



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

Protocol on Delegation of Financial Responsibility to Spending Officers (adopted on 10 April 2019)

Nick Rees, Director of Resources

Delegation of Financial Responsibility to Spending Officers

This council delegates spending responsibilities to certain officers, and with certain limits. This list has recently been reviewed and is as follows:

Chief Executive	over £15,000
Deputy Chief Executive	up to £15,000
Director of Resources (RFO)	£15,000
Head of Venues	£5,000
Head of Heritage & Museum Services	£5,000
Head of Environmental Services	£5,000
Head of Leisure Services	£5,000
Business Support Manager	£5,000
Planning Officer	£5,000
Communications & Customer Services Manager	£1,500
Finance Manager	£1,500
Collections and Exhibitions Officer (Museum)	£1,000
Visitor Services Officer (Museum)	£1,000
Assistant Manager (Leisure Services)	£1,000
Service Delivery Supervisor (Town Centre)	£1,000

Service Delivery Supervisor (LRC)	£1,000
Service Delivery Supervisor (JCP)	£1,000
Administrative Officer (Planning)	£1,000
Democratic and Civic Manager	£1,000
Corporate Support Officer	£1,000
Facilities Supervisor	£1,000
Marketing and Box Office Coordinator	£1,000
Venues Bookings Coordinator	£1,000
Duty Officer	£500

It is an expressed requirement of this Protocol that all Officers abide by the following:-

- Standing Orders/Financial Regulations.
- Procurement Strategy particularly in respect of the threshold figures for seeking quotations.
- Any expenditure must be authorised from an approved budget
- Any leasing of equipment can only be entered into with the specific approval of the Responsible Financial Officer or the Chief Executive.
- Any breach of any aspect of this Protocol will lead to action under the Disciplinary Procedure.
- Full Council approval is required for any virement between Committees, Capital and Revenue budgets or affecting Ear Marked Funds.

Final certification of all invoices for payment will be as follows:

- Invoices for Service Delivery and Museum sites - Deputy Chief Executive to sign up £15,000
- Other Invoices valued at £15,000 or under - Head of Finance/RFO to sign
- Invoices of £15,000.01 and above - Chief Executive to sign unless absent, in which case Deputy Chief Executive to be first signatory and RFO to be second signatory.