

DORSET POLICE AUTHORITY – 12 FEBRUARY 2010

SCHEME OF DELEGATION

REPORT BY THE CHIEF EXECUTIVE

PURPOSE OF THE REPORT

To seek members' approval of a Scheme of Delegation setting out relevant delegations to the Chief Constable, the Chief Executive and the Treasurer.

1. BACKGROUND

- 1.1 In accordance with the Home Office Financial Management Code of Practice, the Police Authority has approved and adopted a set of standing orders relating to contracts and financial regulations, which have been drawn up jointly by the Chief Executive, the Treasurer and the Chief Constable. These have been subject to amendment from time to time and approved by the Authority. The Authority's Financial Regulations include reference to the development and maintenance of a Scheme of Delegation.
- 1.2 The Police Authority has also adopted a Code of Corporate Governance which seeks to ensure that in discharging its governance responsibilities, it upholds the six core principles of good governance. This includes ensuring that members and officers work together to achieve a common purpose with clearly defined functions and roles, which includes approving and updating a Scheme of Delegation.
- 1.3 However, the Police Authority has not hitherto adopted a formal Scheme of Delegation and work has been proceeding in conjunction with the Force to address this omission. This has involved reviewing key sources such as Financial Regulations and Standing Orders on Contracts to identify relevant delegations contained within those documents. It has also involved seeking to identify the numerous delegations to officers that have from time to time been agreed by the Authority since the new Police Authority was formed in 1995 (a lengthy process).

2. SCHEME OF DELEGATION

- 2.1 The purpose of the Scheme of Delegation is to facilitate the efficient discharge of the Authority's business by allowing decisions to be taken at the appropriate level. In practical terms, this allows the Chief Constable to carry out his day-to-day responsibilities for operational policing matters and the Police Authority to carry out its legal functions. The Scheme also provides an important record of delegations to officers that have been agreed by the Police Authority.
- 2.2 The Scheme of Delegation is complementary to the Authority's Procedural Standing Orders, Financial Regulations and Standing Orders on Contracts and officers exercising delegated powers are required to do so in accordance with their provisions. The Scheme is also complementary to the provisions of the Home Office Code of Practice on Financial Management issued under Section 39 of the Police Act 1996.

- 2.3 The detailed terms of the proposed Scheme of Delegation are attached to this report at Appendix 1, in particular as set out in paragraph 2 of that Appendix. These terms set out the context in which the delegated powers are to be exercised. For example, in delegating responsibility to the Chief Constable in relation to personnel, financial and property matters, the Authority expects him to act within any approved strategies and policies and to seek professional advice when necessary. There is provision for the suspension or removal of a specific delegation were this to be necessary and all decisions taken by officers under delegated powers are required to be properly documented.
- 2.4 So far as delegations to the Chief Constable are concerned, he is responsible for ensuring that the provisions and obligations of the Scheme of Delegation are properly drawn to the attention of the members of staff under his direction and control. This includes ensuring that appropriate financial or administrative instructions and procedures for use by the Force are in place and kept updated dealing with the financial matters delegated to him under this Scheme of Delegation. In that regard, the Force's current Finance Manual is due for review in the course of 2010 and will be reported to members in due course.
- 2.5 Under the provisions of the Scheme of Delegation, the Chief Executive is responsible for ensuring that all relevant delegations agreed by the Authority are recorded in the Scheme.

3. DELEGATIONS TO OFFICERS

- 3.1 Following the review of key documents and minutes of the Authority, relevant delegations are set out in the three appendices to the Scheme of Delegation. These include delegations to the Chief Constable at Appendix 'A', to the Chief Executive at Appendix 'B' and to the Treasurer at Appendix 'C'. In the case of each individual delegation, reference is made to the source and date of the delegation so that a complete record is maintained. Whilst efforts have been made to identify all relevant delegations, it is possible that some may have been missed bearing in mind that the relevant documents we have been reviewing cover some 15 years. It would be helpful if members would confirm that they are content for the Chief Executive to add further documented delegations to the Scheme of Delegation in the event that these are identified subsequently.
- 3.2 With one exception only, the Scheme of Delegation does not include reference to any new delegations to officers. The review of delegations that has been undertaken did identify that the current officer delegations do not make sufficiently clear that the Chief Executive is authorised to take necessary actions to implement or administer the decisions of the Authority and undertake activities that fall within his responsibilities. The relevant delegation is detailed in page 3 of the list of delegations to the Chief Executive (Appendix 'B' to the Scheme of Delegation) marked blue which members are asked to approve.
- 3.3 From time to time circumstances will arise in which reports to members will seek the Authority's approval to the variation or removal of existing delegations, or to additional delegations. Clearly, members will wish to consider each such request on the merits of each individual case, but any such variation, removal or addition will need to be suitably recorded in the Authority's Scheme of Delegation. It is suggested that members instruct the Chief Executive to put in place the necessary administrative arrangements to ensure that the Scheme of Delegation is kept suitably updated.

