



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 Head of Finance and/or Head of Legal Services 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 Assistant Chief Officer in consultation with 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

Julie Gill, Assistant Chief Officer or Wendy Bebbington, Head of Finance

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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.

Making Changes to the Revenue Budget			
Activity	Limit	Approver	Alternative Approver
Moving budget within a manager’s own section	None	Budget Manager	Head of Finance
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 Commissioner’s Chief Finance Officer	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/Principal Accountant - Finance only	Head of Finance
Using unexpected income, underspends (both capital and revenue) including carry forwards			
Activity	Limit	Approver	Alternative Approver
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	Assistant Chief Officer (based on a robust business case)	Above stated limits, the Commissioner
Making Changes to the Capital Budget			
Activity	Limit	Approver	Alternative Approver
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 Commissioner’s Chief Finance Officer	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:</i> Moving capital budget from one scheme to another <i>or</i> Moving revenue budget into a capital scheme	Up to £100,000 and fully funded	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner's Chief Finance Officer	None
	Over £100,000 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 Commissioner's Chief Finance Officer and Assistant Chief Officer	None
Leasing or renting land, buildings accommodation, room hire etc.			
Activity	Limit	Approver	Alternative Approver
Leasing or renting land, buildings, accommodation, room hire etc.	<i>Either:</i> Short-term hires of less than 12 months or Use for Covert Operational purposes	Budget Managers in consultation with Head of Legal Services and Head of Finance to agree contract/ hire/ lease agreement	Assistant Chief Officer or Assistant Chief Constable instead of Budget Manager
	Agreements in respect of land/buildings which are within the approved Estates Strategy and approved budget and which do not create any interest or right in land	Assistant Chief Officer in consultation with Head of Legal Services, Head of Finance and Head of Estates	Deputy Chief Constable in place of Assistant Chief Officer
	All others	Commissioner	None
Moving actual expenditure or income			
Activity	Limit	Approver	Alternative Approver
Moving actual expenditure or income from one code to another	All	Retained Finance actioned. Monthly journal report reviewed and agreed by Chief Accountant and Principal Accountant	Head of Finance

Creation, maintenance and deletion of accounting codes and structures			
Activity	Limit	Approver	Alternative Approver
Submit instructions to create, amend or delete cost centres, activity codes and associated hierarchies	All	Chief Accountant / Principal Accountant / Senior Accountant / Accountant (Governance)	Head of Finance
Submit instructions to create, amend or delete subjective codes and associated hierarchies	All	Chief Accountant / Principal Accountant / Senior Accountant / Accountant (Governance)	Head of Finance

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.

Ordering of goods and services			
Activity	Limit	Approver	Alternative Approver
Requisitions should be submitted on-line via the purchasing system wherever possible – approvals and limits shown are system operated <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/Principal Accountant / Senior Accountant / Accountant (Governance)
	£25,000.01 to £250,000	Budget Manager / Budget Approver (Superintendent/ SM grades and above)	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)
	Over £250,000	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)	Head of Finance
	£100.01 to £750,000 (Estates items only)	Head of Estates	Chief Accountant/Principal Accountant/ Senior Accountant / Accountant (Governance)
Set up on-line catalogues	All	Procurement & Contracts Manager	Head of Procurement
Update & maintain on-line catalogues	All	Finance Purchasing Team	None
Procurement of goods and services through tenders and contracts			
Decision to initiate purchase/ procurement of goods and/or services <i>* High risk items may be small value but high risk of damage should something go wrong, e.g. banking</i>	Less than £10,000 and within approved budget and not a high risk item*	Budget Manager / Capital Scheme Manager	None
	£10,000 - £150,000 (or a high risk item* of any value)	Budget Manager / Capital Scheme Manager with approval of Head of Procurement	Assistant Chief Officer in place of the Head of Procurement

	Over £150,000	Commissioner on advice of either Chief Finance Officer or Assistant Chief Officer	Head of Procurement or Head of Legal Services in place of Assistant Chief Officer
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	Head of Procurement	Any two persons nominated by Assistant Chief Officer
Opening of tenders – e-tenders	Up to £50,000	Two or more verifiers as confirmed by Head of Procurement	None
	Over £50,000	Two or more verifiers as confirmed by Head of Procurement in presence of Chief Executive	Chief Executive may nominate a representative
Opening of tenders – paper tenders	£25,000 to £50,000	One or more verifiers as confirmed by Head of Procurement and one of the following: Head of Procurement, Head of Legal Services, Assistant Chief Officer	Chief Executive may replace one of the Constabulary specified senior managers
	Over £50,000	Chief Executive or his representative with Head of Procurement	Head of Procurement and / or Chief Executive may nominate a senior officer / member of staff to act in their place. NB: there must always be 2 people present
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 Head of Procurement	Assistant Chief Officer
	Over £150,000 or high risk items	Budget Manager / Capital Scheme Manager in conjunction with Head of Procurement, must be signed by Chief Executive or his representative	Assistant Chief Officer
Award of contract (more than budget) <i>NB: all contracts are in the Commissioner's name</i>	All	The Commissioner	None

