



Solent Local Enterprise Partnership Scheme of Delegation Executive Team

Key:

Local Authority Delegated Functions

Local Authority and LEP Company Delegated Functions

LEP Company Delegated Functions

Executive and secretariat lead				
Decision	Strategic Officer	Senior Officer	Officer	Other
Any and all functions (including functions incidental thereto) necessary for the implementation of any decisions or strategic priorities of the LEP Board, or the promotion of LEP objectives (except as expressly reserved under the LEP Board delegations).	LEP Chief Executive (in consultation with the Chief Finance Officer in relation to incurring expenditure)	LEP Head of Local Growth / Head of Capital and Infrastructure (in accordance with the financial delegations below)		
Compliance and Advisory Functions				
Decision	Strategic Officer	Senior Officer	Officer	Other
Ensuring lawfulness and fairness of decision making and reporting to the Solent LEP, the Solent LEP Chief Executive, the Council and to the Executive on any proposal, decision or omission which may give rise to unlawfulness.	City Solicitor (for the accountable body) Chief Executive in consultation with legal adviser to the Solent LEP			
Advising whether Executive decisions are within the budget	LEP Chief Executive /	LEP Head of Local		

	and policy framework.	PCC Chief Finance Officer	Growth / Head of Capital and Infrastructure / Accountable Body Chief Finance Officer		
	Providing advice to all LEP Board Directors and Elected Members of the Accountable Body on the scope of powers, maladministration, financial impropriety, probity and budget and policy framework issues.	City Solicitor LEP Chief Executive / Chief Finance Officer (for Accountable Body matters) LEP Chief Executive / Chief Finance Officer matters)	LEP Head of Local Growth / Head of Capital and Infrastructure / Finance Manager/Assistant City Solicitor		
	Supporting and advising the Funding, Finance and Performance Management Group.	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure / Corporate Finance Specialist		
	Receiving complaints about Board Directors and carrying out investigations (where complaints relate to elected members, the originating authority shall be provided with details of the complaint, and the LEP shall be guided by the Monitoring Officer of the originating authority as to the progression and disposal of the complaint).	City Solicitor / LEP Chief Executive / LEP Legal Advisor	LEP Head of Local Growth / Head of Capital and Infrastructure		
Legal Proceedings					
Decision		Strategic Officer	Senior Officer	Officer	Other

	Instituting Proceedings – Taking a decision to take, defend, or settle proceedings in a particular accountable body activity or Solent LEP	City Solicitor (for Accountable Body or secretariat business) Chief Executive in consultation with legal adviser for Solent LEP	Assistant City Solicitor		
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Communications

Decision					
		Strategic Officer	Senior Officer	Officer	Other
	Authority to agree the content of media releases and official statements on behalf of the LEP or Accountable Body	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure	LEP Policy & Communications Manager	
	To approve corporate promotion and publicity for the Solent LEP functions	LEP Chief Executive	LEP Head of Local Growth / Head of Capital and Infrastructure	Head of Policy, Communications and Partner Engagement	
	In relation to LEP business, to approve requests for filming or sound recording on LEP or Council property or external premises for LEP Board Directors or the Executive	LEP Chief Executive	LEP Head of Local Growth / Head of Capital and Infrastructure	Head of Policy, Communications and Partner Engagement	

Authentication of Documents

Decision					
		Strategic Officer	Senior Officer	Officer	Other

	Signing Legal Documents on behalf of the LEP Company	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure		
	Signing Legal Documents on behalf of the Accountable Body	Execution in accordance with the Council's standing orders			
Financial Delegations					
	Decision	Strategic Officer	Senior Officer	Officer	Other
	Authority to enter into commitments above £500k up to an unlimited amount (but within the overall budget allocation for the Solent LEP) in a single transaction.	LEP Chief Executive / Chief Finance Officer			
	Authority to enter into commitments up to and including £500k (but within the overall budget allocation for the Solent LEP) in a single transaction.	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure / Corporate Finance Specialist		
	Authority to enter into commitments up to and including £250k (but within the overall budget allocation for the Solent LEP) in a single transaction.	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure / Corporate Finance Specialist / Head of Policy, Communications and Partner Engagement		
	Authority to enter into commitments up to and including £50k (but within the overall budget allocation for the Solent LEP) in a single transaction.	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and		

			Infrastructure/ Corporate Finance Specialist / Head of Policy, Communications and Partner Engagement		
	Authority to enter into commitments below £10k (but within the overall budget allocation for the Solent LEP) in a single transaction.	LEP Chief Executive / Chief Finance Officer	LEP Head of Local Growth / Head of Capital and Infrastructure / Corporate Finance Specialist / Head of Policy, Communications and Partner Engagement	Local Growth Programme Manager (Employment & Skills) / Local Growth Programme Manage (Enterprise Zone & Infrastructure) / Local Growth Programme Manager (Capital & Infrastructure) / Corporate Finance Specialist / Office Manager and PA to Chief Executive	Officers at Band 10 and over