4. CONCLUSION

- 4.1 The draft Scheme of Delegation that is proposed addresses a current omission in our governance and administrative arrangements and provides members (and officers) a clearer reference point with regard to delegated powers. It is anticipated that some additional delegations that members have previously agreed will come to light and subject to members' approval these will be added to the Scheme as necessary. The proposed arrangements for the Chief Executive to maintain the Scheme of Delegation and record relevant changes and additions are designed to ensure that the Scheme, once approved, remains up to date, relevant and fit for purpose.

5. RECOMMENDATION

5.1 It is **RECOMMENDED**:

- (a) That members approve the introduction of the Scheme of Delegation on the basis set out in this report, including approval of an additional delegated power for the Chief Executive to administer the decisions of the Authority and undertake activities falling within his responsibilities.
- (b) That the Chief Executive be authorised to add documented delegations that have been previously agreed by the Authority where these have been omitted from the Scheme of Delegation now presented to members for approval.
- (c) That members ask the Chief Executive to put in place the necessary administrative arrangements to maintain the Scheme of Delegation to record future changes and additions in the delegations to officers that are approved by the Authority.

M J GOSCOMB

Chief Executive

Any members' queries to Martin Goscomb on (01202 or 01305) 223966



SCHEME OF DELEGATION – OFFICERS

1. DEFINITIONS

1.1 Within this Scheme of Delegation the following specific terms shall have the meanings as shown: -

Police Authority/the Authority	Dorset Police Authority
Chief Constable	The designated Chief Constable or in his absence the Deputy Chief Constable or an Assistant Chief Constable designated by the Chief Constable after consulting the Authority.
Chief Executive	The appointed Chief Executive or, in his absence, the officer designated to deputise for him.
Treasurer	The officer with responsibility for the proper administration of the Authority's financial affairs for the purposes of S151 of the Local Government Act 1972.
Monitoring Officer	The officer appointed under Section 5(1) of the Local Government and Housing Act 1989.
Police Staff	Persons employed by the Authority solely to assist the police force within the meaning of Section 15 of the Police Act 1996 (as amended) who are under the direction and control of the Chief Constable.
Police Authority Staff	Persons employed by the Authority not falling within the definition of police staff employed solely to assist the police who, thereby, are not under the direction and control of the Chief Constable.
Chief Officers	Police and police staff members of the Force's Chief Officer Team.

2. SCHEME OF DELEGATION

- 2.1 The provisions of Section 101 of the Local Government Act 1972 (as amended) enable the Police Authority to delegate powers to committees and officers.
- 2.2 This Scheme of Delegation is intended to facilitate the efficient discharge of the Authority's business by allowing for decisions to be taken at the appropriate level. Effectively this allows the Chief Constable to carry out his/her day to day responsibilities for operational policing matters and the Police Authority to carry out its legal functions and deal with matters at a strategic level. The Scheme is also intended to provide a record of delegations to officers that have been agreed by the Police Authority.
- 2.3 In delegating responsibility to the Chief Constable in relation to personnel, financial and property matters, the Authority expects him/her to act within any approved strategies and policies and to seek professional advice as and when necessary. The same provisions will apply to the Authority's officers.
- 2.4 The Scheme of Delegation is complementary to the Authority's Standing Orders, Financial Regulations and Standing Orders on Contracts and officers exercising delegated powers shall do so in accordance with their provisions. The Scheme is also complementary to the provisions of the Home Office Code of Practice on Financial Management issued under section 39 of the Police Act 1996.
- 2.5 The delegation of powers to officers under this scheme does not prevent an officer from referring the matter to the Authority or a Committee for decision or to note if the officer wishes or considers it appropriate. In particular, the Authority will expect officers to draw its attention to sensitive issues or any matter which may have significant financial implications or represent significant risks to achievement of the organisation's objectives.
- 2.6 For the avoidance of doubt, it shall be open to the Police Authority at any time to suspend, vary or remove any specific delegation where, in the opinion of the Authority, such action is necessary and justified by the circumstances.
- 2.7 All decisions taken by officers under delegated powers shall be properly documented and available for inspection by any Member of the Authority and by the Authority's Internal and External Auditors.
- 2.8 References in this document to the Chief Constable, Chief Executive or Treasurer shall include such other officers as may be authorised by them to act on their behalf.
- 2.9 The Chief Constable shall be responsible for ensuring that the provisions and obligations of the Scheme of Delegation are properly drawn to the attention of members of staff under his/her direction and control. This includes ensuring that appropriate financial or administrative instructions and procedures for use by the Force are in place, and kept updated, dealing with the matters delegated to him or her under this scheme of delegation. The financial instructions shall be drawn up by the Chief Constable in consultation with the Treasurer who must be satisfied that they provide for effective management control and review.

