



Cheshire  
**Constabulary**

CHIEF CONSTABLE'S  
SCHEME OF FINANCIAL  
DELEGATION

## **CONSTABULARY SCHEME OF FINANCIAL DELEGATION**

### Introduction

A Scheme of Consent which has been approved by the Commissioner sets out the extent to which the Chief Constable is authorised to make decisions about finance and resources. This Scheme of Financial Delegation sets out how authority is delegated to officers and staff under the direction and control of the Chief Constable. Where the consent of the Commissioner and/or his staff is required, this is made clear. Where a decision is required and it is unclear whether or not it falls within the Scheme of Delegation, the advice of the Chief Finance Officer (Constabulary) and/or Chief Legal Officer should be sought and considered.

All officers and staff are responsible for ensuring day to day financial management is carried out in accordance with the Scheme of Financial Delegation.

All delegated responsibilities are subject to adherence to the Commissioner's and Chief Constables agreed policies, including Financial Regulations and relevant legislation.

All the following arrangements are subject to separation of duties, wherever possible. For example, an officer ordering goods or services cannot authorise the invoice or issue a credit note in relation to that order.

Unless explicitly stated to the contrary, decisions not delegated by the Chief Constable may be exercised by the Deputy Chief Constable in the event of the Chief Constable not being available to make a decision within an appropriate timescale. No powers delegated in this Scheme of Delegation may be further sub-delegated, except in cases of real emergency on a temporary basis with the consent of the Chief Constable having consulted the Commissioner or in their absence the Chief Executive.

The Scheme of Financial Delegation will be updated and maintained from time to time as necessary with a full review annually. The Constabulary's Chief Finance Officer, in consultation with the Chief Legal Officer and the Commissioner's Chief Finance Officer, is responsible for maintaining this document and for coordinating and obtaining approval to changes.

### **Contact Details**

If you have any comments, updates or require changes, please contact

Chief Legal Officer, Chief Finance Officer (Constabulary) or Chief People Officer

February 2025

## SECTION 1 – REVENUE AND CAPITAL BUDGETS

The budget for both revenue and capital is approved by the Commissioner which is then assigned to individual Budget Managers who are responsible for its delivery. This section looks at how changes to these budgets can be made and who can approve the changes. NB: Any material policy change or impact on agreed service delivery with unbudgeted financial implications or which needs additional funding will require the Commissioner's approval.

<b>Making Changes to the Revenue Budget</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Moving budget within a manager's own section	None	Budget Manager	Chief Finance Officer (Constabulary)
Moving budget to another section	Up to £100,000	All Budget Managers involved with agreement from the SCT (Business Meeting)	None
	Over £100,000	All affected Budget Managers involved with initial agreement from the SCT (Business Meeting) prior to approval from the Chief Finance Officer (OPCC)	The Commissioner
Requesting additional budget funded from reserves outside of the approved Reserve Strategy	All	All affected Budget Managers with initial agreement from the SCT (Business Meeting) prior to approval from the Commissioner	None
Authorise budget journals	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
<b>Using unexpected income, underspends (both capital and revenue) including carry forwards</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Deciding on how to spend unexpected income, underspends on capital and revenue including requests for carry Forward (excluding police pay)	up to 1% of Depts budget or £50,000 max, whichever is the higher	Chief Finance Officer (Constabulary) and report to SCT (Business)	Above stated limits, the Commissioner
<b>Making Changes to the Capital Budget</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Making a bid for a capital scheme. <i>You should complete the capital bid form for submission to Change Board prior to the SCT (Business Meeting). If a large scheme, a business case will be required.</i>	Up to £100,000 fully funded, no future year commitments	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by Chief Finance Officer (OPCC)	None
	Over £100,000 / unfunded / with future year commitments	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner	None

