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**Scheme of Delegation Authority by the Local Governing Body of**

**Holy Trinity CE Academy for 2016/2017**

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|  | **Description of Delegated Authority** | **Persons/Bodies to whom Delegated Power is extended** | **Expiry of Delegation** |
| Virement | Virement of budget provision:-  Amounts up to £10,000  Amounts between £10,000 and £50,000  Amounts over £50,000 | Authority delegated to Head Teacher in consultation with the appropriate Chairman and/or Vice Chairman  Approval required by Finance, Buildings and Audit Committee or Local Governing Body  Approval required by Local Governing Body | Annually |
| Signatories for cheques, BACS payment authorisation and other bank transfers | Signatories for cheques  BACS Payment Authorisation and other bank transfers | Mrs T Murphy – Head Teacher  Mr K Johnson – Deputy Head Teacher  Miss R Scott – Class Teacher  Mrs T Murphy – Head Teacher | Annually |
| Orders for Work, Goods and Services | Signatories to Official Order Forms | Mrs T Murphy – Head Teacher  Mr K Johnson – Deputy Head Teacher | Annually |
| Orders for Work, Goods and Services | All orders for all goods and services shall be procured:-  Contract value up to £3,000  Contract value £3,000 to £10,000 after two written quotations.  Contract value £10,000 to £50,000 after a minimum of two written quotations both advertised and accepted. | At discretion of Local Governing Body or designated responsible employee (normally the Head Teacher)  At the discretion of Local Governing Body or designated responsible employee (normally the Head Teacher)/  At the discretion of the responsible employee. Full records should be kept of all criteria used for evaluation and a report should be prepared for the Finance, Buildings and Audit Committee highlighting the relevant issues and recommending a decision. | Annually |
|  | Contract Value £50,000 to £100,000 after minimum of three written quotations, both advertised and accepted. | At the discretion of the responsible employee. Full records should be kept of all criteria used for evaluation and a report should be prepared for the Finance, Buildings and Audit Committee highlighting the relevant issues and recommending a decision |  |
|  | Contract value £100,000 | Formal tendering process including advertising in OJEU (if over the OJEU threshold) as set out in the Academies Financial Handbook. |  |
| Write off of bad debts | Up to £1,000 | Local Governing Body |  |
| Over £1,000 | As above plus EFA approval |  |
| Disposal of assets | Up to £5,000 | Finance, Building and Audit Committee |  |
| £5,000 to £20,000 | As above plus Local Governing Body |  |
| Over £20,000 | As above plus EFA approval required for disposal of assets funded with more than £20,000 of EFA grant. |  |
| Purchase of sale of any freehold property | Any | EFA approval required.  *Refer to section 3.8 ‘Acquisitions and disposal of fixed assets’ of the Academies Financial Handbook 2015* |  |
| Granting or take up of any leasehold or tenancy agreement exceeding three years | Any | EF approval required.  *Refer to section 3.8 ‘Acquisitions and disposal of fixed assets’ of the Academies Financial Handbook 2015* |  |
| Salaries, Wages, Pensions and Other Emoluments | Certification of time records and other pay documents | Mrs T Murphy – Head Teacher  Mr K Johnson – Deputy Head Teacher  Miss R Scott – Lead Teacher (Key Stage 1) | Annually |
| Raising invoices to collect income | Up to £5,000 | Head Teacher |  |
| £5,000 to £10,000 | Finance, Buildings and Audit Committee |  |
| £10,000 to £100,000 | As above plus Local Governing Body |  |
| Insurances | Notification of changes to risks, losses, liabilities, damage or any event likely to lead to a claim to the Local Governing Body. | Mrs T Murphy – Head Teacher  Mr K Johnson – Deputy Head Teacher  Miss D Tough – School Business Manager | Annually |

**EC Procurement Thresholds**