- 2.10 The Chief Executive shall be responsible for ensuring that all relevant delegations that, from time to time, are agreed by the Police Authority are recorded in this scheme of delegation.

3. DELEGATIONS TO THE CHIEF CONSTABLE

- 3.1 For the purposes of this Scheme of Delegation, relevant delegations to the Chief Constable are set out at Appendix 'A'.

4. DELEGATIONS TO THE CHIEF EXECUTIVE

- 4.1 For the purposes of this Scheme of Delegation, relevant delegations to the Chief Executive are set out at Appendix 'B'.

5. DELEGATIONS TO THE TREASURER

- 5.1 For the purposes of this Scheme of Delegation, relevant delegations to the Treasurer are set out at Appendix 'C'.

Appendix 'A'

DELEGATIONS TO THE CHIEF CONSTABLE

Area	Delegation	Source	Date Agreed (if applicable)
Budget	"The Chief Constable shall agree with the Treasurer the financial implications of the policing plan."	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Accounts	"The Chief Constable is responsible for the proper operation of these arrangements (Financial Regulations - Accounts) and for seeking the approval of the Treasurer to any proposed changes or developments to financial and resource systems and processes."	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Virements	(Virements for both revenue and capital of 10% of budget or £100k whichever is the smaller) "..Approval of the Police Authority is required where virement is either significant or a change in policy. Significant is defined as 10% of a budget or £100,000 whichever is the lesser....."	Financial Regulation 7	ARCIC 3.9.09 (Minute 13)
Authority to Incur Expenditure	"The Chief Constable is empowered to incur expenditure for the purpose identified and up to the amount specified in such estimates as approved, including unspent balance for the previous year, within arrangements agreed by the Treasurer and reported to the Police Authority."	Financial Regulation 8	ARCIC 3.9.09 (Minute 13)
Authority to Incur Expenditure	"The Treasurer and Chief Constable shall be authorised to implement increases in the cost of salaries, wages or expenses arising as a result of award of a national negotiating body."	Financial Regulation 8	ARCIC 3.9.09 (Minute 13)
Project Management	"The Police Authority shall approve the framework within which major projects are managed. For this purpose a major project is defined as one having a value of £250,000 or more". "The Chief Constable is responsible for ensuring projects are properly evaluated prior to approval and that they are adequately managed and reported on appropriately."	Financial Regulation 9	ARCIC 3.9.09 (Minute 13)
Banking Arrangements	"The Chief Constable is responsible for the daily management and operation of the bank accounts under arrangements agreed by the Treasurer." "The Chief Constable should arrange for imprest accounts in accordance with arrangements agreed by the Treasurer."	Financial Regulation 12	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Income	"Once a charge has been raised no debtor shall be excused a payment due to the Authority other than with the approval of the Chief Constable, Treasurer and Chief Executive."	Financial Regulation 13	ARCIC 3.9.09 (Minute 13)
Assets	"The Chief Constable is responsible for the custody of all buildings, equipment and stores used, and for general security in according with the Police Authority's risk management policies."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Assets	"The Chief Constable shall keep an asset register of all real property and such inventories and stores records as are necessary under arrangements approved by the Treasurer."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Assets	"Moveable property surplus to requirements shall be disposed of under arrangements approved by the Chief Constable. The sale should normally be by public auction or competitive tender but where neither is appropriate, the Chief Constable shall adopt the best method to serve the interests of the Police Authority. Where the sale is proposed to a member or officer or relative of the Police Authority or Force the written authority of the Chief Executive shall first be obtained."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Assets	"If a periodic inventory or stock check identifies that there are deficiencies of equipment or store then provided that there is no suspicion of misappropriation the Chief Constable shall report the deficiencies to the treasurer who may authorise the item(s) to be written off. Subject to the above, if the amount of the deficiency does not exceed £500(for any single item) then the Chief Constable may authorise the item(s) to be written off."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Misappropriation	"Where it is suspected that money or property has been stolen or otherwise misappropriated, or that a financial irregularity has occurred, the Chief Constable shall immediately report the matter to the Treasurer. Except in trivial cases, the Treasurer shall report the circumstances to the Chief Executive. The Treasurer, in consultation with the Chief Executive and the Chief Constable, shall decide on an appropriate course of action."	Financial Regulation 15	ARCIC 3.9.09 (Minute 13)
Fraud and Corruption	"The Chief Constable, in consultation with the Chief Executive and the Treasurer is responsible for establishing and maintaining a strategy to prevent fraud and corruption and to deal with it whenever it may occur."	Financial Regulation 16	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Insurance and Risk Management	<p>“The Chief Constable is responsible for maintaining a register of significant risks and or ensuring that appropriate controls are established to mitigate these. The Chief Constable is responsible for reporting performance on risk management to the Police Authority.” “The Chief Constable shall notify the Treasurer promptly of any matters affecting insurance cover, including details of all new risks and changes to existing risks.” “Implementation of these arrangements will be delegated to the Chief Constable.”</p>	Financial Regulation 17	ARCIC 3.9.09 (Minute 13)
Governance and Internal Control	<p>“The Chief Constable and the Chief Executive in consultation with the Treasurer are responsible for establishing and maintaining a framework of governance and internal control which encompasses the arrangements by which the Authority and the Force ensure that their business is conducted with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.”</p> <p>“The Chief Constable and the Chief Executive are responsible for reviewing, on an annual basis, the appropriateness and effectiveness of these arrangements and reporting on the outcomes.”</p>	Financial Regulation 18	ARCIC 3.9.09 (Minute 13)
Partnerships	<p>“The Chief Constable is responsible for preparing and maintaining a partnerships policy which sets out the framework for ensuring that partnership arrangements are safe and efficient and the partnership policy requires the approval of the Police Authority.”</p>	Financial Regulation 19	ARCIC 3.9.09 (Minute 13)
Partnerships	<p>“The Chief Constable is responsible for maintaining a register of Partnerships.”</p>	Financial Regulation 19	ARCIC 3.9.09 (Minute 13)
Ex Gratia Payments	<p>“The Chief Constable with the agreement of the Treasurer will seek the agreement of the Chairman and Vice Chairman to payments above £500 or in a case involving particular sensitivities.”</p>	Financial Regulation 20	ARCIC 3.9.09 (Minute 13)
Gifts, Loans and Sponsorship	<p>“A report of all gifts, loans and sponsorships should be made to the Police Authority annually.”</p>	Financial Regulation 22	ARCIC 3.9.09 (Minute 13)
