

Scheme of Delegation

To the Chief Executive

Recruitment and HR	Delegated From
Ensuring that appropriate personnel management policies are maintained	Board
Maintaining effective operational separation between staff involved in investigations and those supporting the adjudication process	Board
To appoint such staff as necessary to support the work of the President and tribunal of the Adjudication Panel for England	Board

Finance	Delegated From
Ensuring that financial considerations are taken fully into account by the Board at all stages in reaching and executing its decisions and that standard financial appraisal techniques are followed	Board
Ensuring that public funds made available to the Board are used for the purpose for which they were intended by Parliament and that all assets are used economically, efficiently and effectively	Board
Taking action in accordance with the NDPB Accounting Officer Memorandum if the Board or its Chair is contemplating a course of action that is improper, irregular, or imprudent	Board
Ensuring that timely monitoring information and forecasts are provided to DCLG	Board
Giving evidence when summoned before the Public Accounts Committee on the use or stewardship of public funds	Board
Signing the statement of Accounting Officer's responsibilities for inclusion in the annual report And accounts	Board

Policy	Delegated From
Advising the Board on the discharge of its responsibilities as set out in the Management Statement and any other relevant instructions/ guidance that may be issued	Board

Service Delivery	Delegated From
Day-to-day operations	Board
<i>Review Referral decisions</i>	<i>Board</i>

Management	Delegated From
Day-to-day management of SBE staff and resources (Departmental responsibility rests with Departmental managers)	Board
Advising the board on performance	Board
Executing decisions of the Board	Board
Authority to sign contracts on behalf of the Board	Board
Authority to delegate authority to sign contracts to any member of the Senior Management Team	Board
Authority to delegate some or all of the functions of any Head of Service.	Board
Informing the Permanent Secretary about any PCA investigations into the activities of the Board and to handle such cases	Board
Keeping and maintaining a comprehensive system of internal delegated authorities which should be notified to all staff together with a compliance review system	Board
Day –to-day management of the staff of the Adjudication Panel.	Board

General Delegations to Members of the Senior Management Team

Recruitment and HR	Delegated From
Recruitment of appropriate staff	Chief Executive

Finance	Delegated From
Management of Departmental budgets	Chief Executive

Management	Delegated From
Day-to-day management of the Department	Chief Executive
Lead on quality assurance for the department	Chief Executive

To the Director of Casework

Policy	Delegated From
Prescribes mandatory investigative, performance and quality frameworks	Board

Service Delivery	Delegated From
Determines weighting and allocation of cases to ESOs	Board
Manages and oversees the investigation process to ensure robust outcomes	Board
Prepares plans to deliver case related KPIs	Chief Executive
Responds to complaints about investigations	Chief Executive
Overseeing the development of protocols with other regulators	Chief Executive
<i>Consider referrals from standards committees of complaints relating to alleged breaches of the code of conduct and decide whether or not to pass to an ESO for investigation</i>	<i>Board</i>
<i>Duty to provide reasons for non-referral</i>	<i>Board</i>
<i>Duty to notify relevant parties of referral decisions.</i>	<i>Board</i>

Management	Delegated From
Establishing delegations to ESOs to support investigations and to ensure value for money	Chief Executive
Authority to delegate temporarily some or all of the functions of the Director of Casework	Chief Executive
Authority to sub-delegate some or all of the functions of the Director of Casework for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation	Chief Executive

To the Head of Governance & Client Services

Finance	Delegated From
Keep proper accounts and records	Chief Executive
Prepare an annual statement of accounts in the approved form and have them audited	Chief Executive
Ensuring that corrective action is taken to avoid overspends and to notify DCLG	Chief Executive
Ensuring that adequate internal management and financial controls are maintained by the Board including effective measures against fraud and theft and prepare a statement on internal control	Chief Executive

Preparing an annual statement on internal control in the approved form	Chief Executive
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Management	Delegated From
Sign contracts on behalf of the Board	Chief Executive
Maintaining the Corporate Risk Register	Chief Executive
Authority to delegate temporarily some or all of the functions of the Head of Corporate Services	Chief Executive
Authority to delegate some or all of the functions of the Head of Corporate Services for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation.	Chief Executive
Deputising in absence of Chief Executive	Chief Executive

HR Support	Delegated From
Managing and keeping Personnel records	Chief Executive
Managing the pay and performance system	Chief Executive
Keeping, updating and disseminating HR policy	Chief Executive

Management Services	Delegated From
Managing procurement policy and records	Chief Executive
Ensuring that property is managed, maintained and secured	Chief Executive
Ensuring that Health & Safety policies are maintained and observed	Chief Executive
Ensuring that adequate information systems are in place which include disaster recovery	Chief Executive

To the Director of Strategy and Guidance

Policy	Delegated From
Developing a policy or position of the Board in consultation with other service Heads.	Chief Executive
Establishing Corporate and business plans with the Head of Corporate Services	Chief Executive

