



Governance and Assurance Framework

Section D: Finance, Commissioning and Scheme of Delegation Policy

June 2021

Standing financial authorisations

1. The Executive Board will approve an annual budget which will be ratified by the Section 151 Officer (or delegated person) of the Accountable Body, Staffordshire County Council. Standing financial authorisations are contained with the Midlands Engine Scheme of Delegation.

Use of Partnership resources

2. Where one of the partners has agreed to provide resource to the Midlands Engine Partnership on an ongoing basis in the form of a proportion of the time of one or more staff members employed to work within the partner, this agreement shall be covered by a secondment agreement or comparable written agreement. Such resource shall be regarded as part of the Secretariat resources available internally within the Midlands Engine Partnership.
3. Additional individual arrangements may be made between the Midlands Engine Partnership and the Accountable Body for the use of Accountable Body resources (including staff time, equipment and other resources) provided that:
 - a) these arrangements comply with legal, constitutional, financial/accounting and regulatory duties and obligations on the Accountable Body
 - b) the nature of the arrangements, including the details of the resources to be made available, the work to be carried out and the timing of the work, is clearly specified in writing and agreed by the Board.

Commissioning other external resources

4. In relation to the commissioning of external resource the Midlands Engine Partnership hereby adopts and shall apply the procurement as outlined in the Midlands Engine Scheme of Delegations and contract rules of Staffordshire County Council as Accountable Body.

Disbursement of grant funding

5. The disbursement of funding through a grant agreement will be subject to an application, evaluation and prioritisation process as set out in full in the Midlands Engine Partnership Assurance Framework.
6. Grant funding will be held by the Accountable Body as set out in full in the Accountable Body Agreement.

Delegation of Actions

7. Delegation of actions and decisions may only be made in accordance with this Scheme of Delegation.
8. Where the Executive Director is absent or incapacitated, the Senior Executive Officer supported by the Accountable Body Section 151 Officer or nominated representative may act in their place.

Standing authorisations - day to day management

9. Any significant difficulties or complaints arising from use of the authority shall be reported promptly to the Chair of the Operating Board in the first instance.
10. The Executive Director shall provide a report to each Board meeting as required in relation to any significant issues or difficulties in relation to the use of the authority in and shall provide further information about his/her actions on request from the Chair of the Midlands Engine Operating Board.

Individual delegations of decision-making

Urgency powers

11. The Executive Board may delegate authority to the Chair to take a specified decision on behalf of the Executive Board on an exceptional basis where it determines that such decision or action must be taken urgently prior to the next scheduled Board meeting and it will not be practicable or appropriate to arrange an additional meeting of the Board to take the decision (whether in person or virtually). This shall be carried out in accordance with the Electronic Procedure outlined in paragraph 13. of the Constitution
12. The Chair shall report to the Board at its next meeting on any decisions or actions made under a delegation within paragraph 8.

Suspension

13. The Chair has the power to suspend a Member of any Midlands Engine Board, sub-group, working group or Strategic Priority Working Group who is subject to a complaint pending the outcome of an investigation into that complaint in accordance with the Register and Conflicts of Interest Policy and Board Recruitment Policy. This must be done in consultation with the Accountable Body Chief Executive. **Note: The power to dismiss is reserved to the Executive Board on the advice of the Accountable Body Chief Executive and is not delegated to any one individual.**

Delegations to Board Sub-Groups, Working Groups, Strategic Priority Programme Groups

14. The Board may delegate authority to a Board working group or Strategic Priority Programme Group, as defined in paragraph 17 on an exceptional basis to take specified decisions on behalf of the Board where the Board determines that such decision or action must be taken urgently prior to the next scheduled Board meeting and it is appropriate for it to be delegated to the Board working group rather than convening an additional Board meeting (whether in person or virtually).
15. The terms of any such delegation shall be clearly minuted, including the scope of the Group's authority and activities and the extent to which it is authorised to take decisions on behalf of the Board.
16. The Group shall report to the Executive Board at its next meeting on all decisions or actions made under any such delegation.
17. A Sub-group, working group or Strategic Priority Programme Group is a group of Board Members (minimum of two) and such other Partnership representatives as the Executive Board considers appropriate.

Authorisation of actions to implement Board decisions

18. The Executive Board may ask the Executive Director, individual Board Members, Operating Board, any Board working group, sub-group or Strategic Priority Programme Group to carry out specific tasks or actions which implement decisions taken by the Executive Board, where it considers that this will facilitate the performance of the Midlands Engine Partnership's activities within its Role and Governance Principles.
19. The Executive Board may ask other individuals or organisations to carry out specific tasks or actions which implement decisions taken by the Executive Board where it considers that this will facilitate the performance of the Midlands Engine Partnership's activities within its Role and Governance Principles and in accordance with the Finance and Commissioning Policy.
20. Where any such matters are delegated, these shall be subject to the requirement that the person or group given delegated authority shall provide appropriate reports on their activities to the Executive Board on request and in accordance with the Governance and Assurance Framework.
21. The Operating Board and any Board Sub-groups including Strategic Priority Programme Groups shall only carry out such activities as are specified within terms of reference as agreed by the Executive Board.