



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/Deputy Chief Executive (where Deputy Chief Executive is not the signing Senior Officer)	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)	Deputy Chief Executive	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 / Deputy Chief Executive	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 / Deputy Chief Executive	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 / Deputy Chief Executive	Deputy Chief Executive / Assistant Director Strategy and Programme Development / Assistant Director Programme Delivery	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
Approval of monitoring and evaluation returns to HM Government (unless LEP Board sign-off specified by HMG)	One LEP Strategic Officer; <u>and</u> One Accountable Body Officer or Two LEP Senior Officers; <u>and</u> One Accountable Body Officer	LEP Chief Executive / Deputy Chief Executive	Deputy Chief Executive / Assistant Director Strategy and Programme Development / Assistant Director Programme Delivery	N/A	S151 Officer or their nominated representative
Receiving, investigating and responding to complaints (including about Board Directors)	Stage 2 Complaints: Solent LEP Officer Stage 3 Complaints: Solent LEP Strategic Officer, <u>or</u> Solent LEP Senior Officer Stage 4 Complaints Accountable Body Officer	LEP Chief Executive	Deputy Chief Executive	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)

	Whistleblowing and confidential complaints of a serious nature: Accountable Body Officer				
Legal Proceedings					
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	One LEP Strategic Officer; <u>and</u> Two LEP Senior Officers or Officers; <u>and</u> ; Two Accountable Body Officers	Chief Executive / Deputy Chief Executive (in consultation with Solent LEP Company Secretary)	Deputy Chief Executive / Assistant Director Programme Delivery / LEP Assistant Director Strategy and Programme Development	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

control or charging orders).					
Communications					
Decision	Minimum Sign-off requirements	LEP Officer			Accountable Body Officer
		Strategic Officer	Senior Officer	Officer	
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 / Deputy Chief Executive	LEP Assistant Director Strategy and Programme Development / Communications and Stakeholder Engagement Programme Manager	Communications and Stakeholder Engagement Programme Manager / 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 / Deputy Chief Executive	LEP Assistant Director Strategy and Programme Development / Communications and Stakeholder Engagement Programme Manager	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 / Deputy Chief Executive	LEP Assistant Director Strategy and Programme Development Communications and Stakeholder Engagement Programme Manager	LEP Marketing and Communications Officer	N/A

Authentication of Documents					
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	Deputy Chief Executive / 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
Financial Delegations					
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 OR Deputy Chief Executive (where Deputy Chief Executive is not the signing Senior Officer)	LEP Assistant Director Strategy and Programme Development / Deputy Chief Executive / 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 / Deputy Chief Executive / Assistant Director Programme Delivery	LEP Assistant Director Strategy and Programme Development / Deputy Chief Executive / 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