Suspension of Financial Regulations	<p>“If the Chief Constable is of the opinion that any of these regulations is inappropriate in particular circumstances the Chief Executive shall be informed in writing.”</p>	Financial Regulation 22	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Contracts – Exemptions	“The Chief Constable is authorised to enter into contracts which have been established under collaborative arrangements between forces, regions, emergency services, consortia and other public sector agencies and , where applicable, have been subjected to EU Procurement rules or where this is not applicable, have been subject to the lead authority’s contract procedure rules. The Chief Constable will notify the Chief Executive of such arrangements for inclusion within a register,.....”	Contract Standing Order 4.1	ARCIC 3.9.09 (Minute 13)
Contracts – Pecuniary Interests of Officers in Contracts	“The Chief Constable shall maintain a record of any notice given by an officer of the Authority or the Force of a pecuniary interest in a contract and the record shall be available during office hours for inspection by any member of the Authority.”	Contract Standing Order 7	ARCIC 3.9.09 (Minute 13)
Contracts – Land and Property	“In all other aspects, arrangements for the sale and purchase of interests in land and property shall be undertaken in accordance with terms agreed by the Chief Constable in consultation with the Chief Executive and the Treasurer. However, prior approval of the Police Authority will be required where the amount exceeds £250,000.”	Contract Standing Order 8	ARCIC 3.9.09 (Minute 13)
Contracts – Exceeding £20,000	“... where the estimated amount of a contract exceeds £20,000, wherever practical at least three tenders shall be invited, without the necessity of advertising, from contractors in an approved list where such a list is maintained or, otherwise, from contractors who, in the opinion of the Chief Constable, are best fitted to meet the Authority’s requirements.”	Contract Standing Order 12.2	ARCIC 3.9.09 (Minute 13)
Contracts – Exceeding £20,000 (If Exceeds £100,000)	“Wherever practical, the Chief Constable shall ensure that if the estimated amount of the contract exceeds £100,000, at least six contractors are invited to submit tenders, provided that where the contractor is responsible for both design and construction of the whole or a substantial part of the building or works which are subject of the contract, the Chief Constable may confine the invitation to tender to three contractors if he considers that this will give the best value for money to the Authority.”	Contract Standing Order 12.3	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Contracts – Exceeding £20,000 (Serial or Continuation)	“If the Chief Constable, in consultation with the Chief Executive and the Treasurer, considers that a proposed building, civil engineering or other works contract could to the benefit of the Authority form part of a serial or continuation programme, then tenders need not be invited, provided that the terms of the serial or continuation programmed have been negotiated with the contractor on the basis of the rates and prices contained in the initial contract having been awarded competitively following the invitation of tenders in accordance with these standing orders.”	Contract Standing Order 12.4	ARCIC 3.9.09 (Minute 13)
Contracts – less than £20,000	“Where the estimated amount of any contract does not exceed £20,000 the Chief Constable, Chief Executive or Treasurer is appropriate shall not be obliged to undertake a formal tendering exercise but shall follow such contract procedure as he considers will provide the best value for money to the Authority and shall maintain suitable records to substitute the methods used included details of quotations sought.”	Contract Standing Order 13	ARCIC 3.9.09 (Minute 13)
Contracts - Submission and Opening of Tenders	Subject to the provisions of this Standing Order, electronic tendering procedures may be undertaken as an alternative to, or in conjunction with, the manual arrangements set out in Standing Orders 15.1 to 15.5 at the discretion of the Chief Constable.	Contract Standing Order 15	ARCIC 3.9.09 (Minute 13)
Contracts – Evaluation of Tenders	“Wherever practicable, tenders will be evaluated using an appropriately structured evaluation model. The Chief Constable shall approve in writing the outline of any tender evaluation model used to judge the tenders, before the respective tenders are opened and shall lodge this with the Chief Executive....”	Contract Standing Order 16	ARCIC 3.9.09 (Minute 13)
Contracts – Acceptance of Tenders	“The Chief Constable shall be empowered to accept the lowest compliant tender if payment is to be made, or the highest compliant tender if payment is to be received. Other than the procedure detailed in para 16.1, no other tender shall be accepted, unless a report by the Chief Constable recommends that the acceptance of the other tender will provide the best value to the Authority, and the Chief Executive and the Treasurer of the Police Authority give their written agreement...”	Contract Standing Order 17	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Contracts – Post Tender Negotiation	“Post-tender negotiations shall only be permitted with the express written approval of the Chief Constable, after consultation with the Chief Executive and the Treasurer,” “Applications approved by the Chief Constable shall be endorsed accordingly.”	Contract Standing Order 18	ARCIC 3.9.09 (Minute 13)
Contracts – Assignment or sub letting	“A clause shall, where appropriate, be inserted in every written contract for the execution of work for supplies or service, prohibiting the assigning or sub-letting of the contract without the previous written consent of the Chief Constable.”	Contract Standing Order 22	ARCIC 3.9.09 (Minute 13)
Contracts - Default	“If the services to be supplied under the Contract shall not be duly supplied by the Contractor when as ordered by or for the Authority, or if the services delivered shall not in every respect be in the reasonable opinion of the Authority or of the Chief Constable or of the officer of the Authority for the use of whose department they are required (whose decision shall be conclusive as against the Contractor) of the quality contracted for, or if the services shall be deficient in the quality charged for, then the Authority or the Chief Constable(or the officer of the Authority for whose use they are required) may reject the services. “	Standard Conditions of Contract	20 August 2003
Police Pension Regulations	“Authorising, within his discretion, payment of the appropriate allowances under the provisions of Regulation 42 of the Police Pensions Regulations 1971, to members of the Force who become divorced or separated from their spouse.”	Police Authority	PA 21.3.95 (Minute 49d)
Police Pension Regulations	“That the responsibility for asking medical questions in respect of permanent disability continue to be delegated to the Chief Constable..”	Police Authority	PA 30.6.05 (Minute 37.1)
Police Pension Regulations	“That the responsibility for asking the H1 question in respect of injury on duty and degree of disablement be delegated to the Chief Constable...”	Police Authority	PA 30.6.05 (Minute 37.3)
Police Pension Regulations	“If internal resolution is not achievable, or if the former police officer is not satisfied with the outcome of the internal appeal, the Authority will ask the Force to represent the Authority at a Police Medical Appeal Board and carry out the appropriate administrative process.”	Police Authority	PA 3.9.09 (Minute 74)
Police Pension Regulations	“If the SMP finds that the applicant is eligible for admission to the full benefits of the Police Pension Scheme, it is recommended that the decision to so admit the applicant is delegated to the Chief Constable.”	Police Authority	PA 30.6.05 (Minute 37.7)

