

Scheme of Delegated Authority - Independent Living Fund (2006)

Introduction

- 1 The Trustees of the Independent Living Fund (2006) (“the Trustees”) exercise various powers and duties under the Framework Documents of the Fund:-
 - 2006 Fund Trust Deed (TD)
 - Conditions of Grant Agreement (COGA)
 - Management Statement (MS)

- 2 TD Clause 9 provides that the Trustees “shall not be bound in every case to act personally ...” and lists specific powers, decisions and judgements that may be delegated by policies made using the provisions of Clause 5(3). The TD Fourth Schedule explains the functions and responsibilities of the Chief Executive which also includes a power to delegate day to day responsibilities (though not overall responsibility).

- 3 This Scheme of Delegated Authority describes the acts, judgements and responsibilities delegated by Trustees and by the Chief Executive to ILF staff in their various roles. There is a structure of support for delegated powers, and assurance of the correct exercise of those powers; details are set out in various appendices covering all the groups of ILF staff to whom authority and responsibility is delegated.

- 4 The Scheme is approved by Trustees and by the Chief Executive who each have specific responsibilities and powers of delegation in the ILF Framework documents. The ILF organisational structure provides the natural line management responsibility for the Scheme; each manager up to Director level has an oversight role for their staff and Directors provide an annual assurance statement to the Chief Executive which covers the delegated powers and responsibilities in their Directorate.

- 5 The Scheme will be reviewed internally on a quarterly basis and proposals for changes will be made to the Chief Executive and Trustees. Agreed changes will be recorded in Trustees minutes and incorporated in the Scheme. The Scheme will be formally reviewed annually and the updated document will be signed by Trustees and the Chief Executive.

Table of Delegation

- 6 The table in Appendix 1 sets out the general arrangements as follows:-

Source Reference

The Framework Documents clauses and paragraphs which describe a power and/or responsibility that can be delegated.

Authority

Who has the original power to act (Trustees and/or Chief Executive), and thus who is actually delegating the power/responsibility.

Responsibility

A brief description of the power/responsibility set in the Framework Documents – the source documents should be referred to as necessary for full information.

Authority to Delegate

The Framework Documents clause/paragraph which contains the authority to delegate to another person.

Level of Delegation

A brief description of the extent of the delegation (which may either be the full responsibility or a partial delegation).

Responsible Officer(s)

The ILF post holder who is actually exercising the delegated authority on a day-to-day basis. This column will show the lowest level to which authority is delegated, even if related responsibilities are set at managerial level. Posts rather than names are shown as the delegation is to any person carrying out the duties of the role, and the delegation ceases for any person who leaves the role (either on role change or at the end of employment).

Line Management below Chief Executive

A brief description of the line management of the responsible officer(s). It is generally expected in the ILF organisational structure that line managers at all levels have a responsibility to ensure that the staff under their management are carrying out their duties properly, including delegated authority in this scheme.

Report

A brief description of any regular reporting mechanism to Trustees that will give an account of the exercise of the delegated power/responsibility.

Reference

A brief description of the main structure of policy guidance, process instruction, checking and assurance to enable the proper exercise of the delegated power.

Support and assurance

- 7 Appendix 2 provides a summary of the Support and Assurance structure for the Operations Caseworkers who are the first-line contact with Users and new applicants. Operations Caseworkers have a number of delegated powers and judgements relating to the administration of new applications and service to existing Users. The appendix outlines policy & guidance, working practices, authority limits, management and assurance processes, advice and support, and organisational structure supporting the delegations.
- 8 Appendix 3 provides a summary of the Payment Security support and assurance structure for the specialist teams in the Operations Directorate with responsibility for overpayment recovery, user compliance and fraud response plans.
- 9 Appendix 4 provides a summary of the Administration Expenditure structure supporting the procurement of goods and services, budget holders' delegated powers and financial management.
- 10 The HR Director provides a service to the Trustees' HR Committee which reviews HR policies and receives regular HR reports. The annual Reports and Accounts include a Remuneration Report which is also reviewed and approved by the HR Committee. The support and assurance structure for HR processes and the HR team are set out in Appendix 5.
- 11 Formal assurance is given in the Chief Executive's annual governance report to Trustees and in the Statement of Internal Control included in the published Reports and Accounts. The Statement is based on the various systems of control which govern day to day administration of ILF business. Appendix 6 provides a

summary of the support and assurance structure for the delegated management of day-to-day administration in the ILF.

- 12 A Senior Management Panel was established in April 2008 to deal with issues related to strategic financial management. The background and remit of the Panel is described in Appendix 7, which refers to the terms of reference and decision-making powers delegated by Trustees.

Review

- 13 The Scheme of Delegation will be reviewed annually by Trustees in order to incorporate any necessary changes in the main document and in the delegations summarised in Appendix 1.
- 14 Where the need arises, the Scheme of Delegation may be updated to reflect policy decisions and changes in delegated powers/responsibilities during the course of the year. These updates will be included in agenda for Trustees meetings and decisions recorded in Trustees Minutes.
- 15 Support and Assurance structures may be revised from time to time by the Chief Executive and Directors with responsibility for particular areas of ILF work. Changes in these structures will be reported to Trustees at an appropriate meeting, and approval will be recorded in Trustees Minutes.

Signed:
Trustees)

(Chairman of

Signed:

(Chief Executive)

Date: