



DELEGATIONS

Part 5

Delegation to Staff

Contractual Authority and Financial Management of Activities

1. The contractual authorities for staff are set down in the charts following. Where staff are not included in the charts they have no authority to enter into contract/commitments on behalf of the Council. The amounts stated are all maximums.
2. Members of the Management Team have the right (within the terms of their contractual authority) to enter into contracts for the expenditure of funds within activities for which their subordinates also have contractual authority. Cost centre controllers will be held accountable for the activities which they control. Managers should always consult with the designated cost centre controller prior to expending funds in accounts other than those for which they themselves are directly responsible.
3. Where a cost centre controller is aware that an activity is about to be or has been overspent, he/she should report that fact to the person to whom he/she is responsible as soon as practicable.
4. The criterion to be used in assessing cost centre controller financial performance will be whether or not the budget for each of their activity accounts is adhered to. Variations on activity budgets within departments may therefore emerge but must be reported to the appropriate Committee.
5. No oral contract shall be made for a sum exceeding \$1,000.00 (See Section 3 Public Bodies Contracts Act).
6. All commitments entered into under the contractual authorities set out in the following charts shall be reported to the next highest level of authority at the earliest opportunity.
7. That where a delegation under Contractual Authority to commit expenditure exists, the authority is also given to equal amounts to approve invoices for payment.