Service Delivery	Delegated From
Producing guidance and advice	Chief Executive
Preparing plans to meet the Board's annual and longer term objectives in consultation with other Service Heads	Chief Executive
Receive and vet approved codes of conduct in consultation with other Service Heads	Chief Executive
Receive and vet standards committee terms of reference and constitutions in consultation with the Head of Legal	Chief Executive
Follow up APE recommendations in consultation with other Service Heads	Chief Executive
Follow up on non compliance with Adjudication Panel recommendations	Chief Executive
Research Programme	Chief Executive
In the absence or in a case of conflict of interest of the Director of Casework:	Board
1. <i>Consider referrals from standards committees of complaints relating to alleged breaches of the code of conduct and decide whether or not to pass to an ESO for investigation</i>	<i>Board</i>
2. <i>Duty to provide reasons for non-referral</i>	<i>Board</i>
3. <i>Duty to notify relevant parties of referrals decisions.</i>	<i>Board</i>

Management	Delegated From
Authority to delegate temporarily some or all of the functions of the Director of Strategy and Guidance	Chief Executive
Authority to delegate some or all of the functions of the Director of Strategy and Guidance for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation.	Chief Executive
Deputising in absence of Chief Executive	Chief Executive

To the Head of Legal Services

Service Delivery	Delegated From
Provision of Legal advice to the Board and ESOs	Chief Executive
Day-to-day liaison with the PCA	Chief Executive
Ensuring proper representation of the board and ESOs at hearings	Chief Executive
To provide representation for ESO's at tribunals or appeals to the High Court arising from decisions of the Adjudication Panel	Chief Executive

Review of a referral from a standards committee decision	Board
Carrying out legal risk assessments of investigations referred by ESO's	Chief Executive
Reporting progress on serious or sensitive cases	Chief Executive
Defending proceedings against the Board or its officials	Chief Executive
Instructing Counsel and other external legal advisors	Board
Signing contracts on behalf of the Board	Board
Ensuring SBE meets its obligations under the FOI and DPA	Chief Executive
Management	
Authority to delegate temporarily some or all of the functions of the Head of Legal	Chief Executive
Authority to sub-delegate some or all of the functions of the Head of Legal Services for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation.	Chief Executive
Deputising in absence of Chief Executive	Chief Executive

To the Head of Referrals

<i>Policy</i>	<i>Delegated From</i>
<i>Deciding who relevant parties to referrals notifications are in consultation with other Service Heads</i>	<i>Board</i>

<i>Service Delivery</i>	<i>Delegated From</i>
<i>Consider complaints relating to alleged breaches of the code of conduct and decide whether or not to pass to an ESO for investigation</i>	<i>Board</i>
<i>Duty to provide reasons for non-referral</i>	<i>Board</i>
<i>Duty to notify relevant parties of referrals decisions.</i>	<i>Board</i>
<i>Management</i>	
<i>Authority to sub-delegate temporarily some or all of the functions of the Head of Investigations</i>	<i>Chief Executive</i>
<i>Authority to sub-delegate some or all of the functions of the Head of Referrals for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation.</i>	<i>Chief Executive</i>

Head of Communications

Service Delivery	Delegated From
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Making statements to the Media about the work of the board and cases	Chair of the Board
Publishing Annual Report in consultation with other Service Heads	Chief Executive
Managing Internal Communication Management	Chief Executive
Authority to sub-delegate temporarily some or all of the functions of the Head of Communications	Chief Executive
Authority to sub-delegate some or all of the functions of the Head of Communications for more than one month with the express approval of the Chief Executive and the creation of a formal deptl scheme of delegation.	Chief Executive

Manager of the Office of the Adjudication Panel For England

Recruitment and HR	Delegated From
Recruitment of appropriate staff	Chief Executive

Finance	Delegated From
Management of departmental budget	Chief Executive

Management	Delegated From
Day to day management of the APE Office	Chief Executive
Lead on Quality Assurance in relation to APE Office	Chief Executive
Authority to sub-delegate temporarily some or all of the functions of the Manager	Chief Executive
Authority to sub-delegate some or all of the functions of the Manager for more than one month with the express approval of the Chief Executive and the creation of a formal departmental scheme of delegation.	Chief Executive

Service Delivery	Delegated From
Processing references and appeals in line with procedures prepared by the President (in accordance with LGA 2000) or statutory regulations (appeals)	Chief Executive
Developing systems, guidance and publications in relation to case management and the APE itself	Chief Executive/President

Legal	Delegated From
Ensuring the APE meets its non case specific legal requirements under relevant legislation e.g. FOI, DDA	Chief Executive

Policy	Delegated From
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Compliance with relevant SBE policies, making appropriate amendments, re-writing completely if necessary	Chief Executive
Developing policy and practices in relation to the APE as an independent judicial tribunal	Chief Executive/President
Publication of APE annual report, provision of information for SBE, DCLG, Council on Tribunal reports	Chief Executive/President
Communications	Delegated From
Answering media enquiries in relation to all aspects of the APE	Chief Executive/President
Development and maintenance of APE website	Chief Executive/President