

Standards for England

Scheme of Delegation April 2011

To the Interim Chief Executive *

Recruitment and HR	Delegated From
Ensuring that Appropriate HR policies are maintained, updated and disseminated	Board
Managing and keeping Personnel records to support HR	Board
Managing the pay and performance system to support HR	Board
Recruitment of appropriate staff	Board

Finance	Delegated From
Ensuring that financial considerations are taken fully into account by the Board at all stages in reaching and executing its decisions and that standard financial appraisal techniques are followed	Board
Ensuring that public funds made available to the Board are used for the purpose for which they were intended by Parliament and that all assets are used economically, efficiently and effectively	Board
Taking action as Accounting Officer in accordance with the H.M Treasury Guidelines "Managing Public Money" 2009 in particular Chapter 3 at 3.8 if the Board or its Chair is contemplating a course of action that is improper, irregular, or imprudent	Sponsor Department
Ensuring that timely monitoring information and forecasts are provided to DCLG	Board
Giving evidence when summoned before the Public Accounts Committee on the use or stewardship of public funds	Board
Signing the statement of Accounting Officer's responsibilities for inclusion in the annual report and accounts	Board

Policy	Delegated From
Advising the Board on the discharge of its responsibilities as set out in the Management Statement and Financial Memorandum and any other relevant instructions/ guidance that may be issued	Board
Developing a policy or position of the Board in consultation with other service Heads.	Board

Service Delivery	Delegated From
Day-to-day operations	Board
To develop and implement a quality management framework	Board
To ensure corporate functions of legal and governance arrangements are effective including effective delegation arrangements	Board
Preparing plans to meet the Board's short term objectives in consultation with other Service Heads.	Board
Deal with reviews of service complaints	Board

Management	Delegated From
Day-to-day management of SBE staff and resources (Departmental responsibility rests with Departmental managers)	Board
Advising the Board on performance	Board
Executing decisions of the Board	Board
Authority to sign terminate and novate contracts on behalf of the Board and in accordance with the procurement procedures	Board
Prepare a statement on internal control	Board
Informing the Permanent Secretary about any PCA investigations into the activities of the Board and to handle such cases	Board
Ensuring that property is managed, maintained and secured	Board
Ensuring that Health & Safety policies are maintained and observed	Board
Authority to delegate some or all of the functions of the Interim Chief Executive for more than one month with the creation of a formal written departmental scheme of delegation	Board

Authority to delegate temporarily some or all of the functions of the Interim Chief Executive	Board
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General Delegations to Members of the Senior Management Team

Finance	Delegated From
Management of Departmental budgets	Interim Chief Executive

Management	Delegated From
Day-to-day management of the Department , Team or function	Interim Chief Executive
Lead on quality assurance for the Department	Interim Chief Executive

Service Delivery	Delegated From
Deal with service complaints within their department	Interim Chief Executive

Regulation Functions of Interim Chief Executive

Policy	Delegated From
Prescribe mandatory investigative, performance and quality frameworks within specified systems in conjunction with Head of Professional Standards	Board

Service Delivery	Delegated From
Determines weighting and allocation of cases to ESOs	Board
Manages and oversees the investigation process to ensure robust outcomes	Board
Prepares plans to deliver case related KPIs	Board
Responds to complaints about investigations	Board
Overseeing the development of protocols with other regulators	Board
To review a decision to take no action in relation to a referral from a standards committee where in the	Board

opinion of the Interim Chief Executive it is in the public interest to do so. This delegation includes:	
<ul style="list-style-type: none"> ▪ Duty to provide reasons for non referrals ▪ Duty to notify relevant parties of referral decisions 	
Receive and vet approved codes of conduct in consultation with other service heads	Board
Ensuring proper representation of the Board and ESOs at hearings	Board
To provide representation for ESOs at tribunals or appeals to the High Court or Upper Tribunal arising from decisions of the First-tier Tribunal	Board
Reporting progress on serious or sensitive cases	Board
Receive and vet standards committee terms of reference and constitutions	Board
Authority to delegate some or all of the functions of the Interim Chief Executive acting in a regulation capacity for more than one month with the creation of a formal written departmental scheme of delegation	Board
Authority to delegate temporarily some or all of the functions of the Interim Chief Executive acting in a regulation capacity	Board
To direct relevant authorities to provide specified information to the Standards Board within a specified period and form (returns) relating to functions of standards committees and monitoring officers and to request further information in addition to returns.	Board

