



# Solent Local Enterprise Partnership Scheme of Delegation Executive Team

## Executive and secretariat lead

Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
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).	N/A	Chief Executive	Assistant Director Corporate Governance and Communications / Assistant Director Programme Delivery / Assistant Director Strategy and Programme Development	N/A	S151 Officer or their nominated representative  Head of Corporate, Commercial, and Regeneration Legal Services or other nominated legal expert from the accountable body

## Compliance and Advisory Functions

Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
Ensuring lawfulness and fairness of decision making and reporting to the Solent LEP, the Solent LEP Chief	N/A	Chief Executive (in consultation with Solent LEP Company Secretary)	Assistant Director Corporate Governance and Communications	Governance and Compliance Manager	Head of Corporate, Commercial, and Regeneration Legal Services or other nominated legal expert from the accountable body

Executive, the Council and to the Executive on any proposal, decision or omission which may give rise to unlawfulness.					
Advising whether Executive decisions are within the budget and policy framework.	N/A	LEP Chief Executive	Assistant Director Corporate Governance and Communications / Assistant Director Programme Delivery / Assistant Director Strategy and Programme Development	Governance and Compliance Manager	S151 Officer or their nominated representative
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.	N/A	LEP Chief Executive	Assistant Director Corporate Governance and Communications / Assistant Director Programme Delivery / Assistant Director Strategy and Programme Development	Governance and Compliance Manager	S151 Officer or their nominated representative City Solicitor (for Accountable Body) Head of Corporate, Commercial, and Regeneration Legal Services or other nominated legal expert from the accountable body Chief Internal Auditor

Supporting and advising the Funding, Finance and Performance Management Group.	N/A	LEP Chief Executive / Assistant Director Programme Delivery	Assistant Director Corporate Governance and Communications / Assistant Director Strategy and Programme Development	N/A	S151 Officer or their nominated representative  Head of Corporate, Commercial, and Regeneration Legal Services or other nominated legal expert from the accountable body  Chief Internal Auditor
Receiving, investigating and responding to complaints (including about Board Directors)	Stage 2 Complaints: Solent LEP Officer  Stage 3 Complaints: Solent LEP Strategic Officer, <u>and</u> Solent LEP Senior Officer  Stage 4 Complaints Accountable Body Officer  Whistleblowing and confidential complaints of a serious nature: Accountable Body Officer	LEP Chief Executive	Assistant Director Corporate Governance and Communications	Governance and Compliance Manager	Corporate Complaints Officer (Stage 4 Complaints)  Chief Internal Auditor or Deputy Chief Internal Auditor (Whistleblowing and confidential complaints of a serious nature)

<b>Legal Proceedings</b>					
Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
Instituting Proceedings – Taking a decision to take, defend, or settle proceedings in a particular accountable body or Solent LEP activity (including, but not limited to, any decision to issue a Civil Procedure Rules letter, claim in the county court, issue a statutory demand or initiate insolvency proceedings and/or any decisions relating to enforcement options such as third party payment orders, attachment of earnings, writ of control or charging orders).	One LEP Strategic Officer; <u>and</u> One LEP Senior Officer; <u>and</u> One LEP Officer; <u>and</u> ; Two Accountable Body Officers	Chief Executive (in consultation with Solent LEP Company Secretary)	LEP Assistant Director Corporate Governance and Communications / Assistant Director Programme Delivery / LEP Assistant Director Strategy and Programme Development	LEP Assistant Director Corporate Governance and Communications / LEP Governance and Compliance Manager	City Solicitor (for Accountable Body)  Head of Corporate, Commercial, and Regeneration Legal Services or other nominated legal expert from the accountable body

<b>Communications</b>					
<b>Decision</b>	<b>Minimum Sign-off requirements</b>	<b>LEP Officer</b>			<b>Accountable Body Officer</b>
		<b>Strategic Officer</b>	<b>Senior Officer</b>	<b>Officer</b>	
Authority to agree the content of media releases and official statements on behalf of the LEP or Accountable Body	One LEP Strategic Officer*, <u>or</u> One LEP Senior Officer, <u>and</u> ; One LEP Officer*  *in consultation with One Accountable Body Officer if material to accountable body	LEP Chief Executive / LEP Assistant Director Corporate Governance and Communications	LEP Assistant Director Corporate Governance and Communications / LEP Assistant Director Strategy and Programme Development	LEP Marketing and Communications Officer	S151 Officer or their nominated representative
To approve corporate promotion and publicity for the Solent LEP functions	One LEP Strategic Officer, <u>or</u> One LEP Senior Officer, <u>or</u> ; One LEP Officer	LEP Chief Executive / LEP Assistant Director Corporate Governance and Communications	LEP Assistant Director Strategy and Programme Development LEP Assistant Director Corporate Governance and Communications	LEP Marketing and Communications Officer	N/A
In relation to LEP business, to approve requests for filming or sound recording on LEP property or external premises for LEP Board Directors or the Executive	One LEP Strategic Officer, <u>or</u> One LEP Senior Officer, <u>and</u> ; One LEP Officer	LEP Chief Executive / LEP Assistant Director Corporate Governance and Communications	LEP Assistant Director Strategy and Programme Development LEP Assistant Director Corporate Governance and Communications	LEP Marketing and Communications Officer	N/A

<b>Authentication of Documents</b>					
Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
Signing Legal Documents on behalf of the LEP Company	One LEP Strategic Officer, <u>or</u> One LEP Senior Officer;	LEP Chief Executive	LAssistant Director Corporate Governance / Assistant Director Programme Delivery	N/A	N/A
Signing Legal Documents on behalf of the Accountable Body	Accountable Body Officer	N/A	N/A	N/A	Execution in accordance with the Council's standing orders
<b>Financial Delegations</b>					
Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
Authority to enter into commitments up to an unlimited amount (but within the overall budget allocation for the Solent LEP) in a single transaction	One LEP Strategic Officer, <u>and</u> One LEP Senior Officer, <u>and</u> ; One Accountable Body Officer	LEP Chief Executive	LEP Assistant Director Strategy and Programme Development / Assistant Director Corporate Governance / Assistant Director Programme Delivery	N/A	S151 Officer

Authority to enter into commitments up to £1.5m (but within the overall budget allocation for the Solent LEP) in a single transaction	One LEP Strategic Officer, <u>and</u> One LEP Senior Officer, <u>and</u> ; One Accountable Body Officer	LEP Assistant Director Strategy and Programme Development / Assistant Director Corporate Governance / Assistant Director Programme Delivery	LEP Assistant Director Strategy and Programme Development / Assistant Director Corporate Governance / Assistant Director Programme Delivery	N/A	S151 Officer or their nominated representative
Authority to enter into commitments below £10k (but within the overall budget allocation for the Solent LEP) in a single transaction	One LEP Senior Officer, <u>and</u> One LEP Officer, <u>and</u> ; One Accountable Body Officer	N/A	Solent LEP Managers at band 13 and above	Solent LEP Officers at band 9 and above	S151 Officer or their nominated representative