<i>Either: Moving capital budget from one scheme to another or Moving revenue budget into a capital scheme</i>	Up to £150,000 and fully funded	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Chief Finance Officer (OPCC)	None
	Over £150,000 or unfunded	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner	None
Replacement of damaged assets, funded by insurance	All	Budget/Capital scheme manager in consultation with the Chief Finance Officer (Constabulary)	None
<b>Leasing or renting land, buildings accommodation, room hire etc.</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Leasing/renting land, buildings, accommodation either as landlord or tenant. Licences, room hire etc.	Room hire (non continuous) within approved budget	Budget Manager	Chief Accountant
	Licences or other arrangements under which no interest in property/land is created or Arrangements for Covert Operational purposes	Chief Finance Officer (Constabulary) in consultation with Deputy Head of Legal Services (Head of Commercial Unit) to agree licence/contractual agreement and Head of Estates Operations	Chief Accountant in place of Chief Finance Officer (Constabulary) Chief Legal Officer in place of Deputy Head of Legal Services (Head of Commercial Unit) Estates Project Senior Manager in place of Head of Estates Operations
	Arrangements under which any interest in property/land is created	Chief Finance Officer (Constabulary) to present decision paper to Senior Command Team (Business) for approval, before being presented to Commissioner for approval	Head of Estates Operations in place of Chief Finance Officer (Constabulary)

<b>Moving actual expenditure or income</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Moving actual expenditure or income from one code to another	All	Chief Accountant / Senior Accountant with the agreement of the affected budget managers.	Chief Finance Officer (Constabulary)
<b>Creation, maintenance and deletion of accounting codes and structures</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Submit instructions to create, amend or delete cost centres, activity codes and associated hierarchies	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
Submit instructions to create, amend or delete subjective codes and associated hierarchies	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)

**SECTION 2 – BUYING GOODS & SERVICES / MAKING PAYMENTS**

Budget Managers are responsible for all purchases within their own budget area. Goods or services may only be purchased for official Commissioner or Constabulary business which has been properly authorised. Budget Manager must ensure adequate separation of duties – which means there should be more than one person involved in the ordering, receipting and payment for goods and services wherever possible. For example, an officer ordering goods or services cannot authorise the invoice or issue a credit note in relation to that order.

<b>Approval of Requisitions on the Finance system</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Requisitions should be submitted on-line via the purchasing system wherever possible. Any spend above £10,000 with the same supplier (including aggregated spend) will, in addition to the approver requirements in this table, require approval on Unit 4 from the Commercial Unit.  <i>Remember the rule of No Purchase Order No Pay of invoice – please use a purchase order for all items</i>	Up to £100	Self-authorisation	None
	£100.01 to £25,000	Budget Manager / Budget Approver (Inspector/ PO 3/4 and above)	Chief Accountant / Senior Accountant
	£25,000.01 to £250,000	Budget Manager / Budget Approver (Superintendent/ SM grades and above)	Chief Accountant / Senior Accountant
	Over £250,000	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
	£100.01 to £750,000 (Estates items only)	Head of Estates Operations	Chief Accountant / Senior Accountant
Set up on-line catalogues	All	Procurement & Contracts Manager	Deputy Head of Legal Services (Head of Commercial Unit)
Update & maintain on-line catalogues	All	Business Administration Team	None
Signing access agreements to framework arrangements	All	Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer
<b>Procurement of goods and services through tenders and contracts</b>			
Decision to initiate purchase/ procurement of goods and/or services  <i>* High risk items may be small value</i>	Less than £10,000 and within approved budget and not a high risk item*	Budget Manager / Capital Scheme Manager	Chief Finance Officer (Constabulary)

<i>but high risk of reputational damage should something go wrong, e.g. banking</i>	£10,000 - £150,000 (or a high risk item* of any value)	Budget Manager / Capital Scheme Manager with approval of Deputy Head of Legal Services (Head of Commercial Unit)	Chief Finance Officer (Constabulary) in place of the Deputy Head of Legal Services (Head of Commercial Unit)
	Over £150,000	Commissioner on advice of either Chief Finance Officer (OPCC) or Chief Finance Officer (Constabulary)	Deputy Head of Legal Services (Head of Commercial Unit) or Chief Legal Officer in place of Chief Finance Officer (Constabulary)
Dispatch & receipt of tenders  <i>NB E-tenders will be locked in the e-tendering system prior to opening. Paper tenders must remain in the custody of or at the direction of the Chief Executive</i>	All	Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer
Opening of tenders – paper tenders  <i>NB: E-tenders are locked in the e-tendering system until the deadline has passed and will be accessed and reviewed by staff in the Commercial Unit. The system is fully auditable, therefore observation is not required.</i>	Up to £150,000	A member of the Commercial Unit in the presence of Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer in place of Deputy Head of Legal Services (Head of Commercial Unit)
	Over £150,000	Chief Executive or his representative with Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer in place of Deputy Head of Legal Services (Head of Commercial Unit)
Award of contract (within budget)  <i>NB: all contracts are in the Commissioner's name</i>	Up to £150,000	Budget Manager / Capital Scheme Manager in conjunction with Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer
	Over £150,000 or high risk items	Budget Manager / Capital Scheme Manager in conjunction with Deputy Head of Legal Services (Head of Commercial Unit), must be signed by Chief Executive or his representative	Chief Legal Officer

