

ReLondon (London Waste and Recycling Board)

Scheme of Delegated Authority

The London Waste and Recycling Board Order allows the Board to authorise an individual member of the Board, an employee of the Board or a Committee of the Board to carry out any of its functions that it chooses.

All decisions are required to be made by the Board if they are not delegated to another person or committee either in this Scheme of Delegated Authority or by specific decision of the Board.

This Scheme of Delegated Authority was reviewed by Audit Committee June 2024 and supersedes all previous versions.

Policy

Authority for making all decisions on the Board's policy sits with the Board. ReLondon's main expression of policy is the Business Plan which it is required to publish each year.

Staffing and Remuneration

Authority for changes to the permanent establishment, pay and pay policy is delegated by the Board to the Audit Committee. Appointment of temporary staff (< two-year appointments), whether contractors or employees, is delegated to the CEO.

The day-to-day management of all staff (including recruitment of new staff) is delegated to the Chief Executive Officer to operate under the policies and procedures as agreed by the Board and/or Audit Committee (for example, the Pay Policy and other policies agreed in the Employee Handbook).

Budgets

Overall budgets for ReLondon's programmes and operations are agreed by the Board through its business plan. Subsequent decisions on how budgets are deployed are delegated to the Chief Executive and the Senior Management Team, subject to the approval limits set out below.

Virements

- Any virements between approved Business Plan budget lines below £50,000 shall require the approval of the Chief Executive Officer and will be reported to the next meeting of the Audit Committee.
- Any virements between approved Business Plan budget lines of between £50,000 and £100,000 shall require the approval of the Audit Committee at the next Audit Committee meeting.
- Any virements between approved Business Plan budget lines over £100,000 shall require the approval of the Board.

Income Approvals

ReLondon receives income through grants, commercial consultancy and sponsorship.

- All potential funding partners should be subject to the appropriate due diligence process.
- Where approvals are required they should be sought at concept stage, when the scope and budget of the project are being developed.

The following criteria for entering into grant funding or commercial consultancy agreements are to be applied:

- Where funding is sought for projects within the time and scope of the current business plan the approval of an application for funding is with the delegated authority (see table below).
- If the project is within the scope of the current business plan, but reaches beyond its time horizon, approval should be sought from the Chair of the Board.
- If the project is outside scope of the business plan .

Sponsorship approvals

The following criteria for entering into sponsorship agreements are to be applied

- A sponsorship below £15,000 and with a low likelihood of risk is to be approved by the relevant Head of Programme.
- All sponsorships (a) above £15,000 or (b) below that sum but with a high likelihood of risk to be approved by the CEO following consideration by the Fundraising Working Group.
- In the event of a high risk, high potential gain sponsorship above £15,000 the ReLondon Board may be approached for views and/or sign-off.
- Any sponsorship proposal greater than £50,000 but less than £100,000 will require the approval of the Chair of the Board.
- Any sponsorship proposal of £100,000 or greater will require the approval of the Board.

	Board	Board Chair	CEO	Heads of programme
Grants for projects in scope of business plan	£1m+	£500k - £1m	£200k - £500k	<£200k
Consultancy contracts in scope of business plan	£1m+	£500k - £1m	£200k- £500k	<£200k
Grants or consultancy projects outside of scope or length of business plan	Beyond scope of business plan	Beyond length of business plan		
Sponsorship	£100k+	£50k- £100k	£15k-£50k	<£15k

Approval of Expenditure

The tables below show the maximum spending authorities (in pounds sterling, including VAT) for different programmes. These limits apply to the ordering of goods and services as well as to the paying of invoices.

Further Delegations

Those to whom spending authority has been delegated may further delegate authority others within their teams. Such onward delegation is not included in this SODA but is included below for information.

	Board	Chair of Board	CEO	Heads of Programme	Director of Ops and Governance	Financial Controller
Programme / delivery costs	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Evaluation and monitoring costs	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Operations expenditure	£215k+		£100k - £215k	<£100k	<£100k	<£100k
Settlement of legal proceedings	£50k+	£25k-£50k	<£25k			
Investments	ALL					
Notes: Any new investment proposals will go to the Board Further internal delegations for business expenditure are detailed below						

Staffing costs approvals

	Audit Committee	Chair of Audit Committee	CEO	Director of Ops and Governance	Heads of programme
New permanent roles	ALL				
Restructure involving redundancy or new roles	ALL				
Recruitment into existing roles or fixed term appointments less than 2 years			ALL		
Annual cost of living pay award		ALL			
Pay increments		CEOs	ALL (Except CEO)		
Ex gratia payments	£10k+	£5k-£10k	<£5k		
Expenses claims	£10k+	£5k-£10k	£1k -£5k	<£1k	<£1k
<p>Notes</p> <ul style="list-style-type: none"> All staff expenses claims must be approved by the claimant's line manager, the Director of Operations and Governance or the Financial Controller, unless for an amount greater than that manager's delegated authority, in which case they are to be approved by the CEO, the Board Chair or the Board. Board Members' expenses are to be approved by the CEO unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board. Expenses incurred by Committee members who are not Board members are to be approved by the CEO or the Chair of the Board, unless for an amount greater than the CEO 's delegated authority, in which case they are to be approved by the Board Chair, or the Board. The CEO 's expenses must be approved by the Board Chair The Chair's expenses must be approved by the Audit committee Chair. All expenses must be in accordance with the Board's expenses policy. 					

Further delegations on spending limits (as agreed internally)

From	To	Limit	Note
Head of Programme (BTSS)	Business Transformation Manager	£25k	No change
Head of Programme (BTSS)	Senior Project Manager	£10k	No change
Head of Programme (LAS)	Senior Advisers	£10k	No change
Head of Programme (CBC)	Campaigns and Behaviour Change Manager	£10k	Added in – new role
Head of Programme (CBC)	Communications and Campaigns Leads	£1k	No change
Director of Operations and Governance	Financial Controller	£10k	Added in
Director of Operations and Governance	HR and Projects Lead	£5k	Increased with promotion
Director of Operations and Governance	Finance Admin Exec	£1k	No change

Bank mandates. Bank Accounts signatory list:

- Board: Liz Goodwin and Shirley Rodrigues
- CEO: Wayne Hubbard
- Director of Ops and Governance: Jo Rogers
- Financial Controller: Ineta Galdikiene
- Head of Programme: Antony Buchan

Approvals required by signatories:

BACS and CHAPS	Changes to Bank Mandate	Direct debits and Standing Orders (after the Purchase Order approved as per SODA).	Cheque payment used only for the payments below £5,000 (over £5,000 paid by BACS). The invoice must be approved as per SODA.	Internal money transfer between ReLondon's bank accounts
Two signatories	Two signatories	One signatory	One signatory	One signatory