



Report to:

Resource & Audit Sub-Committee
30th October 2007

Item No:

13e

Title:	Revised Budget Delegation Limits		
Date:	17 th October 2007		
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Confidential:	No		
For: (Please tick action required)	NOTING	DISCUSSION	APPROVAL ✓
PURPOSE OF REPORT			
This report presents proposed revisions to the existing financial delegation approval limits.			
RECOMMENDATION			
That Sub-Committee approve the revised delegation limits.			
IMPLICATIONS			
Equality & Diversity:	None directly		
Financial:	Proposed revisions would award budget managers higher delegation limits		
Staffing:	None directly		
Decency Target:	None directly		
Governance:	Yes – revisions to be reflected in the standing orders and financial regulations		
Risk Assessment:	Managers exceeding budget authority limits included on risk register but not assessed as a primary risk		

Equality & Diversity Implications (Please tick where relevant):

BME	<input type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Single Parents	<input type="checkbox"/>
Age	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Alcohol / Drug Mis-users	<input type="checkbox"/>

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committees:	No		
Area Panel:	No		
Task Groups:	N/A		
Ward Councillors:	N/A		

Introduction

- 1 This report presents proposals to revise the existing budget delegation limits set by Northwards Housing at its inception.

Summary

- 2 The revisions proposed and the reasons behind them are as follows:
 - a) Neighbourhood Services Senior Managers to have revenue expenditure budgets of £25,000 rather than £20,000. This is partly for consistency across all the Senior Management Team but also to reflect the budgets for which these Managers are responsible, in particular the Environmental Works.
 - b) Property Services Senior Managers to have revenue expenditure budgets of £25,000 rather than £10,000. This is partly for consistency across all the Senior Management Team but also to reflect the responsibilities of the Managers in the new Home Improvement Teams and the office and operations budgets for which they are responsible.
 - c) Head of Business Support to have revenue expenditure budgets of £25,000 rather than £10,000. This is to properly reflect the services for which the post holder is responsible including SLAs, publications and general office expenditure.
 - d) Governance Support Officer to have a revenue expenditure budget for £1,000. This is a new authority as the officer now works directly for the Director of Business Services rather than under a Senior Manager and will allow expenses and associated governance expenditure to be processed efficiently.
 - e) Human Resources Officer to have a revenue expenditure budget for £500. This budget was previously held by the Training Manager (no longer with us) and is consistent with other teams in terms of small scale expenditure at levels below the Manager.
- 3 In respect of the Directors of Property and Neighbourhood Services, there is currently a limit for revenue expenditure of £100,000. Invoices this large are rare but from a consistency point of view and to enable the organisation to be efficient it is proposed that these limits be increased to £200,000.
- 4 In looking at the above limits there appears to be some confusion between these delegation limits and the ability to sign invoices. The principal concern is not the

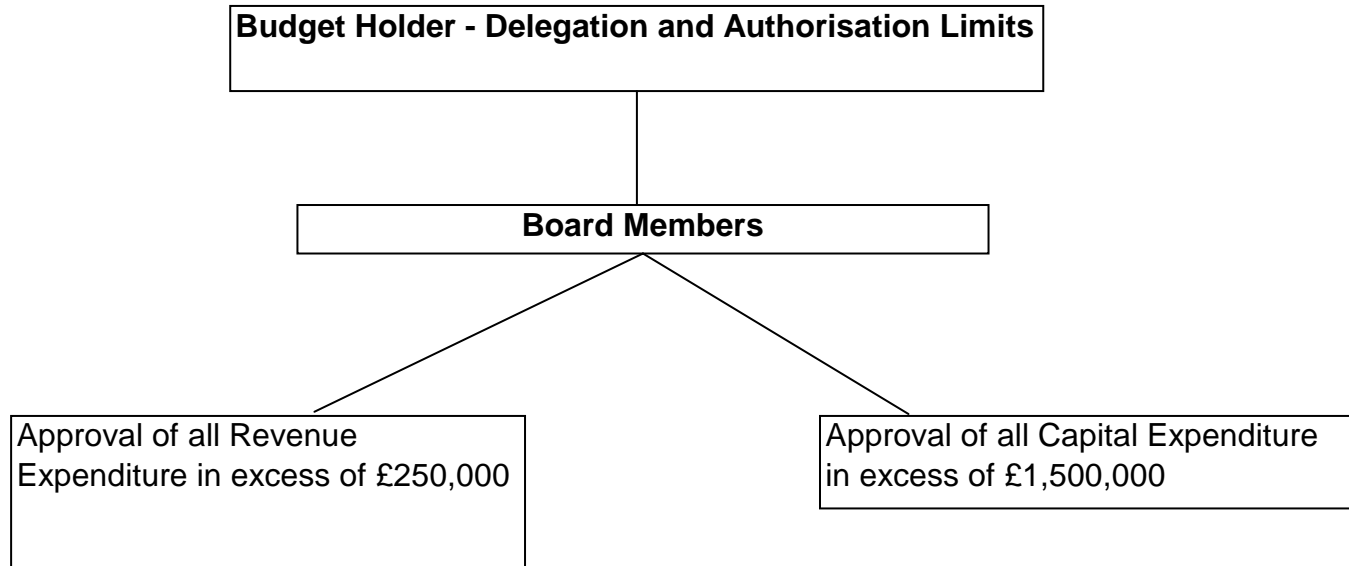
number or amount of invoices that come through at this level but the ability to sign an order, which could be a much greater amount.

- 5 And all the delegation limits operate also within the framework of the budgets allocated to Managers so despite being given a particular authority, Managers know they can only spend against their own budget allocations. However, the increased flexibility allows for cover at times of holiday and sickness, which has been a problem on occasions in the last year.

Recommendation

- 6 Sub-Committee are asked to approve the revised delegation limits.

NORTHWARDS HOUSING LIMITED



EXECUTIVE MANAGEMENT TEAM

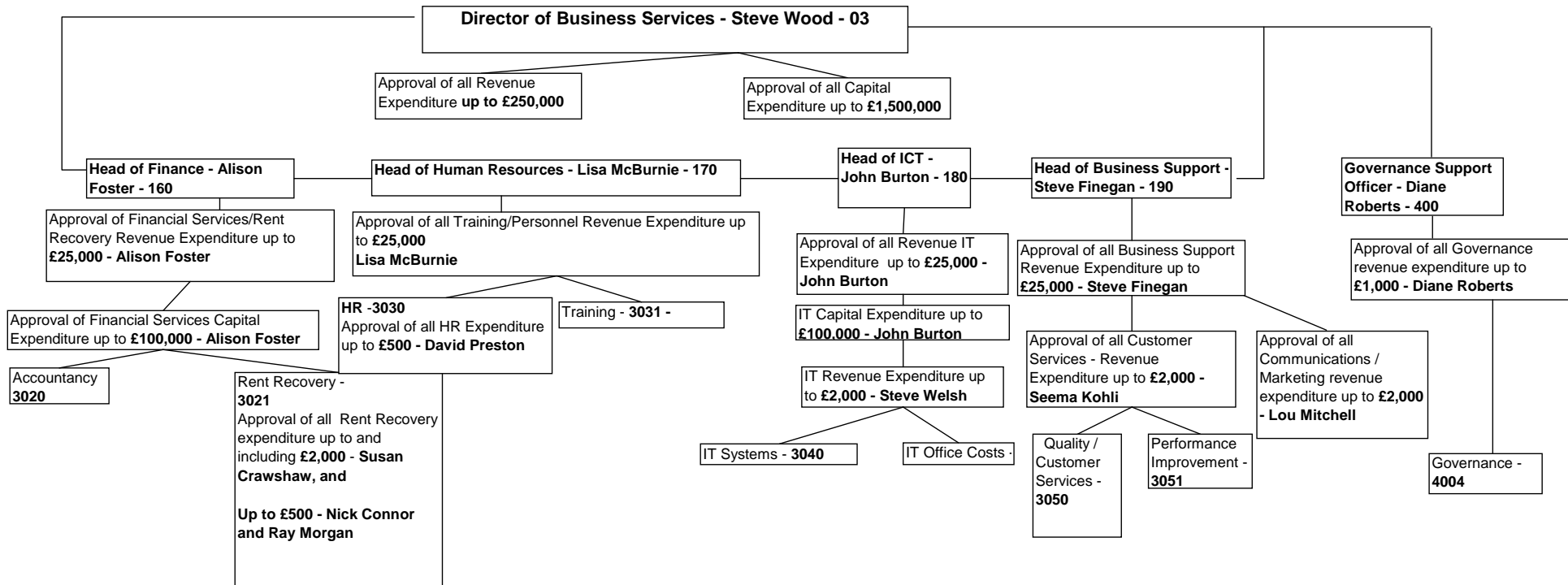
Chief Executive - Robin Lawler

Approval of all Revenue Expenditure up to £250,000

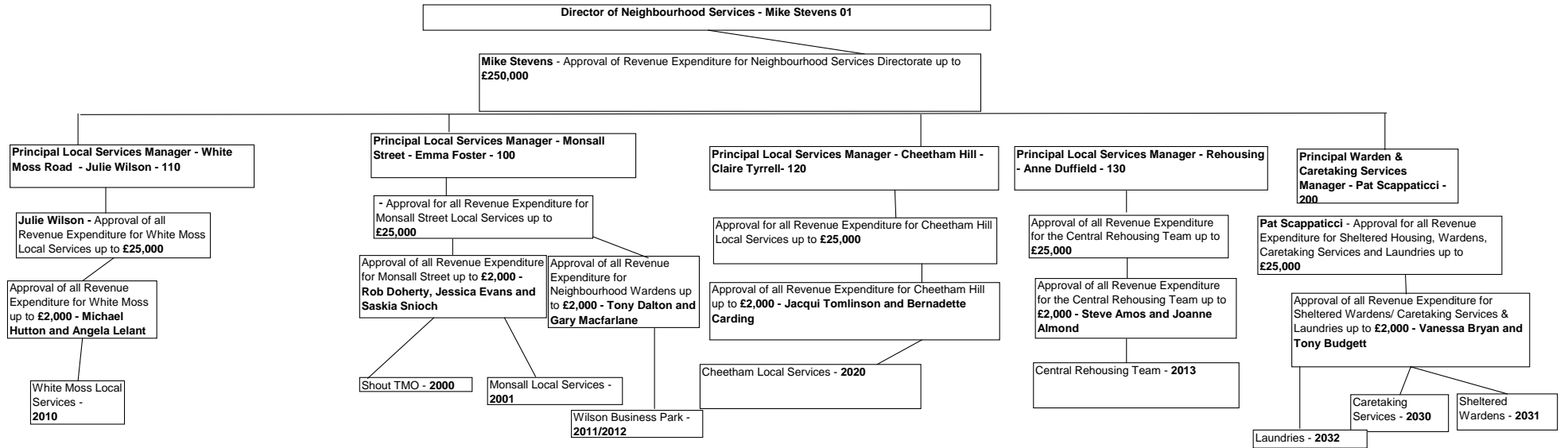
Approval of all Capital Expenditure up to £1,500,000

Name: Robin Lawler Signature :

BUSINESS SERVICES



NEIGHBOURHOOD SERVICES



PROPERTY SERVICES

