP	Individual purchases exceeding £250,000 – NTCA Head of Paid Service (or in their absence NTCA Section 73 Officer)	no
Grants and bids – from others			
Submission of an expression of interest to third party	North East LEP Chief Executive	NTCA Head of Paid Service	no
Submission of bid or proposal to third party	North East LEP Chief Executive	NTCA Head of Paid Service	no
Accepting offer of funding from third party	North East LEP Chief Executive consultation with NTCA Section 73 Officer	NTCA Head of Paid Service	no
Approval and submission of grant claims to any funder (including UK Government or European Community)	Section 73 Officer on the advice of the North East LEP Chief Executive	NTCA Head of Paid Service	yes
Authority to determine grants or loans within approved North East LEP budgets			
Over £5m	North East LEP Board	n/a	see below
Up to £5m	Investment Board	North East LEP Board	see below

Grants and loan bids – from the North East LEP

Agreement on process and priorities for future North East LEP funding e.g.LGF 'project calls', NEIF, EZ and UKSPF etc funding programmes	North East LEP Chief Executive	North East LEP Board	no
Accepting project funding proposals for development or appraisal	Programme Manager	North East LEP Chief Executive	no
Approval of grant or loan funding where the value of the grant or loan is less than £100,000	North East LEP Chief Executive	Investment Board	no
Approval of grant or loan funding With a value between £100,000 and £250,000 for revenue projects or between £100,000 to £1M for capital projects	North East LEP Chief Executive on the recommendation of the Investment board/ LEP Board	Investment Board	no
Approval of grant or loan funding – with a value between £250,000 and £5M for revenue projects or between £1M and £5M for capital projects Please note this is a key decision so entry in NTCA forward plan required at appraisal stage	North East LEP Investment Board	North East LEP Board	no
Approval of grant or loan funding – with a value above £5M Please note this is a key decision so entry in NTCA forward plan required at appraisal stage	North East LEP Board	n/a	no
Issuing grant or loan offer letter/agreement	NTCA Monitoring Officer	NTCA Head of Paid Service	yes
Authorising/rejecting grant or loan claims	Programme Manager	Appeal: North East LEP Chief Executive who may refer the matter to the Section 73 Officer	no
Variation of grant funding or loan conditions where there is not a material impact on the approved project or its outcomes: <ul style="list-style-type: none"> - Variation of outputs and milestones - Variation of funding draw-down dates - Variation of KPIs - Accepting occasional late payment - Reduction of funding - Variation in Repayment Profile - Phasing of outputs, milestones or draw-down 	Programme Manager to agree minor changes. Programme Managers to use their discretion on the timing of the escalation of variations that may be considered material over the lifespan of a project or are considered contentious, to the TOG. TOG, with representation from Section 73 Officer, North East LEP Chief Executive and Monitoring Officer to determine whether variations are such that they need to proceed to LEP Board or agreed and minuted at TOG.	North East LEP Board where a major variation to contract is referred from the TOG	no unless a Deed of Variation is required
Approval of project request to use contingency budgets in projects (in accordance with any grant conditions relating to the use of those budgets)	Programme Manager where use of contingency does not materially change the project. Programme Managers to use their discretion on the escalation of contingency requests that	North East LEP Board where contingency request are considered to be major, on the recommendation of Investment Board	no

	<p>may be considered material or are considered contentious, to the TOG for recommendation. TOG, with representation from Section 73 Officer, Chief Executive and Monitoring Officer to determine whether variations are such that they need to proceed to LEP Board.</p>		
<p>Commencing clawback proceedings or suspending payment of a grant or loan</p>	<p>North East LEP Chief Executive in consultation with the NTCA Monitoring Officer</p>	<p>North East LEP Board</p>	<p>no</p>