Area	Delegation	Source	Date Agreed (if applicable)
Police Pension Regulations	"If the SMP finds that the applicant should be excluded from the full benefits of the Scheme, it is recommended that the responsibility for administering the decision to exclude the applicant for the full benefits of the Scheme is delegated to the Chief Constable utilising the SMP's report and relevant reference tables supplied by the Government's Actuary's Department."	Police Authority	PA 30.6.05 (Minute 37.7)
Police Pension Regulations	"In the event the Authority receives an appeal against a decision to exclude an application from the full benefits of the Scheme, it is recommended that the Chief Executive be responsible, in conjunction with the Chief Constable, for arranging the necessary review by the SMP, any necessary examination by a third medical practitioner and for notifying the decision to the applicant."	Police Authority	PA 30.6.05 (Minute 37.7)
Human Resources	"That the Chief Constable be authorised to approve temporary secondment of officers under the provision of the Police Act 1996, subject to appropriate reimbursement being received." "All secondments to be reported to the next meeting of the Authority and that an annual report is presented to the Authority"	Police Authority	PA 27.6.00 (Minute 89)
Human Resources	"That the responsibility for determining the arrangements for the appointment and dismissal of staff be delegated to the Chief Constable with the exception of redundancies and early retirements.."	Police Authority	PA 26.9.02 (Minute 110.2)
Human Resources	"Approval of applications (for flexible retirement) being delegated to the Chief Constable where there is no cost incurred by the Authority."	Police Authority	PA 5.2.09 (Minute 189.1)
Human Resources	"Where an application would result in costs being incurred by the Authority, the Director of Human Resources and Assistant Chief Officer would jointly determine whether an application (for flexible retirement) would be recommended for approval, to then be submitted to the Chief Executive...."	Police Authority	PA 5.2.09 (Minute 189.2)
Human Resources	"To approve redundancy and efficiency of the service terminations for members of Police Staff providing less than six employees are involved and no individuals would be entitled to immediate payment of the LGPS benefits.."	Police Authority	PA 21.9.06 (Minute 74.2)
Property Other than Found Property (POTF)	"At his discretion, the disposal or sale of property belonging to prisoners who have refused permission for its disposal or sale."	Police Authority	PA 21.3.95 (Minute 49a)

