

Scheme of Delegations to Officers

The General Conditions of Delegations

Overall Delegations to Officers

The Court of Common Council has agreed the principle that authority should be delegated to Chief Officers (and their nominated Deputies or Assistants) for carrying out the day-to-day management of all services and for the discharge of specific statutory and non-statutory functions, including those for the City Corporation as charity trustee.

All delegations to officers are subject to any statutory or other legal provisions which apply; the exclusion of any matters which remain for decision by the Court and/or any Committee unless specifically delegated to a particular officer; and accountability to the Court and/or any Committee in respect of decisions made under delegated authority.

All delegations to officers in accordance with the general powers detailed below are to be exercised on a case-by-case basis in consultation with the other relevant Chief Officers where appropriate and shall be deemed to be exercisable in relation to the City of London Corporation in any of its legal capacities unless otherwise specified or the context indicates otherwise.

Several senior officers are also considered Head of Profession for an Enabling Function. These officers are responsible for the management and delivery of enabling services across the City Corporation such as legal, finance, corporate communications, and HR. A Head of Profession must ensure ~~a high-quality service is delivered across the organisation through~~ the standardisation and development of their enabling service to support a high-quality services being delivered across the organisation.

Day-to-Day Management

Chief Officers (and their nominated Deputies or Assistants) are authorised to implement agreed policies and to act on the City of London Corporation's behalf in the discharge of its statutory and non-statutory functions and to exercise powers in relation to the day-to-day management of the service area for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution, or where the Town Clerk, in consultation with the Chief Officers, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers.) This includes authority to:

- a. appoint and manage staff in accordance with agreed policies and procedures, except to where this scheme of delegation indicates otherwise;
- b. undertake staff re-organisation in accordance with agreed policies and procedures and within budget limitations;

- c. place orders and enter into contracts for the supply of goods and services in line with the ~~the~~ City of London Corporation's Procurement Code, Parts 1 and 2 and to authorise or incur any other expenditure for which provision has been made in the appropriate budget or capital programme subject to limits set out in Standing Orders and Financial Regulations and subject to these not being in conflict with existing contracts:
 - Procurement Code - Part 1 – can be made available on request.
 - Procurement Code - Part 2 - can be made available on request.
- d. Manage any physical assets, including land and buildings for which the relevant Chief Officer is accountable until formally declared surplus under Standing Orders, subject always to consultation with and the approval of the City Surveyor and Executive Director Property as Head of Profession for Estates and Facilities Management and in accordance with any relevant policies and strategies in relation to property asset management.

Limitations

1. Any exercise of delegated powers by officers shall:
 - a. comply with all the ~~City of London Corporation's~~ governing or constitutional documents as relevant to the function being discharged.
 - b. comply with the City Corporation's own corporate governance framework set by or with the authority of the Court of Common Council (such as Standing Orders, the White Paper and Committee Terms of Reference, Financial Regulations, Procurement Code, Project Procedure, etc);
 - c. have regard to any agreed policies, objectives, strategies and service standards including any management directions;
 - d. have regard to the overall management and co-ordination of the work of the City Corporation and the achievement of corporate standards, as relevant;
 - e. ~~not~~ authorise expenditure only except in accordance with approved budgets, revenue estimates or capital programmes, as relevant;
 - f. not involve a new policy or extend an existing policy which has been adopted by the City Corporation (except where the Town Clerk and Chief Executive is acting in accordance with urgency powers);
 - g. be in accordance with any existing approved scheme or direction of the City Corporation, its Courts, Committees or Sub-Committees; and
 - h. be the subject of prior consultations with the appropriate Head of Profession or technical officers of the City Corporation where technical and/or professional considerations are concerned which are not within the province of, or which are shared with the Chief Officer.

- i. in respect of delegated powers exercised as charity trustee, be in the best interests of the relevant charity and in accordance with the relevant charity's own governing document.
2. Any delegation to a Chief Officer may be exercised by any officer authorised by the Chief Officer either generally or specifically for the purpose (except where restrictions exist in employment policies). The Town Clerk may exercise any function delegated to a Chief Officer at his discretion.
3. All delegation is without prejudice to the jurisdiction of the City of London Corporation its Courts, Committees or Sub-Committees. Any officer may refer a matter to a Committee or Sub-Committee in lieu of exercising delegated powers.
4. Subject to the foregoing conditions and to any special conditions which may have been or may in future be applied in respect of particular matters Chief Officers will be expected to make such decisions and to initiate such action as they deem necessary in the interests of the efficient running of their departments and the functions they discharge
5. Within their terms of delegation any reference to a statutory provision shall be deemed to refer to any statutory re-enactment or amendment of the provision.

The following powers are delegated to Chief Officers:

Expenditure

6. To incur revenue and capital expenditure and enter into commitments on behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders, Financial Regulations, the Project Procedure and Procurement Code.
7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain and Chief Financial Officer.
8. To authorise projects with a total budget of up to a threshold as set out within the City of London Corporation's Projects Procedure.

Contracts

9. To approve contracts that are exempt from the Procurement Code, as referenced in the Corporate Competitive Procurement Exemption Policy (made available on request) which outlines the exemption relationship, subject to:
 - a. A £1,000,000 upper threshold;
 - b. A reporting procedure being put into place;
 - c. Officers maintaining adequate documentation, recording the detailed checks undertaken to support the approval of the contractual situation;

- d. Officers being required to declare any conflict of interest in procurement that they have no personal connection with the contractors.
10. To sign contracts, in accordance with established procedures, where the signature of the Comptroller and City Solicitor is not required.

Property

11. Subject to the prior consultation with and approval of the City Surveyor and Executive Director Property and adherence to corporate processes for Asset Management and relevant Standing Orders, and for property management services (Facilities Management, Estates Management etc.) to deal with the day-to-day management of all property and facilities under their control where specific functions have not been delegated to another officer.

Surplus Equipment

12. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other books and equipment subject to any requirements laid down by the Head of Profession for Commercial Services. If the item is technology equipment, then this needs to be disposed of in line with any requirements laid down by the Head of Profession for Digital and IT.

Casual Lettings

13. Subject to the prior consultation with the City Surveyor and Executive Director Property, to approve the casual or occasional use of land, premises or equipment under the control of the responsible and/or occupying department.

Access to Information

14. To act as proper officer for the purpose of identifying background papers for reports written by the department. In the case of joint reports this role will be discharged by the Senior Officer responsible for the service.

Health and Safety

15. To be responsible for ensuring, so far as is reasonably practicable practical, the health, and safety and welfare of employees and members of the public everyone who may be affected by the work and activities of the department. Members of the Court of Common Council and the Court of Aldermen, contractors, volunteers and casual workers are all considered to be members of the public for the purposes of this requirement.
16. To comply with the City Corporation's Health and Safety Policy and standards, delegating this responsibility as appropriate in accordance with the Policy.

Heads of Profession

17. In discharging their responsibilities as set out under the Limitations at 1c.b) and 1h.g) above, to recognise the Head of Profession as the professional lead for

‘enabling functions’ (cross-cutting services that support departments in the delivery of front-line services and functions). The current list of Heads of Profession can be made available on request.

18. To consult with and support the Head of Profession in their duty to develop and maintain functional and professional standards and oversee their application through local or central resources.
19. To consult with the Head of Profession on the specific demands the department has for enabling functions, and to support the determination of appropriate delivery model(s) (either via central, shared or local resources) that will meet these needs, whilst also recognising the need to deliver high quality services, value for money and resilience for the City Corporation overall. To routinely review and revise these needs and delivery models with the Head of Profession to support continuous improvement.
20. To support the Head of Profession in the development and management of professional network(s) that draw together individuals from across the City Corporation to provide support, training and further development opportunities.
21. To consult with the Head of Profession where there are risks associated with a particular function, and to support them in the development of suitable mitigations; and where this is not effective, to proactively escalate risks to the Town Clerk and Chief Executive.

NB: For ease of reference, approval of the amendment to City Bridge Foundation of references to Bridge House Estates is assumed, the Town Clerk already having authority to make such amendments.

MANAGING DIRECTOR OF CITY BRIDGE FOUNDATION

The Managing Director of City Bridge Foundation has the following delegated authority:

Bridge House Estates (operating under the working name of City Bridge Foundation) (Charity Reg. No. 1035628)

For the City Corporation in the discharge of its functions as charity trustee of City Bridge Foundation:

General

1. To be the officer with overall strategic oversight of, and to have ultimate responsibility for, the effective and efficient administration and management of City Bridge Foundation operating as an institution within the City Corporation's corporate governance framework, in consultation with any other relevant Chief Officer having delegated authority for the discharge of specific City Bridge Foundation functions.
2. To be the officer directly responsible for the day-to-day management and administration of City Bridge Foundation other than where functions are expressly delegated to another Chief Officer: in which case they will consult with the Managing Director of City Bridge Foundation.
3. In discharging the functions as provided under paragraphs 1 and 2, to be the officer responsible for overseeing the good governance and financial management of City Bridge Foundation, including investment management (of any asset type) in consultation with the Chamberlain and/or City Surveyor (or authorised delegate) to ensure that the charity's governance is fit for purpose and its finances and assets are efficiently and effectively managed in administering the charity and furthering its purposes.
4. Where authorised (whether under this Scheme of Delegations or otherwise), to sign agreements or other documents on behalf of City Bridge Foundation except where - the signature of the Comptroller and City Solicitor is required, the City Corporation's seal is required to be affixed, or another Chief Officer is authorised to act under their delegated authority in the discharge of the relevant functions.
5. To authorise expenditure from City Bridge Foundation's central contingency budget of up to £500,000.
6. In the exercise of delegated authority, including as stated under this Scheme of Delegations, to always:
 - a. act in City Bridge Foundation's best interests;

- b. act in accordance with any strategies, policies and procedures which have been adopted for the charity, and
- c. be accountable to the City Bridge Foundation Board, and any sub-committees it may establish in accordance with their terms of reference, and ultimately to the Court of Common Council.

Specific

Further to paragraph 2 above:

Operational – Bridges and Operational Property

7. To be responsible for ensuring, in consultation with any other Chief Officer in the exercise of their delegated authority, that all functions relating to the charity's primary purpose, the support and maintenance of the charity's five Bridges including highways and approaches privately maintainable by the charity, are properly discharged in the charity's best interests.
8. To take all management decisions affecting charity bridge, operational property and assets, including: intellectual property rights, use of and access to charity records and archives, use and letting of bridge property or other operational charity property within the financial limits delegated to officers taking relevant advice from other City Corporation professional officers.
9. To be responsible for the charity's tourism and educational activities undertaken at Tower Bridge and its surrounds in accordance with policies set, including to:
 - a. revise all fees and charges, including admission fees for Tower Bridge, with the discretion to reduce or waive such fees and charges in appropriate circumstances for Tower Bridge;
 - b. agree all hire charges;
 - c. negotiate and agree non-fee-based benefits for Tower Bridge in respect of filming and other production activity on or affecting the Bridge;
 - d. to negotiate and agree costs of sales and discounts in relation to the retail businesses being conducted at Tower Bridge.
10. To exercise powers under Section 29 of the Corporation of London Tower Bridge Act 1885 and Section 11 of the City of London (Various Powers) Act 1971 for the opening of Tower Bridge for the navigation of vessels on the River Thames.
11. To liaise with Historic England or any other Governmental body pursuant to the provisions of any existing agreement made between the City of Corporation and Historic England or any other Governmental body relating to matters affecting Tower Bridge and its approaches.

Operational – Charitable Funding Activities

12. To be responsible for the day-to-day management and administration of the charity's funding activities in furthering the charity's ancillary purpose (including social investment), including to develop a policy for that purpose and, in doing so, to consult such persons, etc. as is deemed appropriate; and, to notify the Charity Commission of the consultation process from time to time in writing.

13. To approve or reject funding applications and social investment proposals up to the threshold agreed at which decisions should be reserved to the City Bridge Foundation Board (or, where delegated by the Board to a sub-committee).

Philanthropy & Charitable Activities - Head of Profession

14. To act as Head of Profession for the City Corporation's philanthropic and charitable activities, including grant-giving (both charitable and non-charitable) and to –
- a. provide strategic advice and guidance on philanthropy, and charitable good governance and good practice;
 - b. be responsible for the ~~Central Grants Unit~~ Funding and Charities Management Team (except the financial officers discharging the delegated authority of the Chamberlain) and oversight of the Central Grants Programme, working with the Charities Finance Team which operates under the oversight of the Charities Finance Director under Chamberlain's delegated authority;
 - c. be responsible for oversight of the implementation of the City Corporation's Benefits in Kind Policy;

Delegation to other Officers

15. The following authority is also delegated to the officers indicated to be exercised either:
- a. At the discretion of the Managing Director of City Bridge Foundation or
 - b. In the absence of the Managing Director of City Bridge Foundation
 - City Bridge Foundation Chief Operating Officer/Operations Director – Items 3, 4, and 6, 7, 8
 - Director of Tower Bridge – Items 7 to 11
 - Chief Funding Director – Items 12 and 13