Award of contract (more than budget) <i>NB: all contracts are in the Commissioner's name</i>	All	The Commissioner	None
Signing of contracts (including variations and extensions)  <i>NB: all signed contracts must be recorded in the signing register.</i>	Up to £150,000	Chief Legal Officer or Chief Finance Officer (Constabulary)	Chief Constable or Deputy Chief Constable
	Over £150,000	The Commissioner	Chief Executive or Chief Finance Officer (OPCC) or other person designated by Commissioner
Maintain a register of contracts	Above £10,000	Deputy Head of Legal Services (Head of Commercial Unit)	None
Approval of contract modifications	Up to £150,000 (total value including modification)	Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer
	Above £150,000 (total value including modification)	Chief Executive or Chief Finance Officer (OPCC) on the advice of Deputy Head of Legal Services (Head of Commercial Unit)	Chief Legal Officer in place of Deputy Head of Legal Services (Head of Commercial Unit)
Approval of contract extensions [Type A] is where the terms of the contract provides for an extension [Type B] is where the terms of the	Type A Contracts up to £150,000	Budget Manager in conjunction with Deputy Head of Legal Services (Head of Commercial Unit)	None
	Type A Contracts over £150,000	Chief Finance Officer (OPCC) on the advice of the Deputy Head of Legal Services (Head of Commercial Unit)	Any person nominated by the Chief Executive in place of the Chief Finance Officer (OPCC)

contract does not specifically provide for an extension or it has previously been extended up to the maximum period allowed under the terms of the contract	Type B	The Commissioner on the advice of the Deputy Head of Legal Services (Head of Commercial Unit) and the Chief Legal Officer	None
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<b>Authorise payments / claims</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
External invoices / credit notes / urgent payment requests and foreign currency payments	Specials Expenses Up to £500	Inspector - Citizens in Policing	Inspector / Chief Inspector as nominated by Chief Inspector - Operations
	Up to £25,000	Budget Manager / Budget Approver (of at least Inspector/ PO 3/4 and above)	Chief Accountant / Senior Accountant
	Up to £250,000	Budget Manager / Budget Approver (of at least Superintendent / SM grades and above)	Chief Accountant / Senior Accountant
	Over £250,000	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
	Up to £750,000 (Estates items only)	Head of Estates Operations	Chief Finance Officer (Constabulary)
<p>Claims for legal costs, damages, civil claims etc.</p> <p><i>Should costs materially exceed budget a request for additional funding must be sought in advance of any payment.</i></p>	<p>Up to £150,000 for damages and/or costs or falls within one of the categories of para. of 5.10.1 of the Scheme of Consent e.g. involves a member of the Command Team/ public interest/ reputational risk/test case etc.</p>	Chief Legal Officer	Deputy Head of Legal Services

	Over £150,000 or if it falls within one of the categories of para. 5.10.1 of the Scheme of Consent e.g. involves a member of the Senior Command Team / public interest / reputational risk/test case etc.	Chief Executive on the advice of the Chief Legal Officer.	Commissioner
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<b>Imprest Accounts</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
[a] Set up a new Imprest Account [b] Increase or decrease in amount <i>All requests to be submitted to HQ Finance</i>	All	Chief Finance Officer (Constabulary) (cash) / Chief Finance Officer (OPCC) (bank)	Chief Accountant (cash) / None (bank)
Authorise : [a] Imprest claims [b] Cash withdrawals [c] Imprest purchases	All	[a] Administration Services Manager [b] & [c] Administrator (i.e. the named person(s) responsible for the Imprest Account)	None

