

# Scheme of Delegation for Financial Management Control Environment and Responsibilities

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## 1. Introduction

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### 1.1 Overview

This document sets out the Scheme of Delegation for Financial Management for the General Optical Council (GOC). It acts as a companion document to the Financial Regulations.

The purpose of the document is to explain how the GOC conducts its financial affairs and the requirements and process for delegation of authority, including approval limits.

Delegation of authority is the assignment to post-holders of responsibility and accountability for specific roles and tasks.

Approval limits specify the value up to which a post-holder may authorise transactions falling within the scope of their delegated authorities and role description.

The scheme of delegation uses the following controls:

- Preventive controls – such as segregation of duties, authorisation procedures, physical custody, access limitations;
- Detective controls – arithmetical and accounting checks, consistency checks, continuity checks; and
- Directive controls – written policies and procedures, reporting lines, supervision, management, and training.

The presence of and compliance with financial regulations and the scheme of delegation will not only enhance the control environment for the organisation but will also protect employees against allegations of mismanagement, fraud and other unprofessional conduct.

### 1.2 Audience

This document is for those delegating authority and those to whom authority has been delegated, at all levels of the GOC.

### 1.3 Responsibilities

All staff with delegated authority are responsible for adhering to this policy. The directors and staff who authorise payments and contracts are responsible for ensuring approval limits are adhered to.

## 2. Delegation of authority

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2.1 No member of staff may exercise any authority that does not derive ultimately from Council. Delegations of authority and approval limits must be:

- specified in writing;
- kept up to date (reviewed at least annually and when staff change);
- only delegated by someone who has formally had that approval limit delegated to them;

- delegated to a specified role within the organisation (i.e. Head of Education) delegating approvals should not go below budget holders.

### 3. Delegating authority and approval limits

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- 3.1 Delegations of authority and approval limits must be specified in writing. No delegated authority or approval limit should ever be assumed.
- 3.2 Post-holders may only delegate such authorities and approval limits that have been formally delegated in writing to them.
- 3.3 All delegated authorities and approval limits must be reviewed on an annual basis and when staff or circumstances change. Examples of a change in circumstances requiring such a review are a change in the GOC's financial accounting system or a reorganisation of departmental structures.
- 3.4 When setting limits the Directors should be satisfied that:
  - 3.4.1 The limit reflects the operational needs of the post-holder;
  - 3.4.2 The post-holder has had sufficient experience and training to use their approval limits appropriately;
  - 3.4.3 Post-holders understand that they are both accountable and responsible for any transactions they approve.
- 3.5 **Accounting System Environment**

The approval limits set up on accounting system (currently Sage200) (e.g. for approving purchase orders and managing departments) must mirror the delegated authorities and approval limits documented in the Scheme of Delegation for Financial Management and the Contract and Procurement Policy. To request a change on Sage 200 in adding or deleting employees, the appropriate head of department or director should email the user change request to Head of Finance.

### 4. Responsibilities of those to whom authorities and approval limits have been delegated

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- 4.1 The delegated authority and approval limit should be exercised by a post-holder to perform their financial duties and responsibilities within both the financial regulation guidelines and their individual job description. It is the responsibility of each post-holder to read and understand the appropriate sections of financial regulations and scheme of delegation.
- 4.2 Post-holders will be held accountable for the delegated authorities and approval limits given to them and may not delegate 100% of these authorities to another individual excepting when approving cover for absences.

- 4.3 Post-holders should not approve payments to themselves or payments from which they will personally benefit.
- 4.4 Under no circumstances should a purchase order/ invoice payment be split up into smaller amounts in order to get the payment approved.

## 5. Delegation of authority in the event of planned absences

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- 5.1 It is the responsibility of the post-holder to transfer their authority and approval limits to an appropriate alternative post-holder prior to a planned absence. The transfer should be approved by the director. It should be notified in writing to the person concerned and relevant members of staff should be informed of the transfer.
- 5.2 Where possible, post-holders should plan to make urgent payments prior to an absence, with the remainder of transactions being dealt with through the transfer of authority.
- 5.3 Accounting system (currently Sage200) – once the transfer of approval limits has been confirmed in writing, action should be taken to re-assign approval limits on the accounting system in line with the written notification.