Area	Delegation	Source	Date Agreed (if applicable)
Easements and Licences	"Following the receipt of legal advice, granting easements and licences and leases for minor sub-station sites, to public utilities."	Police Authority	PA 21.3.95 (Minute 49f)
Expenditure and Equipment	"Authorising, in conjunction with the Treasurer, the revision periodically of charges for minor items of expenditure and equipment."	Police Authority	PA 21.3.95 (Minute 49c)
Finance	"That the Chief Constable be granted delegated authority to agree requests from organisations for financial support where such support would assist Dorset Police in meeting its objectives."	Police Authority	PA 17.12.01 (Minute 303)
Finance	"Following the receipt of legal advice, approving or making objections to apportionments of private street works charges."	Police Authority	PA 21.3.95 (Minute 49g)
Finance	<p>"To make awards in accordance with the Superannuation Regulations (Injury Allowances) equal to 50% of</p> <ul style="list-style-type: none"> i) the pension the employee would have received but lost completely because at the time of their enforced early retirement they did not have sufficient qualifying service for a pension ii) the additional pension the employee would have received but for the enforced early retirement iii) the additional pension the employee would have earned had they not had to take lower paid employment (involving a lower rate of pay and / or reduced hours) because of the injury <p>Provided that:</p> <ul style="list-style-type: none"> a. such allowances, together with any State Injury Award, must not exceed the total pension the employee could have earned b. Where in a particular case and for whatever reasons, an allowance within these guidelines is considered inappropriate the case be deferred to the Authority for decision" 	Police Authority	PA 21.3.95 (Minute 50)
Found Property and POTF	"To retain or donate to charity such items where the anticipated resale value was less than £100."	Police Authority	PA 26.6.08 (Minute 52.4)
Police Property Act	"That the Chief Constable be authorised to agree the disposal of bicycles, which were not claimed, to any organisation."	Police Authority	PA 26.6.08 (Minute 76.2)

Appendix 'B'