<b>Constabulary Contingencies</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Operational Contingency – to support specific operations	All	Force Operations Manager (reporting to Resource Board)	Deputy Chief Constable
Central Contingency – to support other areas	All	SCT Business	Deputy Chief Constable

### **SECTION 3 – STAFFING MATTERS**

Managers are responsible for providing accurate and appropriate information to enable the calculation and prompt payment of salary, expenses and pensions. This includes details of appointments, promotions, re-grading, resignations, dismissals, retirements and any absences from work. The Duty Management system needs to be maintained at all times to ensure accuracy of records and payments. Managers are responsible for ensuring their proper authorisation in accordance with this Scheme of Delegation.

The financial implications of staffing changes (which include appointments or cessation of employment) not previously approved in setting the annual budget or specifically agreed by the Commissioner, relating to individuals or groups which will (or are likely to) result in a budget cost or saving must be approved by the Commissioner.

The Constabulary has an established governance framework which provides the mechanism by which decisions made in relation to staffing matters will be disseminated. Any decisions made in relation to establishment changes will be reported to the approved governance board.

<b>Changes within the Establishment (Police Officers, PCSOs, Special Constables, Police Staff) / Recruitment / Pay etc.</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Approve [a] Force establishment [b] Growth post (unbudgeted) [c] Deletion of a post	-	Chief Constable with guidance from the SCT (Business Meeting), to recommend to the Commissioner for Approval  This is with the exception of changes to the approved Establishment which: <ul style="list-style-type: none"> <li>• are below senior management grade; and</li> <li>• have no duration beyond the current financial year; and</li> <li>• are not within the budget or other approval of the Commissioner but where the cost may be met from within existing budgets; and</li> <li>• which support the Commissioner’s objectives.</li> </ul> Such changes may be approved by the Chief Constable subject to the approval of cost by the Commissioner’s Chief Executive	None
Recruitment of police officers (within approved establishment)	Up to and including Chief Superintendent	Deputy Chief Constable	Chief Constable
	ACC & DCC	Chief Constable after consulting with the Commissioner	None

	Chief Constable	The Commissioner	None
Recruitment & appointment of police staff (within approved establishment)	Up to PO5/6	Chief People Officer	Head of Resourcing and Talent Management
	SM Grades	Chief People Officer, in consultation with the Deputy Chief Constable for Heads of Department.	None
Approve recruitment plans within approved establishment for: - Police Officers - Specials - Transferees / rejoiners - PCSOs - Force Control Centre (operators)	Constable to Chief Inspector, PCSO and Force Control Centre (operator)	Chief People Officer	Deputy Chief Constable
	Superintendent to Chief Superintendents	Deputy Chief Constable	Chief Constable
Approve Promotion Process and substantive postings of successful officers	Sergeant to Inspector	Deputy Chief Constable	Chief People Officer
	Chief Inspector to Chief Superintendent	Chief Constable	Deputy Chief Constable
Agree initial and lateral postings of Police Officers (within budget)	Police Constable	Head of Resourcing and Talent Management	Chief People Officer
	Sergeant to Inspector	Head of Resourcing and Talent Management	Chief People Officer
	Chief Inspector to Chief Superintendent	Chief Constable (in consultation with Senior Command Team)	Deputy Chief Constable (in consultation with Senior Command Team)
Approve acting and temporary promotion (within budget)	Sergeant to Inspector	Head of Resourcing and Talent Management (in consultation with budget manager)	Chief People Officer
	Chief Inspector to Superintendent	Deputy Chief Constable	Chief Constable
	Chief Superintendent to Assistant Chief Constable	Chief Constable	None