## 6. Delegation of authorities in the event of unplanned absences

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- 6.1 It is the responsibility of the **head of department and director** to ensure authorities and approval limits are transferred, if required, during the absence. The transfer should be confirmed in writing to the person concerned and relevant staff members notified as well.
- 6.2 Accounting system (currently Sage 200) – once the transfer of approval limits has been confirmed in writing, action should be taken to re-assign approval limits on the accounting system in line with the written notification. To do this, email amendments to the Head of Finance must be sent.

## 7. Authorities that cannot be delegated

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- 7.1 Except where specifically authorised by the Chief Executive and Registrar or the Council, signing powers for the following specific transactions cannot be delegated:
  - 7.1.1 post-holders cannot be delegated the authority to approve payments for themselves;
  - 7.1.2 approving the set-up of bank accounts;
  - 7.1.3 approving the offer or acceptance of gifts; and

- 7.1.4 approvals cannot be delegated below head of department or budget holder level.

## 8. Monitoring

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- 8.1 The application of this policy will be monitored through several measures including:
- 8.1.1 The monthly management reporting where heads of departments will confirm compliance to the policy;
  - 8.1.2 External and internal audit will conduct appropriate testing to ensure compliance.

## 9. Delegated authorities not specified

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- 9.1 Should a post-holder need to delegate authority for a transaction not covered by the general and specific limits, and that is not listed as an authority that cannot be delegated, please contact Head of Finance for advice.

## 10. Organisational or departmental change and delegated authorities

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- 10.1 When there is a change in organisational or departmental structure, the delegated authorities and approval limits should be reviewed, and updated if necessary.
- 10.2 This change in structure may impact on other parts of the business, accounting system (Sage200) set up etc. and so it is important that consultation and communication with other parts of the business takes place.

## 11. Definitions

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- 11.1 Approval limits** – the value up to which a post-holder may authorise transactions falling within the scope of their delegated authorities and role description.
- 11.2 Delegation of authority** – the assignment to post-holders of responsibility and accountability for specific roles and tasks
- 11.3 Sage200** – accounting system currently used by the General Optical Council to record and monitor financial affairs of the organisation.

## 12. Contact details

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12.1 For further information please contact:

12.1.1 Head of Finance [mwickremasinghe@optical.org](mailto:mwickremasinghe@optical.org)

12.1.2 Director of Corporate Services [ygearty@optical.org](mailto:ygearty@optical.org)

## 13. Acronyms Used

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**12.1 ARC** – Audit, Risk and Finance Committee

**12.2 SMT** – Senior Management Team (Directors and Chief Executive & Registrar)

## Annex 1: Delegation and authority chart

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	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
<b>FINANCIAL MANAGEMENT</b>			
1.	Issuing a detailed guidance and a timetable for production of the budgets	3.3	Head of Finance
2.	Provision of information, draft plans and estimated costs for the activities to Head of Finance to enable production of robust and timely budgets	4.3.3	Budget holders
3.	Preparation of detailed departmental and project budgets with relevant assumptions to enable robustness of the budget proposals to be assessed	3.3	Budget holders and Head of Finance
4.	Preparation of proposed project mandates and draft business cases for all new project/ activity proposals, ensuring proposals are aligned to the Strategic Plan, budget proposals and relevant policies.	4.3.3	Prepared by budget holders and project managers with Head of Finance
5.	Preparation of detailed draft revenue, project and capital budgets in accordance with the laid-down guidance and timetable	3.3	Head of Finance and Director of Corporate Services
6.	Agreeing proposed annual revenue, project and capital budgets, including expenditure from reserves for scrutiny by ARC and authorisation by Council	4.3.3	SMT
7.	Advising Council on proposed budget, projects/activity to be funded by the strategic reserve, and financial performance reports	1.5	ARC
8.	Agreeing and authorising annual revenue, projects/activity to be funded by the strategic reserve, and capital budgets, including expenditure from reserves	3.3.1	Council

