

North East Local Enterprise Partnership

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

March 2021 (revision noted and confirmed at the North East LEP Board on 27 May 2021)

Type of Decision	LEP Decision-maker	Escalated authority if LEP Decision-maker is conflicted	Is a further decision on behalf of NTCA required?
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Part 1 - Operational decisions

A. General Management and Leadership

A1. Day to day and routine management, supervision and control of services including staff management	North East LEP Chief Executive	North East LEP Chair	No (providing that any action is within the scope of delegations to a Designated Officer under the NTCA scheme of delegations).
A2. 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	As above.
A3. To control and co-ordinate press and media relations on behalf of the North East LEP, 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
A4. Minor changes and corrections to the North East LEP Constitution and all associated documents	North East LEP Chief Executive in consultation with the NTCA Monitoring Officer	North East LEP Chair	No
A5. Substantive changes to the North East LEP Constitution and all associated documents	North East LEP Board	Not applicable	NTCA Head of Paid Service
A6. Letters of support /intent, not intended to create a legally binding obligation.	North East LEP Director	North East LEP Chief Executive	No



B. Staffing and payroll

B1. Authority to fill the North East LEP Chief Executive vacancy	North East LEP Board	Not applicable	NTCA Head of Paid Service
B2. Authority to fill an existing vacancy within the establishment	North East LEP Chief Executive	NTCA Head of Paid Service	No
B3. Adding or removing a post from the staffing establishment	North East LEP Chief Executive	NTCA Head of Paid Service	Not required provided that the creation of a position at (or regrading to) JNC level or above shall be subject to approval by the NTCA Head of Paid Service and Chief Finance Officer
B4. Approval of a job description	North East LEP Chief Executive	NTCA Head of Paid Service	As above
B5. Approval of grading (evaluation having been conducted by NTCA HR)	North East LEP Chief Executive	NTCA Head of Paid Service	As above
B6. Payroll instructions (adding, removing or altering)	North East LEP Chief Executive	NTCA Head of Paid Service	No
B7. Authorisation of expenses (mileage etc.)	North East LEP Director in accordance with Expenses Policy	North East LEP Chief Executive	No
B8. Authorisation of domestic travel within budget	North East LEP Director in accordance with Expenses Policy	North East LEP Chief Executive	No
B9. Authorisation of international travel within budget	North East LEP Chief Executive	NTCA Head of Paid Service	No
B10. 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

C. Policies and procedures

C1. 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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D. Transparency and release of information

D1. 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
D2. 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
D3. 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
D4. 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

D5. Preparation of written summaries of North East LEP Board or sub -Board proceedings	North East LEP Chief Executive	NTCA Monitoring Officer	No
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Part 2: Procurements and Contracts

Procurement (general purchasing of goods, services or works)			
E1. Authority to commence procurement process - Below £10,000	Programme Manager provided the budget is available within the North East LEP Director's allocated budget	North East LEP Director or North East LEP Chief Executive	No
E2. Authority to commence procurement process – Between £10,000 and £50,000	North East LEP Director in consultation with the North East LEP Chief Executive	North East LEP Chief Executive	No
E3. Authority to commence procurement process – Between £50,000 and £189,330	North East LEP Chief Executive	NTCA Head of Paid Service	No
E4 Authority to commence procurement process – Between £189,330,000 and £500,000	North East LEP Chief Executive in consultation with NTCA Head of Paid Service - (LEP CX is acting as an authorised officer exercising NTCA HoPS delegated authority)	NTCA Head of Paid Service	No
E5 Authority to commence procurement process – above £500,000	North East LEP Board	Not applicable	NTCA Head of Paid Service
[Conduct and oversight of a procurement process Once the commencement of procurement has been authorised, a North East LEP 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]	Not applicable	Not applicable	No
E6 Award of contract (appointment of supplier) up to £10,000	North East LEP Director provided the budget is available within the Director's allocated budget	North East LEP Chief Executive	No
E7 Award of contract (appointment of supplier) between £10,000 and £50,000	North East LEP Director in consultation with the North East LEP Chief Executive	North East LEP Chief Executive	No
E8 Award of contract (appointment of supplier) between £50,000 and £189,330	North East LEP Chief Executive	NTCA Head of Paid Service	No