Transfer of police officers into the Force	Constables to Inspector	Deputy Chief Constable	None
	Chief Inspector to Chief Superintendent	Chief Constable	None
Secondment in or out of the Force (police officers and staff)	All	Deputy Chief Constable Subject to annual reporting to the Commissioner	Chief People Officer
Movement of post within the agreed policing model (within approved establishment)	All	Responsible Senior Command Team member	Chief People Officer
Movement of officer posts as part of an approved organisational change programme (e.g. PBB)	All	Deputy Chief Constable	Chief Constable
In year changes to existing posts ( <i>i.e. use the deletion of an existing post to fund a new post without changing the overall establishment</i> ) and the annual approval of the policing model	All	Chief People Officer and Chief Finance Officer (Constabulary) with approval via the People Tracker Meeting	Head of Resourcing & Talent Management / Chief Accountant with approval via the People Tracker Meeting
Re-grade of police staff post	Up to PO5/6	Head of Resourcing & Talent Management subject to Hay Panel evaluation	Chief People Officer
	SM Grades and above	Chief People Officer	Deputy Chief Constable
Change to individual employment contracts	Up to PO5/6	Head of HR Operations	Chief People Officer
	SM Grades and above	Chief People Officer	Deputy Chief Constable
Authorise overtime to be worked	Up to rank of Sgt Staff grades up to Scale 6 (SCP 24)	Line Manager	Line Manager's Supervisor
	Over the rank of Sgt Staff grades over Scale 6 (SCP 24)	Head of HR Operations	Chief People Officer

Authorise police staff honorarium, acting and temporary and accelerated increments (within approved budget)	In line with Police Staff Council Handbook	Chief People Officer	Head of HR Operations
Authorise police officer bonus payments	Up to rank of Chief Inspector	Chief People Officer	Head of HR Operations
Authorise Annual / Flexi Leave	Rostered Staff	Resource Management Unit in consultation with Line Manager	Line Manager / Budget Manager
	Non Rostered Staff	Line Manager	Line Manager's Supervisor
Authorise sickness, injury or special leave via DMS	All	Line Manager	Line Manager's Supervisor
Authorise payment to Special Constables injured on duty	All	The Commissioner	Chief Executive
Authorise extension to sick pay	All	Deputy Chief Constable	Chief Constable
Authorise appeals in relation to extension of sick pay	All	Chief Constable if new evidence provided	None
Authorise redundancies	All staff grades	Chief Constable in consultation with Chief Executive prior to the redundancy being confirmed	Deputy Chief Constable in consultation with the Chief Executive
Authorise career break	Police Officers	Head of Resourcing & Talent Management	Chief People Officer
Authorise early retirements	All staff grades	Deputy Chief Constable with quarterly reporting to the Commissioners Chief Executive	The Commissioner (and specifically for Senior Command Team)
Award of Additional Pension – Regulation 31	Max amount as set in Regulation 31	Business case submitted to Deputy Chief Constable for onward approval by the Chief Executive	Chief Constable
Authorise ill health retirements	Up to Senior Command Team	Deputy Chief Constable with quarterly reporting to the Commissioners Chief Executive	Chief Constable with quarterly reporting to the Commissioner's Chief Executive
	Senior Command Team (excl. CC)	Chief Constable in consultation with the Commissioner	None
	Chief Constable	The Commissioner	None
Authorise retirement / resignation whilst suspended – police officers as permitted by regulations <i>(Police (Conduction) Regulation 2012)</i>	Constable to Chief Supt	Deputy Chief Constable	Chief Constable
	ACC & DCC	Chief Constable	The Commissioner

<i>as amended by The Police (Conduct) Amendment Regulations 2015 – except for Regulation 4</i>	Chief Constable	The Commissioner	None
Authorise misconduct dismissals – police officers	Constable to Chief Supt	Misconduct Panel chaired by ACC or fast-tracked to Chief Constable	None
	ACC & DCC	Chief Constable	None
	Chief Constable	The Commissioner	None
Authorise dismissal of police staff	Up to PO5/6	Chief People Officer	Head of HR Operations
	SM Grades	Chief People Officer	Deputy Chief Constable
Authorise flexible retirement	All staff grades	Chief People Officer	Head of HR Operations
Unsatisfactory Performance Procedure – Stages 1 & 2	Constable to Chief Supt	Line Manager	Chief People Officer & Head of HR Operations
Unsatisfactory Performance Procedure – Stage 3	Constable to Chief Supt	Head of Professional Standards	Chief People Officer
Accept resignations and authorise normal retirements	All	Line Manager in consultation with People Services	Chief People Officer
Provide references to outside Organisations	All	People Services	None
Authorise settlement agreements	In line with Commissioner’s Policy	Deputy Chief Constable in consultation with Chief Legal Officer and Chief People Officer	None
	Outside of Commissioner’s Policy	Commissioner in consultation with Chief Legal Officer & Chief People Officer	None
Approve internal training plan	-	Head of Police Training	Chief People Officer
Approve external training plan	-	Head of Police Training	Chief People Officer