	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
9.	Advising the Council and the Audit Committee on prudent levels of reserves and balances as part of the annual budget setting process	3.3.2 and 4.3.4	Director of Corporate Services Head of Finance
10.	<p>Following Council authorisation of annual revenue, projects funded by the strategic reserve and capital expenditure (see line 8), approval of business cases and project initiation mandates for:</p> <ul style="list-style-type: none"> <li>i) all new projects/ activity (whether funded by revenue, capital or reserves)</li> <li>ii) all capital expenditure above the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)*</li> </ul> <p>*Note: Council may delegate the approval of capital expenditure above the Public Contract Regulations threshold to SMT where projects are considered lower risk.</p>	4.3.3	<ul style="list-style-type: none"> <li>i) SMT</li> <li>ii) Council</li> </ul>
11.	Application of appropriate project management techniques to deliver project benefits as set out within the business case and project mandates on time and within budget	4.3.3	Budget holders and project managers SMT
12.	Responsibility of keeping expenditure within budgets and achieving value for money	4.3.1	Budget holders Director
13.	Incur expenditure in line with estimates that make up the budget	4.3.1	Operational staff Budget Holders

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
			SMT
14.	Granting and termination of leasing agreements for property	3.4.2	Council
15.	Ensuring all financial issues are managed and dealt with in accordance with the highest standards of probity	4.2	All staff, Council and Committee members
16.	Managing expenditure within approved budgets and achieving value for money.	4.3.1	Heads of Departments / Budget holders
17.	Reporting financial performance to the Council and the Executive on a quarterly basis	4.3.2	Head of Finance
18.	Ensuring appropriate income and expenditure are appropriately maintained and recorded	4.3.2	Head of Finance
19.	Providing timely and sufficiently detailed management information for each Director	4.3.2	Head of Finance
20.	Control of departmental income and expenditure, and overall maintenance of departmental budgets	4.3.3	Heads of Departments
21.	Authorising movement of approved similar budget headings (virement) subject to an approved business case	4.4	Directors
22.	Approving, monitoring and controlling capital expenditure within delegated authority (see line 10)	4.7	SMT

	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
23.	Reporting on performance of projects/activity funded by the strategic reserve to the Council	4.7	Chief Executive and Registrar
<b>ACCOUNTING RECORDS &amp; FINANCIAL SYSTEMS</b>			
24.	Ensuring appropriate accounting procedures and policies are established and adhered to	5.1	Director of Corporate Services Head of Finance
25.	Preparation of the Annual Statement of Accounts in accordance with UK GAAP, Charity SORP (FRS102) and other relevant accounting standards and statutory provisions	5.2	Head of Finance
26.	Preparation of a timetable for the final accounts compilation and issuing supporting accounting instructions	5.2	Head of Finance
27.	Approve business as usual budget movements for expenditure (except for payroll cost): i) Up to £30,000 ii) In excess of £30,000	4.5	i) Director ii) SMT
28.	Approve changes to the budgets of projects/ activity funded by the strategic reserve	4.3.2	Council
29.	Provide commentary of variations to the annual revenue and capital budgets: i) To the Council	4.3.2	i) Head of Finance

	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
	ii) To the Head of Finance	4.3.3	ii) Budget holders
30.	Assign responsibility to the budget holders for the budget under their control	4.3.3	Chief Executive and Registrar
31.	Responsibility for effective budgetary control to keep spending contained within the annual limit	4.3.3	Budget holders SMT
32.	Properly record and account for all income and expenditure, following relevant guidance and procedure	4.3.2	Head of Finance
33.	Have in place an effective monitoring process to review performance levels in conjunction with the budget	4.3.2	Director of Corporate Services Head of Finance
34.	Ensure prior approval by the Council for new proposals, of whatever amount, which: <ul style="list-style-type: none"> <li>• Create financial commitments in future years</li> <li>• Change existing financial policies, initiate new policies or cease existing policies</li> </ul>	4.3.2	Chief Executive and Registrar
35.	Arrange agreement where it appears that a budget proposal, including budget movements, may impact: <ul style="list-style-type: none"> <li>i) Other department(s)</li> <li>ii) Other directorate (s)</li> </ul>	4.3.3 4.3.2.	i) Budget holders ii) SMT
36.	Record all grants in the grants register	4.3.2	Head of Finance