DELEGATIONS TO THE CHIEF EXECUTIVE

Area	Delegation	Source	Date Agreed (if applicable)
Legal Proceedings and Public Enquiries	"The Chief Executive shall be empowered to institute legal proceedings for recovery of sums due to the Police Authority and for possession of the Authority's property, to lay information, to make complaints, to institute, defend or settle proceedings, to take legal action to enforce rights or obligations, to appear at public inquiries where in his opinion it is in the Authority's interest, and to engage counsel."	Financial Regulations 25	ARCIC 3.9.09 (Minute 13)
Sealing, Signing and Attestation of Documents	"The common seal of the Police Authority shall be kept in a safe place and secured by a lock, the key of which shall be kept by the Chief Executive. A resolution of the Police Authority or of a committee or sub-committee or decision of an officer acting under delegated power shall be sufficient authority for the Chief Executive or his legal representative to affix and attest the seal or to sign any document necessary to give effect to the resolution or decision."	Financial Regulations 26	ARCIC 3.9.09 (Minute 13)
Changes to Financial Regulations	"Any changes to Financial Regulations shall be drawn up jointly by the Chief Executive, Treasurer and Chief Constable and approved by the Police Authority."	Financial Regulation 27	ARCIC 3.9.09 (Minute 13)
Suspension of Financial Regulations	"The Chief Executive may, after consultation with the Treasurer, authorise departure from the Regulations if he is satisfied that, exceptionally, such departure is in the interests of the Police Authority. The Chief Executive shall maintain a register of any such authorisations, which shall be available for inspection by any member of the Police Authority."	Financial Regulation 28	ARCIC 3.9.09 (Minute 13)
Contracts (Exemptions)	(Other than provided in Contract Standing Order 4.1) "there shall otherwise be no exemption from these Contract Standing Orders except on the written authority of the Chief Executive which shall be given only when the Chief Executive, after consultation with the Treasurer, is satisfied that the exemption is justified in the interests of the Authority by special circumstances."	Contract Standing Orders 4.2	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Contracts (Exemptions)	"The Chief Executive shall maintain a register of all authorisations for exemption from these standing orders, which shall be available for inspection by all members of the Police Authority."	Contract Standing Orders 4.2	ARCIC 3.9.09 (Minute 13)
Contracts (Exemptions)	"The authority of the Chief Executive to authorise an exemption from these Contract Standing Orders shall include the giving of authority to negotiate and conclude a contract with a single contractor, if the Chief Executive, after consultation with the Treasurer, considers that the exemption is justified in the interests of the Authority by special circumstances."	Contract Standing Orders 4.3	ARCIC 3.9.09 (Minute 13)
Contracts (Submission and Opening of Tenders)	"Envelopes submitted in accordance with this contract standing order shall remain in the custody of the Chief Executive or an officer designated by him until the time appointed for their opening."	Contract Standing Orders 15.2	ARCIC 3.9.09 (Minute 13)
Contracts (Submission and Opening of Tenders)	"An officer designated by the Chief Executive to receive tenders shall indicate on the envelope the date and time of receipt by him."	Contract Standing Orders 15.3	ARCIC 3.9.09 (Minute 13)
Contracts (Submission and Opening of Tenders)	"Tenders shall be opened at one and the same time in the presence of the Chief Executive or an officer designated by him for the purpose, and of the Chief Constable, or an officer designated by him for the purpose."	Contract Standing Orders 15.4	ARCIC 3.9.09 (Minute 13)
Contracts (Submission and Opening of Tenders)	"The envelope of any tender received after the latest date and time for receipt shall be endorsed by the Chief Executive or his designated officer, with a note of the date and time of receipt. Any such tender shall not be considered unless it was the only tender that was invited. In all other cases, the Chief Executive shall open the late tender and inform the person who submitted it that it was received too late for consideration."	Contract Standing Orders 15.5	ARCIC 3.9.09 (Minute 13)
Contracts (Submission and Opening of Tenders)	"... The arrangements for undertaking electronic tendering processes ... require the approval in writing of the Chief Executive and the Treasurer."	Contract Standing Orders 15.6	ARCIC 3.9.09 (Minute 13)
Contracts (Alternative Methods of Tendering and Procurement)	"(On application from the Chief Constable) the Chief Executive and Treasurer may approve in writing from time to time alternative methods of tendering and procurement within the scope and purposes of these rules."	Contract Standing Orders 20	ARCIC 3.9.09 (Minute 13)
Contracts (Amendment to Standing Orders on Contracts)	"Subject to Standing Order 28, any amendments to these Standing Orders on Contracts are to be drawn up jointly by the Chief Executive, Treasurer and Chief Constable and approved by the Police Authority."	Contract Standing Orders 27	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
General	The Chief Executive is authorised to take such actions as are calculated to facilitate the effective discharge of any of the decisions of the Authority or Committees, or any delegations thereunder, that may from time to time be agreed and of any of the activities and functions that fall within his responsibilities.	Agreement to be sought from PA on 12 February 2010	
Retention or Donation of Property	To retain or donate to charity such items where the anticipated resale value was more than £100 but less than £1,000.	Police Authority	PA 26.6.08 (Minute 53.3)
Secondment of Officers	Approving the secondment of officers.	Police Authority	PA 21.3.95 (Minute 48a)
Crime and Disorder Reduction Partnerships	Nominate members to represent the Police Authority on CDRPs from 1 April 2003.	Police Authority	PA 20.12.02 (Minute 137.2)
Police Pensions Regulations	On receipt of the requisite certificate from the Force Medical Officer, exercising within his discretion, the powers of the Police Authority under the provision of the Police Pensions Regulations for the time being in force i) requiring a police officer to retire from the Force on the grounds that he/she is permanently disabled for the performance of his/her duty and determining, on the advice of the Force Medical Officer, the intervals at which the officer shall be re-examined for the purpose of considering whether the degree of disability has changed and therefore whether a revision of the pension is required.	Police Authority	PA 21.3.95 (Minute 48b)
Police Pensions Regulations	That the powers delegated to the Clerk in March 1995 be exercised by him after due consultation. To decide whether or not the officer is entitled to an ill health pension and when an injury award has been considered whether or not the officer is entitled to such an award.	Police Authority	PA 25.6.98 (Minute 65.2)

