

ADULT SOCIAL CARE

FINANCIAL AUTHORITY LEVELS

April 2012

Purpose

The Council's Scheme of Delegation (Part 2 delegation A4 and A4(a) provides that each Director must maintain a list of officers approved for the purposes of financial transactions. This table sets out for the purposes of this requirement the list of posts authorised to approve payments in Democratic Services.

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Document Owner	Colin Ansell
Post Holder	Group Manager – Business and Finance Systems
EQIA Assessed	N/A
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Related Policies and Documents

Schemes of Delegation - <http://www.newham.gov.uk/YourCouncil/HowNewhamIsGoverned/SchemesofDelegation.htm>

Who is governed by this policy?

All Officers in [Adult Social Care] Services

Consequences: A failure to comply with this scheme of delegation for financial approvals could lead to the Council being committed to expenditure by an officer without requisite authority and an inaccurate audit trail for the transaction. This may lead to management action.

Executive Summary

- Each Director maintains a list of officers and posts designated to approve certain order/drawdown/payment levels arising in their Division.
- Some levels are prescribed in other rules such as those provided for in the Officers' Scheme of Delegation, Procurement Standing Orders and write off procedures which set out certain financial levels to be applied. Executive Directors and Directors cannot seek to alter any prescribed provisions, for example:-
 - (i) Procurement up to £500,000 for level one officers, up to £100,000 for level 2 and 3 officers, up to £50,000 for level 4 and 5 officers
 - (ii) For write off level 1 officers can approve; £20,000 citizen debt and £50,000 Business Debt; level 2 officers £10,000 Citizen Debt and £20,000 Business Debt; Level 3 officers £2,000 Citizen Debt and £5,000 Business Debt and level 4 officers £500 Citizen Debt and £1,000 Business Debt.
- For any orders/drawdown/payments that would create a contract the limits must be as per the procurement code but for those where there is already a form of instrument/contract in place the limits for approval are to be determined by the Executive Director or Director as the order/drawdown/payment itself does not create the contractual commitment.
- Any payments authorised must be in accordance with the Officers Scheme of Delegation, procurement standing orders and write off procedures which take precedence and then in accordance with the list set out below where the transaction does not create a contract.

Post Title	Section/Team	Financial Limits on Purchase Cards	Financial Limits on Petty Cash Max of £20 for each officer below	Financial Limit on Orders which would not create a new Contract £	Financial Limit on Invoices which would not create a new Contract £
Executive Director	Strategic Commissioning	N/A	N/A	£500,000	£500,000
Director	Adults Services	N/A	N/A	£100,000	£100,000
Head of Commissioning	Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Head of Assessment and Care Management	Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Head of Provider and Governance	Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Group Manager-Business and Finance	Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Service Manager-Learning Disability	Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Strategic Lead Commissioning Manager	Commissioning-Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000

Deputy Borough Director	Mental Health-Adult Services	£1,000 per month £250 per transaction	£1,000 per month £250 per transaction	£50,000	£50,000
Group Manager	Adult Services-Assessment & Care Management	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Group Manager	Adult Services-Assessment & Care Management	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Group Manager	Adult Services-Provider Services	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Group Manager	Adults-Supporting People and Contracts	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Quality Workforce and Development manager	Social Care Governance and Market Management	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Strategic Substance Misuse Commissioner	Substance Misuse- Adult Social Care	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Strategic Mental Health Commissioner	Substance Misuse- Adult Social Care	£450 per month £100 per transaction	£250 per month £100 per transaction	£13,000	£13,000
Team Manager	Mental Health - Adult Services	£250 per month £50 per transaction	£100 per month £50 per transaction	£4,300	£4,300
Safeguarding Adults Manager	Adult Services	£250 per month £50 per transaction	£100 per month £50 per transaction	£4,300	£4,300

Safeguarding Adults Manager	Adult Services	£250 per month £50 per transaction	£100 per month £50 per transaction	£4,300	£4,300
Income Manager	Mental Health – Income Team	X	X	£4,300	£4,300
Client Affairs Manager	Adult Services- Client Affairs	£450 per month £100 per transaction	£250 per month £100 per transaction	£4,300	£4,300
Team Leader	Adult Services- Enablement	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Access	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Enablement	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Transition	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Hospital	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Supporting Care	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Review	X	£100 per month £50 per transaction	£4,300	£4,300
Practice Manager - Mental Capacity Act and Depr of Liberty	Social Care Governance and Market Management	X	£100 per month £50 per transaction	£4,300	£4,300
Team Leader	Adult Services- Client Affairs	X	£100 per month £50 per transaction	£4,300	£4,300

Business and Systems Manager	Adult Services	£450 per month £100 per transaction	X	£4,300	£4,300
Day Care Opportunities Manager	Mental Health- Adult Service	£450 per month £100 per transaction	£1,000 per month £250 per transaction	£4,300	£4,300
Drug Intervention Manager	Substance Misuse- Adults Services	X	X	£4,300	£4,300
Team Manager	Adult Services- IEDA	X	X	£4,300	£4,300
Centre Manager	Day Centre- Adult Services	£250 per month £50 per transaction	£250 per month £100 per transaction	£2,600	£2,600
Day Opps Manager	Nulife- Adult Services	£250 per month £50 per transaction	£250 per month £100 per transaction	£2,600	£2,600