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
	<p>37. Report where capital expenditure and/or project/activity costs funded from reserves exceeded the approved business case by more than 5% (or £10,000 whichever is greater) to the:</p> <ul style="list-style-type: none"> <li>i) Council</li> <li>ii) Chief Executive and Registrar</li> <li>iii) Director of directorate/Programme Board</li> </ul>	4.3.2	<ul style="list-style-type: none"> <li>i) Chief Executive and Registrar</li> <li>ii) Head of Finance</li> <li>iii) Budget holders</li> </ul>
	<p>38. Report to the Council as soon as it is known that the organisation may make deficit which cannot be met from an approved budget or from accumulated reserves.</p>	4.3.2	Chief Executive and Registrar
	<p>39. Inform and advise Audit, Risk and Finance Committee and the Investment Committee on prudent levels of Reserves for the General Optical Council</p>	4.3.2	Director of Corporate Services and Head of Finance
	<p>40. Preparation of Annual Statement of Accounts</p>	5.2	Head of Finance/ Director of Corporate Services
	<p>41. Authorising the Annual Statement of Accounts</p>	5.2	Council Chair and Chief Executive and Registrar
	<p>42. Compliance with accounting guidance and provision of information as required for Annual Statement of Accounts in accordance with Optical Act 1989, UK GAAP and Charities SORP (FRS102) to:</p> <ul style="list-style-type: none"> <li>i) Council</li> <li>ii) Chief Executive Officer and Registrar</li> </ul>	5.2	<ul style="list-style-type: none"> <li>i) Head of Finance/ Director of Corporate Services</li> </ul>

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
			ii) Head of Finance
43.	Production, distribution and interpretation of budget reports	4.3.2	Head of Finance
44.	Advise Audit Committee on effective systems of internal control	5.2	Director of Corporate Services
45.	Obtain approval for the introduction or change to the financial system from: i) Chief Executive /Registrar ii) Director of Corporate Services	5.3	i) Director of Corporate Services ii) Head of Finance
46.	Document and back-up financial systems, or financial modules and ensure disaster recovery and business continuity plans are maintained	5.3	Head of IT
47.	Register computer systems as appropriate in accordance with data protection legislation	5.3	Director of Change/Head of IT
48.	Observe relevant policies and guidelines for computer systems that are issued by the Head of IT	5.3	System owners/ All staff
<b>RISK MANAGEMENT AND CONTROL</b>			
49.	Ensure there are arrangements in place to identify and manage risk in accordance with the Risk Management Policy and Strategy	6.2	Chief Executive and Registrar
50.	Ensure risk management strategies are implemented, risks identified and action taken to mitigate or reduce them and appropriate reporting mechanisms are in place	6.2	Council Chief Executive and Registrar Directors

	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
51.	Notify the Chief Executive /Registrar immediately of any loss, liability or damage that may lead to a claim against the Council	6.3	Directors Heads of departments
52.	Notify the Chief Executive /Registrar promptly of all new risks, assets requiring insurances and any alterations affecting existing insurances.	6.3	Heads of departments
53.	Consult the Chief Executive /Registrar, Director of Corporate Services and Head of Legal department on the terms of any indemnity.	6.3	Directors Heads of departments
54.	Ensure that employees, or anyone covered by the Council's insurance and indemnity, do not admit liability or make any offer to pay compensation that may prejudice the assessment of liability in respect of any insurance claim	6.3	Heads of departments
55.	Manage processes to check that established controls are being adhered to and evaluate their effectiveness, in order to be confident in the proper use of resources, achievement of objectives and management of risks.	6.4	Directors
56.	Review existing controls in the light of changes affecting the Council and establish and implement new ones in line with guidance from the Chief Executive /Registrar	6.4	Directors
57.	Undertake an annual self-assessment of the status of the systems of internal control within their area, as directed by the Chief Executive /Registrar	6.4	Directors
58.	Support internal and external audit in any review undertaken within their area and respond to issues raised within audit reports within agreed timescale.	6.6	Directors



	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
59.	Ensure that the anti fraud and corruption policy is followed and that all appropriate action is taken.	6.5.1	Directors
60.	Maintain a Hospitality Register within each service in which the acceptance of any hospitality or gifts is recorded	6.5.2	Head of Governance
61.	Respond to internal and external audit draft reports in writing within 7 working days	6.6	Directors
62.	Implement internal and external recommendations in a timely fashion.	6.6	Directors
<b>CONTROL OF RESOURCES</b>			
63.	Ensure the proper usage of the building, equipment, furniture and other property belonging to the Council. Consult with the Chief Executive /Registrar and the Director of directorate in any case where security is thought to be defective or where is considered that special security arrangements may be required.	7.2 7.1.1	Directors Head of IT and Facilities Manager
64.	Ensure that no Council asset is subject to personal use by an employee without proper authority		SMT
65.	Ensure cash holdings on premises are kept to a minimum	7.3.2 7.3.4	SMT