E9 Award of contract (appointment of supplier) between £189,330 and £500,000	North East LEP Chief Executive in consultation with NTCA Head of Paid Service	NTCA Head of Paid Service	No
E10 Award of contract (appointment of supplier) over £500,000	North East LEP Board	Not applicable	NTCA Head of Paid Service
E11 Authority to sign contracts up to £50,000	North East LEP Chief Executive	NTCA Head of Paid Service	No
E12 Authority to sign contracts above £50,000	Not applicable	Not applicable	NTCA Monitoring Officer
Contract management related to contracts of goods and services			
E13 Authorising contract extensions and variations to contracts up to: a) a value of £30,000 on contracts up to £500,000 in value; and b) a value of £75,000 on contracts above £500,000 in value	North East LEP Chief Executive	NTCA Head of Paid Service	No
E14 Authorising contract extensions and variations above the levels in E13	North East LEP Chief Executive in consultation with the NTCA Head of Paid Service, Monitoring Officer and Chief Finance Officer (LEP CX is acting as an authorised officer exercising NTCA HoPS delegated authority)	NTCA Head of Paid Service	No
Ancillary agreements			
F1 -Authority to enter into operational and ancillary agreements to support the delivery of organisational activities and approved projects, for example (including and not limited to): <ul style="list-style-type: none"> - Confidentiality agreements - Service Level Agreements with Public Sector Partners - Data-sharing arrangements - Agreements for lease - Asset transfer agreements - Transfer or sale agreements - Memoranda of Understanding - Collaboration agreements 	North East LEP Chief Executive in consultation with the NTCA Monitoring Officer responsible for sign off	NTCA Head of Paid Service	No

Part 3 – Finance and Investment

Sale of asset (other than land)			
G1 To authorise the disposal of surplus or obsolete equipment up to a limit of £25,000) in value (as certified by the NTCA CFO to the person submitting the highest quotation	North East LEP Chief Executive	NTCA Head of Paid Service	No
Applications for and receipt of funding from external bodies			
H1 Submission of an expression of interest to external body	North East LEP Chief Executive	NTCA Head of Paid Service	No
H2 Submission of bid or proposal to external body	North East LEP Chief Executive	NTCA Head of Paid Service	No
H3 Accepting offer of funding from external body	North East LEP Chief Executive in consultation with NTCA Chief Finance Officer	NTCA Head of Paid Service	No
H4 Approval and submission of grant claims to any funder (including UK Government or European Community)	NTCA Chief Finance Officer on the advice of the North East LEP Chief Executive	NTCA Head of Paid Service	Not applicable
Grants and loan bids – from the North East LEP			
I1 To agree 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
I2 To accept project funding proposals for development or appraisal	North East LEP Programme Manager	North East LEP Chief Executive	No
I3 To approve grant or loan funding where the value of the grant or loan is less than £100,000	North East LEP Chief Executive	NTCA Head of Paid Service	No
I4 To approve 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	North East LEP Investment Board	No
I5 To approve grant or loan funding	North East LEP Investment Board	North East LEP Board	No



– 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			
I6 To approve 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	Not applicable	No
I7 Authority to enter into and sign (subject to NTCA Financial Regulations) a grant offer or funding agreement within an approved budget up to £100,000	North East LEP Chief Executive	NTCA Head of Paid Service	no
I8 Authority to enter into and sign (subject to NTCA Financial Regulations) a loan offer or agreement within an approved budget up to £100,000	North East LEP Chief Executive	NTCA Head of Paid Service	no
I9 Authority to enter into and sign (subject to NTCA Financial regulations) a grant offer or funding agreement within an approved budget above £100,000	Not applicable	Not applicable	NTCA Head of Paid Service and Monitoring Office for sign off
I10 Authority to enter into and sign (subject to NTCA Financial regulations) a loan offer or agreement within an approved budget above £100,000	Not applicable	Not applicable	NTCA Head of Paid Service and Monitoring Office for sign off
I11 To approve or reject claims for payments made under a grant (or loan) offer or agreement including any appeal against a refusal of payment	North East LEP Chief Executive (delegation to North East LEP Directors when appropriate)	no	no
I12 To approve a variation of conditions attached to grant or loan funding where there is no material impact on the approved project or its outcomes, including (but not limited to) variations to: <ul style="list-style-type: none"> - Outputs and/or milestones (including their phasing) - Funding draw-down dates or repayment profile - Key performance indicators (KPIs) - Reduce the amount of funding provided 	North East LEP Chief Executive upon advice from Programme Manager. 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 Chief Finance 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
I13 To approve the use of contingency budgets in projects (where the contingency is identified in the relevant grant funding agreement and in accordance with any grant conditions relating to the use of those budgets)	North East LEP Chief Executive - 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 may be	North East LEP Board where contingency requests are considered to be major, on the recommendation of Investment Board	no

	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.		
114 To commence clawback proceedings or suspending payment of a grant or loan	North East LEP Chief Executive in consultation with the NTCA Monitoring Officer	no	no

North East LEP Officers with delegated authority:

Chief Executive

Directors:

- Business Growth Director
- Skills Director
- Innovation Director
- Head of Communications
- Director of Strategy and Policy