Appendix 'C'

DELEGATIONS TO THE TREASURER

Area	Delegation	Source	Date Agreed (if applicable)
Superannuation Fund	a. Admission of civilian personnel to the Superannuation Fund b. The application of interchange rules c. The surrender of allowances d. The reintroduction of child's pensions	Police Authority	PA 25.3.95 (Minute 52)
Accounts	Ensure that there are safe and efficient arrangements for recording and carrying out financial transactions in all areas of the Police Authority.	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Accounts	Ensure that such arrangements are kept up-to-date and adhered to by all persons appointed by the Police Authority and Police Force, including consultants.	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Accounts	Preparation of statutory and other accounts.	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Accounts	Procedures for public inspection of the accounts and liaising with the external auditors.	Financial Regulation 4	ARCIC 3.9.09 (Minute 13)
Audit	To maintain an adequate and effective audit function.	Financial Regulation 5	ARCIC 3.9.09 (Minute 13)
Budget	To advise on the budget strategy, the budget requirement and the setting of the precept.	Financial Regulation 6	ARCIC 3.9.09 (Minute 13)
Authority to Incur Expenditure	Authority to implement increases in the cost of salaries, wages or expenses arising as a result of the awards of a national negotiating body.	Financial Regulation 8	ARCIC 3.9.09 (Minute 13)
Loans and Investments	"Within the agreed policy for loans and investments, the Treasurer will decide what commitments are to be made and approve any borrowing."	Financial Regulation 11	ARCIC 3.9.09 (Minute 13)
Banking Arrangements	"The Police Authority, advised by the Treasurer, is responsible for determining a policy on banking arrangements."	Financial Regulation 12	ARCIC 3.9.09 (Minute 13)
Banking Arrangements	"The Treasurer is responsible for making such arrangements as are appropriate and necessary with the Police Authority's bankers relating to all financial transactions and the setting up of subsidiary accounts, and any closures."	Financial Regulation 12	ARCIC 3.9.09 (Minute 13)
Income	"Arrangements for the collection, accounting and banking of all income due to the Police Authority shall be subject to the approval of the Treasurer."	Financial Regulation 13	ARCIC 3.9.09 (Minute 13)

Area	Delegation	Source	Date Agreed (if applicable)
Income	"Once a charge has been raised no debtor shall be excused a payment due to the Authority other than with the approval of the Chief Constable, Treasurer or Chief Executive. The Treasurer shall maintain a record of such write offs which shall be available for inspection by any member of the Police Authority."	Financial Regulation 13	ARCIC 3.9.09 (Minute 13)
Assets	"Legal interests in property should be recorded in a Property Record under arrangements approved by the Chief Executive and Treasurer."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Assets	"Any proposals to enter into leasing agreements must be agreed by the Treasurer."	Financial Regulation 14	ARCIC 3.9.09 (Minute 13)
Misappropriation	"Where it is suspected that money or property has been stolen or otherwise misappropriated, or that a financial irregularity has occurred, the Chief Constable shall immediately report the matter to the Treasurer. Except in trivial cases, the Treasurer shall report the circumstances to the Chief Executive. The Treasurer, in consultation with the Chief Executive and the Chief Constable, shall decide on an appropriate course of action."	Financial Regulation 15	ARCIC 3.9.09 (Minute 13)
Insurance and Risk Management	"The Treasurer shall advise the Police Authority on appropriate arrangements for insurance, including police authority members, assets and liabilities."	Financial Regulation 17	ARCIC 3.9.09 (Minute 13)
Voluntary Unofficial Funds	"Voluntary Funds shall be operated in accordance with instructions issued by the Treasurer and the Chief Constable."	Financial Regulation 21	ARCIC 3.9.09 (Minute 13)
Financial Thresholds	"The Treasurer may amend the financial thresholds (in these rules) from time to time reflecting changes in national price indices, statutory provisions or guidance from other bodies (e.g. Audit Commission, HMI, etc). Any such change shall be reported for information to all members of the Police Authority."	Financial Regulation 30	ARCIC 3.9.09 (Minute 13)