

Charter Trustees For Poole

Scheme of Delegation

Policy name	Version	Owner	Date Adopted	Review Date
Scheme of Delegation	V1.0	RFO	January 2021	

Decision	Source of Delegation: Financial Reg (FR)	Delegated To
Decisions Reserved to the Charter Trustees		
Amendment or suspension of financial regulations.	FR 1.1 FR 16.2	The Charter Trustees
Reviewing the system of internal control.	FR 1.5 FR 2.4	The Charter Trustees
Setting the budget and precept	FR 1.13 FR 3.2	The Charter Trustees
Levels and utilisation of reserves	FR 4.11	The Charter Trustees
Expenditure which exceeds the approved budget	FR 4.3	The Charter Trustees
Budget virement	FR 4.3 FR 4.4	The Charter Trustees Charter Trustee Budget Signatories - Urgency
Approval of grants, awards and disbursements	FR 5.8	The Charter Trustees
Writing off bad debts	FR 1.13	The Charter Trustees
Purchase or disposal of assets with a value exceeding £500	FR 13.1	The Charter Trustees
Approving accounting statements	FR 1.13	The Charter Trustees
Approving the Annual Governance Statement	FR 1.13	The Charter Trustees
Addressing recommendations from internal or external audit	FR 1.13	The Charter Trustees
Approval of banking arrangements	FR 5.1	The Charter Trustees
Approval to set up direct debits, BACs, CHAPS and standing orders	FR 6.6 FR 6.7 FR 6.8	The Charter Trustees
Changes to employees pay and conditions of employment	FR 7.3	The Charter Trustees
Authorisation of termination payments	FR 7.7	The Charter Trustees
Putting in arrangements for the management of risk	FR 15.1	The Charter Trustees
Delegations Relating to Appointment of Officers		
Appointment of the Responsible Financial Officer	FR 1.7 FR 7.9	Bournemouth, Christchurch and Poole Council
Appointment of officers to provide administrative, secretarial and financial support to the Charter Trustees	FR 1.8 FR 7.9	Bournemouth, Christchurch and Poole Council

Decision	Source of Delegation: Financial Reg (FR)	Delegated To
Delegations Relating to Accounting Systems		
Determining accounting and control systems and procedures	FR 1.9 FR 2.1	Responsible Financial Officer
Delegations Relating to Authorising Expenditure		
Placing orders and processing invoices	FR 7.9 FR 10.1	Civic Team Leader Mace Bearer and Chauffeur
Approval of orders and expenditure in accordance with the approved budget	FR 4.1 FR 5.5 FR 7.9	Honorary Clerk Head of Democratic Services Deputy Head of Democratic Services
Out of pocket expenses incurred by the Mayor	FR 4.1 FR 5.5	Charter Trustee Budget Signatories
Delegations Relating to Banking		
Authorisation of fund transfers within the Charter Trustees banking arrangements	FR 5.7	Responsible Financial Officer
Approval of the use of procurement cards	FR 6.18	Responsible Financial Officer
Delegations Relating to Insurance		
Ensuring effective insurance arrangements are in place	FR 14.1	Responsible Financial Officer