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
66.	Ensure that keys to safes and similar receptacles are carried on the person of those responsible at all times; report loss of such keys to Director of directorate	7.2	Heads of Departments
67.	Maintenance of Fixed Asset Register (FAR)	7.1.1	Head of Finance
68.	Provide the Head of Finance with the information required to maintain asset register	7.1.1	Heads of Departments
69.	Submit bids for grant funding	9.2	Heads of Departments Directors
70.	Declare fixed asset surplus requirement of property, furniture & equipment, IT equipment	7.1	Director of Corporate Services/Director of Change Heads of Departments
71.	Maintain inventories of all furniture, equipment, IT equipment and properties and carry out an annual check of all items on the fixed asset register	7.1.1	Head of IT and Facilities Manager
72.	Reporting damage to buildings, fittings, furniture and equipment and loss of equipment and property due to culpable causes (e.g. fraud, theft, etc.) or other to SMT and Head of Facilities	7.1.2	All staff, Council and Committee members
73.	Make appropriate arrangements to write off assets when it is no longer in use or obsolete:  i) Up to £10,000 NBV	7.1.2	i) Head of IT and Facilities Manager

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
	ii) Above £10,000 NBV		ii) Director of Corporate Services (report to Chief Executive)
74.	Report to the ARC of any loss above £10,000	7.1.2	Director of Corporate Services
75.	Reporting any losses and cash due to theft, fraud, overpayments & others must be reported to SMT	6.5.1 7.3.4	All staff, Council and Committee members
76.	Borrow funds set by the Council and authorise and manage the investments of the Council	7.3.1 7.3.5	SMT and Head of Finance
77.	Day to day management of the Council's cash flow transactions	7.3.5	Head of Finance
78.	Opening/ Closing bank accounts	7.3.2	SMT
79.	Transferring funds between organisations accounts	7.3.2	SMT and Head of Finance
80.	Investment and management of cash	7.3.5	Director of Corporate Services Head of Finance
81.	Borrowing funds set by the Council from approved banks	7.3.2	SMT
82.	Petty cash operations	7.3.2	Head of Finance Nominated Finance department staff

	<b>DELEGATED MATTER</b>	<b>REF: FINANCIAL REGULATIONS</b>	<b>AUTHORITY DELEGATED TO:</b>
83.	Authorisation of petty cash per item up to maximum of £200	7.3.2	Heads of departments
84.	Processing staff, worker and Council payrolls	8.5.1 8.5.2	Finance Officer
85.	Authorising staff payroll changes	8.5.1	Head of People and Culture and Director of Corporate Services
86.	Authorising changes to worker and member payrolls	8.5.2	Relevant heads of departments
87.	Authorising payroll payments	7.3.2	As per bank mandate
88.	Ex-gratia payments authorisation	8.5.1	Chief Executive and Registrar Council Chair Head of People and Culture
<b>INCOME &amp; EXPENDITURE</b>			
89.	Establish a policy for the purchase of goods and services and review it regularly in line with other organisational policies.	8.4.1	Directors of Corporate Services
90.	Ensure appropriate control arrangements are in place in relation to cash handling.	8.2.1	Director of Corporate Services / Head of Finance Heads of Departments

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
91.	Ensure appropriate procedures are in place, including legal action where necessary, for debts that are not paid promptly	8.1.1	SMT
92.	<p>Write off debtors:</p> <ul style="list-style-type: none"> <li>i) Up to £1,000</li> <li>ii) £1,000 - £10,000</li> <li>iii) In excess of £10,000</li> </ul> <p>With an exception report to Audit, Risk and Finance Committee for any debt write-offs above £10,000.</p>	8.1.1	<ul style="list-style-type: none"> <li>i) Heads of Departments</li> <li>ii) Directors</li> <li>iii) Chief Executive and Registrar</li> </ul>
93.	Check goods and services upon receipt to ensure they are in accordance with the order	8.3.3	Heads of Departments
94.	<p>Ordering revenue goods and services</p> <ul style="list-style-type: none"> <li>i) Up to £30,000 (incl. VAT)</li> <li>ii) £30,001 - £75,000 (incl. VAT)</li> <li>iii) £75,000 - £213,477 (see below) (incl. VAT)</li> <li>iv) Above the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)</li> </ul>	8.3.2	<ul style="list-style-type: none"> <li>i) Heads of Departments</li> <li>ii) Director</li> <li>iii) Chief Executive and Registrar</li> <li>iv) SMT approval and Council notified in the next meeting</li> </ul>
95.	Where expenditure occurred has no budgetary provision and is in excess of £10,000 the relevant Director and Head of Finance must be informed immediately	4.3.3	Heads of Departments

