

Dorset Local Enterprise  
Partnership CIC

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Scheme of Delegation

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September 2020

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## Scheme of Delegation

The scheme of delegation show 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.

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

<b>Finance</b>	
<b>Decision</b>	<b>Delegation to</b>
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	Director of Dorset LEP
Authorise expenditure from £50,001 to £150,000	Director of Dorset LEP/Dorset LEP Chair
Authorise expenditure over £150,000	Dorset LEP Board

<b>Governance</b>	
<b>Decision</b>	<b>Delegation to</b>
Publication of Agendas, reports and minutes	Dorset LEP Board and Director of Dorset LEP
Managing the Confidential Complaints policy	Accountable Body, Director of Dorset LEP, MHCLG/BEIS
Ensuring compliance of the Code of Conduct policy	Director of Dorset LEP, LEP Board, MHCLG/BEIS
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	Director of Dorset LEP
Ensuring compliance of the whistleblowing policy	Director of Dorset LEP

<b>Human Resources</b>	
<b>Decision</b>	<b>Delegation to</b>
Recruitment of Director of Dorset LEP	Dorset LEP Chair/Dorset LEP Board
Recruitment of other staff members	Director of 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	Director of Dorset LEP/Chair (in line with Bournemouth University policy)
Recruitment of Board Members	Dorset LEP Board
Approval of remuneration of other staff members	Director of Dorset LEP

<b>Programme Spend</b>	
<b>Decision</b>	<b>Delegation to</b>
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 / Director of Dorset LEP
Agreement for any other funding (not including in the above)	Dorset LEP Board / Director of Dorset LEP
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	Director of Dorset LEP

<b>Strategy</b>	
<b>Decision</b>	<b>Delegation to</b>
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