Authorise On-line expenses claims	All	Claimant – self approval (note that the claim is subject to an audit.	None
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<b>Other issues relating to officers and staff</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Record & agree business interests	All	Head of Professional Standards	Deputy Chief Constable
Authorise the write-off, to be undertaken on a quarterly basis,  - of salary overpayments after usual debt management procedures have been complied with where appropriate	Individual Debt up to £500; max total in year £10,000	Chief People Officer	Chief Finance Officer (Constabulary)
	For write off of amounts over £500 but under£2,000; max total in year £10,000 (inclusive of the above amounts)	Chief Finance Officer (Constabulary)	Deputy Chief Constable
	Any amount over the above limits	The Commissioner	None

## SECTION 4 – ASSET MANAGEMENT

Ensuring the care, control and economical use of all assets is the responsibility of each manager who should maintain proper records and appropriate management and security arrangements for all buildings, vehicles, furniture, equipment, plant and other assets in line with the approved Asset Management Strategy.

<b>Managing our assets</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Arrange and maintain security of: [a] buildings, vehicles, furniture, equipment etc. [b] cash [c] access to safes etc.	None	Person in charge of / using the asset in conjunction with the Head of Estates Operations	None
Authorise new and changes to existing controlled stationery and forms	None	Chief Finance Officer (Constabulary)	None
Maintain register of controlled stationery and forms	None	Chief Finance Officer (Constabulary)	None
Maintain register of computer equipment & software licences	None	Head of IT & Information Security	None
Maintain inventory of stock in Stores	None	Supplies & Logistics Manager	Head of Facilities Operations
Arrange for annual or cyclical stock-take	None	Head of Facilities Operations	Superintendent (Police Training)
Maintain asset register for formal accounts	None	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
Arrange for annual valuation of property for formal accounts	None	Chief Accountant / Senior Accountant with Estates	Chief Finance Officer (Constabulary) with Estates
Declare vehicles, equipment etc. as obsolete	Less than £1,000	Head of Fleet Services (vehicles) / Budget Manager (other items), details sent to Finance	None
	£1,001 to £50,000	Head of Fleet Services (vehicles) / Budget Manager (other items), in consultation with Finance	None
	Over £50,000	Chief Finance Officer (Constabulary) (in consultation with Head of Fleet for vehicles)	None
Disposal of assets (excl. land & buildings) to be at value or otherwise approved by Chief Finance Officer (Constabulary)	Vehicles	Head of Fleet Services – details sent to Finance	None
	Computer Equipment	Head of IT Services – details sent to Finance	None
	Other Equipment	Budget Manager in consultation with Finance	None
Disposal of land & buildings to be at value or otherwise approved by Commissioner's Chief Finance Officer	All	The Commissioner (in discussion with Chief Constable)	None

## SECTION 5 – BANKING AND INCOME COLLECTION

Banking			
Activity	Limit	Approver	Alternative Approver
Open/close <u>any</u> bank account	All	Chief Finance Officer (OPCC)	Any senior manager nominated by the Commissioner
Authorise the deposit & withdrawal of funds from banks & other institutions	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
Release payments from bank <ul style="list-style-type: none"> <li>▪ <i>BACs payments must be approved in the payments system prior to release through the payments service bureau</i></li> <li>▪ <i>CHAPs/Faster payments must be approved by Finance for treasury management prior to release and Retained HR for salary payments</i></li> </ul>	All  All	General Ledger Assistant  Accounts and Purchasing Team Leads	None  Accounts and Purchasing Manager
Authorise the creation of covert banking facilities	All	Chief Constable	Deputy Chief Constable
Income Collection			
Activity	Limit	Approver	Alternative Approver
Determine fees and charges for goods and services  <i>NB usually detailed in the Fees and Charges Handbook approved annually in advance of April. Some fees are nationally set.</i>	All	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner	None
Raise invoices	All	Budget Manager in conjunction with Finance Department	Accountant
Raise credit note	All	Budget Manager in conjunction with Finance Department	Accountant
Receipt cash and bank income	All	The officer or staff member receiving the cash should receipt immediately at the point and time of collection. This should then be banked at the earliest possible time.	
Raise invoices for seconded officers & staff	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)