To the Head of Strategic Relations *

Policy	Delegated From
Develop the strategic relationships of the Board and make recommendations	Board

Management	Delegated From
Sign, terminate or novate contracts on behalf of the Board	Board
Authority to delegate temporarily some or all of the functions of the Head of Strategic Relations	Board

Authority to delegate some or all of the functions of the Head of Strategic Relations for more than one month with the express approval of the Interim Chief Executive and the creation of a formal written departmental scheme of delegation.	Board
To manage the provision of financial reports to the Board and externally	Interim Chief Executive
To manage the internal audit function and audit committee business	Board

Service Delivery	Delegated From
In the absence of the Regulation Programme Manager or where that officer is otherwise unavailable consider referrals from standards committees of complaints relating to alleged breaches of the code of conduct and to decide to whether or not refer to an ESO for investigation. This delegation includes: <ul style="list-style-type: none"> ▪ Duty to provide reasons for non referrals ▪ Duty to notify relevant parties of referral decisions 	Board
Produce Guidance and advice	Board
Making statements to the Media about the work of the board and cases	Chair of the Board
Publishing Annual Report in consultation with other Service Heads	Interim Chief Executive
Managing Internal Communication	Interim Chief Executive

To the Closure Programme Manager

Service Delivery	Delegated From
Ensuring that adequate information systems are in place which include disaster recovery	Interim Chief Executive

Management	Delegated From
To sign, terminate or novate contracts on behalf of the	Interim Chief

Board	Executive
Authority to delegate temporarily some or all of the functions of the Closure Programme Manager	Interim Chief Executive
Authority to delegate some or all of the functions of the Closure Programme Manager for more than one month with the express approval of the Interim Chief Executive and the creation of a written departmental scheme of delegation	Interim Chief Executive
Managing procurement policy and records	Interim Chief Executive

To the Head of Professional Standards

Service Delivery	Delegated From
Provision of corporate legal advice to the Board and ESOs	Interim Chief Executive
Day-to-day liaison with the PCA	Interim Chief Executive
Defending proceedings against the Board or its officials	Interim Chief Executive
Instructing all Counsel and all other external legal advisors	Interim Chief Executive
Ensuring SBE meets its obligations under the FOI and DPA legislation including day to day liaison with ICO	Interim Chief Executive

Management	Delegated From
Authority to delegate temporarily some or all of the functions of the Head of Professional Standards	Interim Chief Executive
Authority to further delegate some or all of the functions of the Head of Professional Standards for more than one month with the express approval of the Interim Chief Executive and the creation of a written scheme of delegation.	Interim Chief Executive

To the Regulation Programme Manager

Service Delivery	Delegated From
Consider referrals from standards committees of complaints relating to alleged breaches of the code of conduct and to decide whether or not to refer to an ESO for investigation. This delegation includes the duty to provide reasons for non referrals and the duty to notify relevant parties of referrals decisions	Board
Responds to complaints about investigations	Interim Chief Executive

To the Finance Manager

Finance	Delegated From
Keep proper accounts and records	Interim Chief Executive
Prepare an annual statement of accounts in the approved form and have them audited	Interim Chief Executive
Ensuring that corrective action is taken to avoid overspends and to notify DCLG	Interim Chief Executive
Ensuring that adequate internal management and financial controls are maintained by the Board including effective measures against fraud and theft	Interim Chief Executive

*Member of SMT

Note 1. A separate scheme of financial delegation exists

Note 2. Where any of these delegations involve the incurring of expenditure they must be carried out in accordance with Cabinet Office and H.M Treasury guidelines issued from time to time.

Note 3. Items in bold relate to specific powers and duties in the Local Government Act 2000 (as amended)