Delegation Matrix

Contents

Introduction

The delegation matrix summarises the approving and/or reviewing body for the areas of work outlined.

Board and Committee meetings are held as outlined in their Terms of Reference and Leadership Team meetings will be held regularly, usually once a month.

All meetings will be minuted including a record of all decisions made or items noted.

The Board of Management must approve any changes to the delegated approvals outlined.

All approving bodies must satisfy themselves that decisions made are:

- Compliant with Regulations including the Regulator of Social Housing and Homes England.
- Legally compliant.
- Compliant with the Financial Standing Orders.
- In accordance with the Risk Management Framework.
- In support of the wider achievement of strategic objectives and delivering value for money services to customers
- In meetings which are quorate. For Leadership Team there must be at least five members with at least one member of SMT

For development, authority is delegated to Leadership Team to give approval of development contracts to be delivered by Leeds Federated Property Services (LFPS). An LFPS Director must be present when approving LFPS developments.

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
Treasury								
Approval of Treasury Annual Plan generally annually Approval of Treasury Management Policy								
Financial Planning and Budgetary Management								
Budget and Business Plan approval								
Approval of annual budget and 30-year business plan Approval of in-year budget and 30-year business plan	Approval of stress testing scenarios Approval of economic assumptions approval							Business Plan submitted to RoSH via the Financial Forecast Return and circulated to funders

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
updates where appropriate Approval of resilience plan Approval of finance Policy								
Salaries and Pensions								
Staff pension fund amendments approval and final approval of the annual salary review via the budget approval			Annual salary review for SMT and NED's to recommend to Board for approval		Annual salary review (excluding SMT) approval			
Changes to the approved budget								
Additional costs: >£50k (no matched income) approval					**Additional costs:** <£50k (no matched income) for approval	**Additional costs:** <£50k (with matched income/cost reductions) for approval		

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
£50k to £750k (matched) to note >£750k (with matched income/cost reductions) for approval					£50k to £750k (with matched income/cost reductions) for approval			
Budgetary reporting								
To note most recent financial performance report						To note regular (usually monthly) financial performance report (excluding April)		Quarterly management accounts to funders
Budgetary control – delegated authorities See appendix ii for order and invoice approval limits delegated throughout the organisation								
					Approval of changes or additions to delegated limits with an approval limit >£5k (any member of SMT)	Approval of changes or additions to delegated limits with an approval limit <£5k (each HoS)		

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
Audit								
	Approve the internal audit plan annually Internal audit reports received and recommendations monitored Recommend to Board the appointment, reappointment or otherwise of the internal auditors every 4 years in accordance with the FSO's and A&RC ToR Recommend to Board, for approval at the AGM, the							

Board of Management	**Audit and Risk Committee**	**Customer Experience Committee**	**Governance and Remuneration Committee**		**Senior Management Team (SMT)**	**Leadership Team (LT) or Operational Manager (OM) if indicated**		**External reporting**
	appointment, reappointment or otherwise of the external auditors every 6 years in accordance with the FSO's and A&RC ToR							
Approval of statutory accounts (then adopted at the AGM)	Consider draft accounts and audit completion report					Impairment report approved		Financial Viability Assessment on NROSH+ Submission to Companies House and the Financial Conduct Authority.
Development including LFPS Contracts to be signed in accordance with the FSO's								

Board of Management	**Audit and Risk Committee**	**Customer Experience Committee**	**Governance and Remuneration Committee**		**Senior Management Team (SMT)**	**Leadership Team (LT) or Operational Manager (OM) if indicated**		**External reporting**
Annual development programme via business plan approval which includes a 5-year capacity for development								
Named and unnamed uncommitted schemes in the business plan Within 10% of approved BP scheme, within projected year, achieves the NPV hurdle, meets Dev Policy, within overall remaining capacity								
High level development programme reporting noted		Progress reported through qtly development performance reports				Entering the contract approved		
Named and unnamed uncommitted schemes in the business plan which fall outside of the criteria above or which are outside of the overall business plan's development capacity								
Approval required, subject to assurance on Business Plan and covenants.		Progress reported through qtly development performance reports				LT to support the proposed scheme subject to assurance that the Business Plan can accommodate it/not breach covenants		

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
High level development programme reporting noted						Entering the contract approved		
Reverse staircasing								
Reverse Staircasing including ratifying any CEX approved					Reverse Staircasing - CEX can approve up to £250k in between Board meetings	To note reverse staircasing		
Development Reporting								
Key stage reports to be approved where deteriorating position resulting in the scheme no longer meeting standard criteria agreed by Board		Note outturn reports 18 months after completion				Reviewing progress key stage reports		
Disposals								

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
Disposals in the business plan <£250k to note Approve disposals of >£250k in the business plan or any value not in the business plan						Approve disposals in the Business Plan <£250k To note disposals of >£250k in the business plan or disposals not in the business plan		RoSH - Quarterly or priority disposal return Homes England – Outright disposal notification
Leases								
Note exercising break clauses where recommended Note new leases as lessor and lessee Note amendments to existing lease terms						Approve exercising break clauses where recommended Approve new leases as lessor and lessee Approve amendments to existing lease terms		

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
Note extension of leases due to expire Note request for early determination						Approve extension of leases due to expire Approve request for early determination		
Procurement								
						Approve all new leased or purchased contracts or amendments of them or extension of them as reported by budget holders Approve acceptance of tenders Note new suppliers and contractors		

Board of Management	Audit and Risk Committee	Customer Experience Committee	Governance and Remuneration Committee		Senior Management Team (SMT)	Leadership Team (LT) or Operational Manager (OM) if indicated		External reporting
						Approve new procurement frameworks Annually review the pareto analysis, list of framework providers, contracts register, contracts due to expire in 12 months and contracts/suppliers that have breached the FSO limits Review supplier spend report Note approved Single Tender Waivers Review and ratify all new suppliers		

Board of Management	**Audit and Risk Committee**	**Customer Experience Committee**	**Governance and Remuneration Committee**		**Senior Management Team (SMT)**	**Leadership Team (LT) or Operational Manager (OM) if indicated**		**External reporting**
					Approve where budget holders report that cumulative low value spend exceeds tender limits	reported by finance on a bi-annual basis Note where budget holders report that cumulative low value spend exceeds tender limits		