<b>Banking</b>			
Raise invoices for mutual aid	All	Chief Accountant / Senior Accountant	Chief Finance Officer (Constabulary)
<b>Debt Collection</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Initiate debt recovery proceedings	All	Chief Legal Officer	Deputy Head of Legal Services (Head of Enforcement Unit)
Authorise the write-off of individual non-pay related debt to be undertaken on a quarterly basis.  <i>NB: for pay related debt see section 3</i>	Up to £5 per invoice (invoice matching only)	Finance Services Manager	Chief Finance Officer (Constabulary)
	Up to £10,000	Chief Finance Officer (Constabulary)	None
	Over £10,000	The Commissioner	None

**SECTION 6 – COLLABORATIONS, PARTNERSHIPS, JOINT/EXTERNAL FUNDING & SUPPORT TO OTHER ORGANISATIONS**

This section covers arrangements under which the Commissioner (and Chief Constable) are involved in initiatives and projects where funding and delivery is on a joint basis with one or more third parties. Such arrangements are distinguished from the procurement of goods and services which may also be undertaken on a joint basis and to which section 2 of this Scheme of Financial Delegation applies. Managers need to be aware of the need to balance innovation and opportunity with wider consideration of stewardship, probity and best value.

<b>Working with other forces and organisations</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Approval of collaboration or partnership with another force or organisation Except for operational policing and ancillary services which are: a) supplied or received on a mutual aid basis; or b) supplied as special policing service; or c) local working arrangements with partner agencies the cost of which are within the approved Constabulary budget which may be approved in accordance with the Fees and Charges Handbook or submitted to the SCT (Business Meeting) for approval as appropriate.	All	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner	None
Approval of terms and conditions for collaboration	All	The Commissioner (and Chief Constable if the Chief Constable is a party) having received the advice of the Chief Legal Officer on the terms of the Agreement	Deputy Head of Legal Services (Head of Commercial Unit) in place of Chief Legal Officer

<b>Working with other forces and organisations</b>			
Approve creation of joint venture or legal interest in ownership or control of a separate entity	All	The Commissioner	None
Act as guarantor for a third party	None	Chief Finance Officer (OPCC) having received the advice of the Chief Legal Officer	Deputy Head of Legal Services (Head of Commercial Unit) in place of Chief Legal Officer
Maintain register for all third party Guarantees (within the signing register)	None	Chief Finance Officer (OPCC)	None

## **SECTION 7 – GIFTS, HOSPITALITY AND SPONSORSHIP**

The Police, under Section 93 of the Police Act 1996, can accept sponsorship, gifts and hospitality from any source on terms which appear appropriate. Managers should maintain proper records of any such arrangements in accordance with the Constabulary's Gifts, Gratuities & Hospitality Procedure which is held by the Head of Professional Standards. Equally every member of staff wishing to gain permission must declare in writing to their Head of Department or equivalent details of intended Business Interests using the application form as stated in the Business Interests & Additional Occupations Force Procedure.

<b>Gifts, hospitality and sponsorship</b>			
<b>Activity</b>	<b>Limit</b>	<b>Approver</b>	<b>Alternative Approver</b>
Maintain register of all officer and staff acceptance of gifts, gratuities and hospitality	None	Head of Professional Standards – via on-line register	None
Acceptance of gifts, donations and sponsorship on behalf of the organisation.	All	Requests, following the advice of the Chief Legal Officer, submitted to the SCT (Business Meeting) for agreement prior to approval by the Commissioner.	None
Maintain register of all sponsorships	None	Chief Finance Officer (OPCC)	None