

Dorset Local Enterprise
Partnership CIC

Scheme of Delegation

November 2023

Scheme of Delegation

The scheme of delegation shows the main areas of responsibilities of Dorset LEP and gives clarity as to the level of delegation required.

The scheme of delegation will be reviewed on an annual basis and any changes needed will go to the board for approval.

Communications	
Decision	Delegation to
Agreeing content of media releases and official statements on behalf of Dorset LEP	Dorset LEP Executive Director
Maintaining the Register of Interests	Dorset LEP Executive Director
Approving requests for filming LEP projects	Dorset LEP Executive Director

Finance	
Decision	Delegation to
Approval of annual financial budgets	Dorset LEP Board
Approval of 2 monthly budget forecasts	Dorset LEP Board
Approval of annual accounts for Accountable Body	Dorset LEP Board
Authorise expenditure up to £50,000	Dorset LEP Executive Director
Authorise expenditure from £50,001 to £150,000	Dorset LEP Executive Director / Dorset LEP Chair
Authorise expenditure over £150,000	Dorset LEP Board

Governance	
Decision	Delegation to
Publication of Agendas, reports and minutes	Dorset LEP Board and Dorset LEP Executive Director
Managing the Confidential Complaints policy	Accountable Body, Dorset LEP Executive Director, DBT/DLUHC
Ensuring compliance of the Code of Conduct policy	Dorset LEP Executive Director, LEP Board, DBT/DLUHC
Updating and Maintaining the Assurance Framework	Dorset LEP Board
Responsibility for compliance with Government policy	Dorset LEP Board and Dorset LEP Chair
Appointment of Board Members	Dorset LEP Board and Dorset LEP Chair
Maintaining the Register of Interests	Dorset LEP Executive Director
Ensuring compliance of the whistleblowing policy	Dorset LEP Executive Director

Human Resources	
Decision	Delegation to
Recruitment of Director of Dorset LEP	Dorset LEP Chair / Dorset LEP Board
Recruitment of other staff members	Dorset LEP Executive Director / Dorset LEP Chair
Approval of remuneration of Director of Dorset LEP	Dorset LEP Chair / Dorset LEP Board
Performance management of Director of Dorset LEP	Dorset LEP Chair
Disciplinary action/dismissals/contract termination	Dorset LEP Executive Director / Chair (in line with Bournemouth University policy)
Recruitment of Board Members	Dorset LEP Board
Approval of remuneration of other staff members	Dorset LEP Executive Director

Programme Spend	
Decision	Delegation to
Agreement for new capital programmes - Growth Deal	Dorset LEP Board
Agreement for new capital programmes - Growing Places Fund	Dorset LEP Board
Agreement for new revenue programmes	Dorset LEP Board / Dorset LEP Executive Director
Agreement for any other funding (not included in the above)	Dorset LEP Board / Dorset LEP Executive Director
Changes in programme funding - Growth Deal	Dorset LEP Board
Changes in programme funding - Growing Places	Dorset LEP Board
Changes in programme with no change in funding - Growth Deal	Dorset LEP Executive Director

Strategy	
Decision	Delegation to
Review of the Vision, Mission, Values and Strategy of Dorset LEP	Dorset LEP Board
Approving the overall strategy and action plan of Dorset LEP	Dorset LEP Board