



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)	Business Development Director / Head of Corporate Services and Performance / Head of Enterprise and Skills	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	Head of Corporate Services and Performance	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 / Business Development Director	Head of Enterprise and Skills / Head of Corporate Services and Performance	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	Business Development Director / Head of Corporate Services and Performance / Head of Enterprise and Skills	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 / Business Development Director / Head of Corporate Services and Performance / Head of Enterprise and Skills	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 / Business Development Director	Deputy Chief Executive / Business Development Director / Head of Corporate Services and Performance / Head of Enterprise and Skills	N/A	S151 Officer or their nominated representative
Implementation of LEP Performance Management Matrix and Corrective Actions Matrix	For projects with major concerns or below: One LEP strategic officer and one Accountable Body Officer For projects with significant concerns or below: One LEP senior officer and one Accountable Body Officer For projects with some concerns or below: One LEP Officer and one Accountable Body	LEP Chief Executive / Deputy Chief Executive	Head of Corporate Services and Performance	Local Growth Project Manager / Governance and Compliance Manager	S151 Officer or their nominated representative

	Officer				
Receiving, investigating and responding to complaints (including about Board Directors)	<p>Stage 2 Complaints: Solent LEP Officer</p> <p>Stage 3 Complaints: Solent LEP Strategic Officer, <u>or</u> Solent LEP Senior Officer</p> <p>Stage 4 Complaints Accountable Body Officer</p>	LEP Chief Executive / Deputy Chief Executive	Deputy Chief Executive / Head of Corporate Services and Performance	Head of Corporate Services and Performance / Governance and Compliance Manager	<p>Corporate Complaints Officer (Stage 4 Complaints)</p> <p>Chief Internal Auditor or Deputy Chief Internal Auditor (Whistleblowing and confidential complaints of a serious nature)</p>

	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 issuing remediation, default and persistent breach notices, 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 / Business Development Director	Head of Corporate Services and Performance	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	Business Development Director / 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	Business Development Director / 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	Business Development Director / 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 / Business Development Director	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)	Business Development Director / Deputy Chief Executive / Head of Corporate Services and Performance	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	Head of Corporate Services and Performance/ Deputy Chief Executive / Business Development Director	Business Development Director / Deputy Chief Executive / Head of Corporate Services and Performance / Head of Enterprise and Skills	N/A	S151 Officer or their nominated representative
Authority to enter into commitments below £50k (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	Head of Corporate Services and Performance / Head of Enterprise and Skills	Solent LEP Managers at band 13 and above	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