

# West London Waste

*Treating waste as a valuable resource*

## **Scheme of Delegation to Officers**

Minor amendments approved by the Clerk in January 2022.

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### 1. General

- 1.1 The Scheme does not define how each decision should be taken, nor does it attempt to list incidental matters that are a part of the Officers' everyday management functions. The Chair should be consulted on any matters that are considered politically sensitive.
- 1.2 The Clerk or Managing Director will clarify any delegation to officers if necessary.
- 1.3 Reference to the Chair shall include the Vice Chair who may act in that capacity in the Chair's absence
- 1.4 This Scheme forms part of the Authority's Standing Orders and should be read in conjunction with other parts.

### 2. Urgency Procedure

- 2.1 If, between normal meetings of the Authority, it is necessary for an urgent and prompt decision to be taken in a matter normally decided by the Authority (including a decision beyond the approved budget), which will not admit of delay, then such a decision shall be delegated to the Managing Director or Clerk in consultation with the Chair, or Vice-Chair in the Chair's absence, and in appropriate cases the Clerk and/or Treasurer, before exercising the delegation. Such action, under such delegation, must comply with appropriate legislation and shall be reported to the next following meeting of the Authority.

### 3. Delegated powers of the Managing Director

- 3.1 The Managing Director is responsible for the day to day management of the waste disposal services including: effective and efficient service delivery; management of all staff resources; and providing a cost-effective use of agreed budgets.
- 3.2 Where the Managing Director is absent or unable to act then the Senior Assistant Director may act in his/her place.
- 3.3 In urgent situations and provided lawful, the Managing Director may approve, in consultation with the Clerk, Treasurer and Chief Technical Advisor, an exemption to the Authority's Tender and Contract Regulations where a tendering process will not provide value for money or time will not permit. Any such decisions should be reported to the next meeting of the Authority.
- 3.4 In compliance with the Authority's Standing Orders and, where applicable, the EU procurement procedures, the Managing Director has delegated authority to:
  - 3.4.1 procure works, goods or services in accordance with the limits and procedures set within the contract and procurement rules;

- 3.4.2 agree financial settlements in Court actions where no alternative is available, in consultation with the Treasurer and Clerk and, where in excess of £100,000, additionally in consultation with the Chair;
- 3.4.3 appoint all employees and determine the terms and conditions of employment in consultation with the Clerk, but not the Clerk, Treasurer and Chief Technical Advisor, whose appointment and terms are determined by the Authority;
- 3.4.4 collect fees and charges;
- 3.4.5 approve employees' expenses;
- 3.4.5 maintain and secure buildings, land and premises;
- 3.4.7 agree the issue of licenses for Authority buildings or land in consultation with the Clerk
- 3.4.8 dispose of assets with an estimated realisable value not exceeding £25,000, for best value and in consultation with the Treasurer;
- 3.4.9 dispose of operational assets with an estimated realisable value in excess of £25,000, but less than £100,000 for best value and in consultation with the Treasurer and the Chair
- 3.4.10 vire up to £100,000 within approved budgets, in consultation with the Treasurer;
- 3.4.11 nominate Officers to act on his behalf;
- 3.4.12 issue interim and final certificates for payment of contractors' accounts for work done;
- 3.4.13 grant free facilities at the Authority's premises for the deposit of waste by Charities.

#### **4. Delegated powers of the Clerk**

4.1 The Clerk has delegated authority to:

- 4.1.1 ensure the effective governance of the Authority;
- 4.1.2 deal with all legal work on behalf of the Authority;
- 4.1.3 ensure the Authority's Standing Orders are effectively implemented;
- 4.1.4 execute all legal documents and apply the seal where appropriate on behalf of the Authority;
- 4.1.5 Determine disciplinary matters and grievances relating to the Managing Director, Treasurer and Chief Technical Advisor;
- 4.1.6 agree minor changes to the Constitution and any of its Parts (e.g. the correction of typographical errors, minor amendments required by new legislation and other matters of a purely administrative nature);

- 4.1.7 undertake any legal action to protect the Authority's interests.
- 4.1.8 administer the Member Code of Conduct including determining decision to refer to an Independent Member and deciding whether a complaint should be investigated and referred to the Standards Committee
- 4.1.9 Authorise the Managing Director's expenses or authorise a different Officer to do so

## **5. Delegated powers of the Treasurer**

### 5.1 The Treasurer has delegated authority to:

- 5.1.1 prepare, sign and present the accounts of the Authority;
- 5.1.2 keep a general fund for receipt and discharge of liabilities, and to keep accounts and receipts for such discharges;
- 5.1.3 borrow in accordance with the requirements of the capital budget and borrowing limits and the Treasury Management Strategy;
- 5.1.4 issue levies on constituent Councils of the Authority and take action required for their collection, within the terms of Clause 7 of the Waste Regulation and Disposal (Authorities) Order 1985;
- 5.1.5 implement nationally agreed pay awards;
- 5.1.6 arrange the provision of Audit services to the Authority;
- 5.1.7 provide comprehensive financial advice to the Authority;
- 5.1.8 write off losses or irrecoverable sums up to the value of £25,000;
- 5.1.9 write off losses or irrecoverable sums in excess of £25,000, but less than £100,000 in consultation with the Chair;
- 5.1.10 approve contract overspend up to a maximum of 10% of the contract value or £25,000 whichever is the lesser sum provided such overspend is within the Authority's total budget and is in accordance with the law

### 5.2 The Treasurer has delegated authority in consultation with the Managing Director to:

- 5.2.1 prepare, present and monitor capital and revenue budgets.
- 5.2.2 commission appropriate insurances

5.3 The Treasurer shall, in consultation with the Managing Director, report retrospectively to the Authority any decisions taken under delegated authority involving sums in excess of £100,000.