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
96.	<p>Authorisation of payments with the appropriate supporting documentation and within budget:</p> <ul style="list-style-type: none"> <li>i) Up to £1,000</li> <li>ii) Above £1,000</li> </ul>	7.3.2	<ul style="list-style-type: none"> <li>i) 1 signatory from Head of Finance, member of SMT as per Bank mandate</li> <li>ii) 2 signatures from Head of Finance, SMT as per Bank Mandate</li> </ul>
97.	<p>Place orders for goods and services in accordance with the Procurement Policy. These include:</p> <ul style="list-style-type: none"> <li>• Using approved negotiated contracts where applicable</li> <li>• Orders must be raised and authorised electronically and only as per Contract and Procurement policy approved by the Council.</li> </ul> <p>There must be adequate separation of duty so that an employee raising an order does not authorise that order and approves the payment for that order</p>	8.3.2	Heads of Department, Directors and authorised personnel named in bank mandates.
98.	<p>Setting of fees and charges:</p> <ul style="list-style-type: none"> <li>i) Registrants</li> <li>ii) Business as usual income</li> </ul>	<p>1.3</p> <p>1.9</p>	<ul style="list-style-type: none"> <li>i) Council</li> <li>ii) SMT</li> </ul>

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
99.	Refunds to registrants and students: i) Requesting ii) Processing iii) Authorising payment	8.2  7.3.2	i) Head of Registration / ii) Finance iii) As per approved bank mandate (see payment authorisation above)

**QUOTATION, TENDERING & CONTRACT PROCEDURES**

100. The value of the contract is to be calculated by reference to its contractually committed estimated total amount, whether to be supplied or executed at any one time or during a specific period. The value of contract means the estimated total monetary value over its full duration, including any extension options (not the annual value). Must be VAT inclusive.

Above limits may change with update of Contract and Procurement Policy. In such event the limits stated in Contract and Procurement Policy will supersede these limits.

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:	
	Estimated Contract Value	8.4	Awarding	Signing of contract
101. Up to £5,000	Risk must be assessed along minimum requirement  Written quotation from one supplier		Heads of Departments	Heads of Departments
102. £5,000 - £30,000	Three written competitive quotations		Head of Departments	Head of Departments
103. £30,001 - £75,000	Three competitive suppliers invited to tender		Director	Director
104. £75,001 - below the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)	Three competitive suppliers invited to tender (unless the Director of Corporate Services determines that the requirements of a public sector		Chief Executive	Two signatures of:  i) Director i) Chief Executive and Registrar



	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
	framework should be followed)		
105. Above the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)	Either follow the requirements of a public sector framework or undertake a competitive tender exercise compliant with the Public Contracts Regulations 2015	SMT	Chief Executive and Registrar  Chair of Council
106. NOTE: Exemptions from these Rules will be granted in exceptional circumstances and following written approval.  i) The Director of Corporate Services is responsible for agreeing variations to this procedure in any individual instance subject to any necessary agreement with the Chief Executive and/or Chair of Council. Up to £75,000  ii) £75,001 - below the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)  iii) Above the Public Contract Regulations 2015 current thresholds for sub-central authorities (currently £213,477)			i) Director of Corporate Services  ii) Chief Executive  iii) Chief Executive and Chair of Council

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
	With an exception report to Audit, Risk and Finance Committee for any exemptions and departures from Contract & Procurement policy.		
107.	Opening tenders and quotations	8.4.1	Directors and Heads of Departments
108.	Approving expenditure greater than tender price i) Up to 10% or £30,000 whichever is higher	8.4.1	Director for £30,000 SMT for any higher amount (10% of the overall tender price)
109.	Undertake value for money assessments with regard to procurement activities	8.4.1	Head of Finance Director of Corporate Services
110.	The following must be subject to tender at least once every 5 years: i) Legal retainer contract ii) Internal Auditing Services	8.4.1	i) Director of Regulation, Head of Case Progression, Chief Executive and Registrar ii) Director of Corporate Services, Head of Finance, Chief Executive and Registrar
111.	Post tender negotiations	8.4.1	Heads of Departments

	DELEGATED MATTER	REF: FINANCIAL REGULATIONS	AUTHORITY DELEGATED TO:
			Directors
112.	Financial monitoring and reporting on capital expenditure	4.3.2	Head of Finance
<b>DECLARATION OF INTERESTS</b>			
113.	Declaration of a personal or professional interests which could compromise the independence of the decision-making or which could present, or may be perceived as, a conflict of interest in their capacity, to the SMT and the Council	6.5.2	All staff, workers, Council and committee members

<b>SUMMARY OF THE ROLE OF THE THREE LEVELS OF BUDGET HOLDER</b>		
DIRECTOR	HEAD OF DEPARTMENT	OPERATIONAL STAFF
<b>FINANCIAL PLANNING</b>		
Provision of the overall strategic direction for the directorate and overseeing the preparation of the budget for their directorate.	<ul style="list-style-type: none"> <li>Prepares the detailed revenue and capital budgets reflecting strategic direction indicated by the Director.</li> </ul>	<ul style="list-style-type: none"> <li>Provides input as required and supports the budget process to the Head of Finance and Director of Corporate Services.</li> </ul>
<b>FINANCIAL MANAGEMENT</b>		
<ul style="list-style-type: none"> <li>Assigns budget holder responsibility and ensures there are appropriate control processes in place.</li> </ul>	<ul style="list-style-type: none"> <li>Receives reports from the Head of Finance on performance against the budget and forecasts.</li> </ul>	<ul style="list-style-type: none"> <li>Places orders and incurs expenditure for products or services in accordance</li> </ul>

SUMMARY OF THE ROLE OF THE THREE LEVELS OF BUDGET HOLDER		
DIRECTOR	HEAD OF DEPARTMENT	OPERATIONAL STAFF
<ul style="list-style-type: none"> <li>• Receives regular reports on performance against budget and forecast from Head of Finance and relevant Head of department.</li> <li>• Where appropriate, approves budget moves within the financial limits set out in Financial Regulations.</li> <li>• Ensures budget provision is in place for any new policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Where appropriate, approves budget moves within the financial limits set out in Financial Regulations, or refer to the Director for action.</li> <li>• Reviews regularly the value for money of the goods or service delivery arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• with appropriate procurement advice and the approved budget.</li> <li>• Records income and expenditure properly and maintains appropriate commitment records to aid with budget management.</li> <li>• Assists with preparation of reports on performance against budget and forecasts,</li> </ul>
ACCOUNTING RECORDED & FINANCIAL SYSTEMS		
<ul style="list-style-type: none"> <li>• Ensures approval is gained for changes/ introduction of IT systems or sub-systems, and ensures proper system documentation is maintained and business continuity plans are in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures compliance with proper accounting guidance and practice by following advice and guidance from Finance department.</li> </ul>	<ul style="list-style-type: none"> <li>• Complies with proper accounting practices and guidance issued from Finance.</li> </ul>
RISK MANAGEMENT & CONTROL		
<ul style="list-style-type: none"> <li>• Takes ownership of risk within their directorate, ensuring risk management</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures risk management within their area is implemented in line with the strategy.</li> </ul>	<ul style="list-style-type: none"> <li>• Takes action to reduce risk as identified in risk management plans.</li> <li>• Complies with the control framework.</li> </ul>

## SUMMARY OF THE ROLE OF THE THREE LEVELS OF BUDGET HOLDER

DIRECTOR	HEAD OF DEPARTMENT	OPERATIONAL STAFF
<p>is implemented in line with overall risk management strategy.</p> <ul style="list-style-type: none"> <li>• Reviews directorate risks and progress on mitigating actions at regular management meetings.</li> <li>• Review and record risks and the mitigation plans in departmental risk registers.</li> <li>• Establishes sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness, and for achieving their performance targets.</li> <li>• Supports internal and external audit in any review being undertaken within their area, nominates a sponsor responsible for taking forward audit issues and responds to issues raised within audit reports within the agreed timescale.</li> <li>• Ensures that the anti fraud and corruption policy is followed and that any appropriate action is taken.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews risks and progress on mitigating actions at regular management meetings.</li> <li>• Record risks and mitigation plans in the departmental risk registers.</li> <li>• Notifies the Director of Corporate Services immediately of any loss, liability or damage that may lead to a claim against the Council.</li> <li>• Notifies the Director of Corporate Services of all new risks or assets that require insurance and of any alterations affecting existing insurances.</li> <li>• Responds to internal and external audit queries within timescale agreed.</li> <li>• Updates Hospitality Register in which acceptance of any hospitality or gifts is recorded.</li> <li>• Identifies training needs of staff re risk management.</li> </ul>	<ul style="list-style-type: none"> <li>• Reports any loss or damage that may lead to a claim against the Council to respective head of department.</li> <li>• Works with internal audit as appropriate and implements any agreed recommendations.</li> </ul>

SUMMARY OF THE ROLE OF THE THREE LEVELS OF BUDGET HOLDER		
DIRECTOR	HEAD OF DEPARTMENT	OPERATIONAL STAFF
•		
CONTROL OF RESOURCES		
<ul style="list-style-type: none"> <li>Ensures there are appropriate control procedures are in place with regard to assets.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures the proper security of all assets belonging to the Council is put in place.</li> <li>Ensure that the keys from safes and similar receptacles are carried on the person of those responsible at all times: loss of such keys must be reported to the relevant Director and Facilities Manager.</li> <li>Provides information required to maintain Fixed Asset Register (FAR).</li> </ul>	<ul style="list-style-type: none"> <li>Operates system of control with respect to the assets of the Council.</li> <li>Employees operating a petty cash account will make adequate arrangements for the safe custody as set out in para 6.3.1 of the Financial Regulations.</li> </ul>
INCOME & EXPENDITURE		
<ul style="list-style-type: none"> <li>Ensures value for money is achieved.</li> <li>Ensures there are adequate arrangements and delegations in place for ordering, authorising and receipting of goods and services.</li> <li>Maintains an up to date list of staff and any limits who can order, authorised and receipt goods and services.</li> </ul>	<ul style="list-style-type: none"> <li>Acts in accordance with the delegated limits applied to ordering, authorisation and receipt of goods and services.</li> <li>Has regard for value for money when considering procurement activity.</li> <li>Establishes and initiates appropriate recovery procedures, including legal action where necessary, for debts not paid in agreed timescale.</li> </ul>	<ul style="list-style-type: none"> <li>Raises invoices according to the agreed charging policies.</li> <li>Raises purchase orders according to contract and procurement policy when order is placed with a supplier.</li> <li>Processes invoices from the supplies and charges the cost to appropriate department.</li> </ul>

## SUMMARY OF THE ROLE OF THE THREE LEVELS OF BUDGET HOLDER

DIRECTOR	HEAD OF DEPARTMENT	OPERATIONAL STAFF
<ul style="list-style-type: none"> <li>Ensures appropriate control arrangements are in place relating to cash handling.</li> </ul>	<ul style="list-style-type: none"> <li>Notifies immediately Head of Finance of any expenditure over 5% of monthly budget or latest forecast whichever is higher to be incurred where there is no budgetary provision.</li> <li>Ensures that systems and procedures are correctly followed for payments to employees and for goods and services.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures appropriate goods or services have been ordered, received and authorised.</li> <li>Goods <u>should not</u> be ordered, received and paid by the same person.</li> </ul>
EXTERNAL ARRANGEMENTS		
<ul style="list-style-type: none"> <li>Ensures partnership/collaboration arrangements meet organisational policies and strategies.</li> <li>Ensures partnership/collaboration are governed by formal documented arrangements.</li> <li>Undertakes risk management appraisal of proposed new arrangements.</li> <li>Approves contractual arrangements for any work undertaken for third parties or external bodies.</li> </ul>	<ul style="list-style-type: none"> <li>Monitors arrangements to ensure they are operating according to agreements.</li> <li>Measures the performance to ensure best value is achieved for the General Optical Council.</li> <li>Ensures that all funding notified is received and properly recorded in the Council's accounts.</li> </ul>	