Signing of contract	Up to £150,000	Assistant Chief Officer	Chief Constable or Deputy Chief Constable or Assistant Chief Constable
	Over £150,000	The Commissioner	Chief Executive or other person designated by Commissioner
Maintain a register of contracts	Contracts up to £50,000	Head of Procurement (via Bluelight)	None
	Contracts over £50,000	Head of Procurement (via Bluelight) and Chief Executive	None
Contract variations	All	Budget Manager / Capital Scheme Manager in conjunction with Head of Procurement. Where the value of the contract exceeds £50,000 the Head of Procurement to refer to the Chief Executive for approval. Where an overspend and/or a change in policy would result, Commissioner approval is required	None
Contract extensions [Type A] is where the terms of the contract provides for an extension [Type B] is where the terms of the 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 A Contracts up to £150,000	Budget Manager / Capital Scheme Manager in conjunction with Head of Procurement	
	Type A Contracts over £150,000	Chief Finance Officer on the advice of the Head of Procurement	Any person nominated by the Chief Executive in place of the Chief Finance Officer
	Type B	Head of Procurement with Head of Legal Services to consider and seek approval from the Commissioner	None
Authorise payments / claims			
Activity	Limit	Approver	Alternative Approver
External invoices / credit notes / urgent payment requests and foreign currency payments	Specials Expenses Up to £500	Chief Inspector - Partnerships	Inspector /Chief Inspector as nominated by Chief Inspector Partnerships
	Up to £25,000	Budget Manager / Budget Approver (Inspector/ PO 3/4 and above)	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)

	Up to £250,000	Budget Manager / Budget Approver (Superintendent / SM grades and above)	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)
	Over £250,000	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)	Head of Finance
	Up to £750,000 (Estates items only)	Head of Estates	Chief Accountant/Principal Accountant / Senior Accountant / Accountant (Governance)
<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 £100,000 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>	Head of Legal Services	Assistant Chief Officer
	<p>Over £100,000 or if it falls within one of the categories of para. of 5.10.1 of the Scheme of Consent e.g. involves a member of the Force Leadership Team / public interest /reputational risk/test case etc.</p>	Chief Executive	Commissioner

Imprest Accounts			
Activity	Limit	Approver	Alternative Approver
[a] Set up a new Imprest Account [b] Increase or decrease in amount <i>All requests to be submitted to HQ Finance</i>	All	Assistant Chief Officer (cash) / Chief Finance Officer (bank)	Head of Finance (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

Constabulary Contingencies			
Activity	Limit	Approver	Alternative Approver
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.

Changes within the Establishment (Police Officers, PCSOs, Special Constables, Police Staff) / Recruitment / Pay etc.			
Activity	Limit	Approver	Alternative Approver
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"> • are below senior management grade; and • have no duration beyond the current financial year; and • are not within the budget or other approval of the Commissioner but where the cost may be met from within existing budgets; and • which support the Commissioner’s objectives. 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	None
	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	Budget Manager	Assistant Chief Officer
	SM Grades	Assistant Chief Officer or Deputy Chief Constable dependent on the departmental accountability	None
	Assistant Chief Officer	Chief Constable after consulting with the Commissioner	None
Approve recruitment plans within approved establishment for: - Police Officers - Specials - Transferees - PCSOs - Force Control Centre (operators)	Constable to Chief Inspector, PCSO and Force Control Centre (operator)	Deputy Chief Constable	None
	Superintendent to Chief Superintendents	Chief Constable	None
Approve Promotion Process	Constable to Inspector	Deputy Chief Constable (Annual Recruitment & Promotion Plan)	
	Chief Inspector to Chief Superintendent	Chief Constable (Annual Recruitment & Promotions Plan)	
Agree Officer postings	Police Constable	Head of Resourcing and Talent Management	Head of People Services
	Sergeant to Inspector	Deputy Chief Constable (in consultation with Senior Command Team)	
	Chief Inspector to Chief Superintendent	Chief Constable (in consultation with Senior Command Team)	
Transfer of police officers into the Force	Constables to Chief Inspector	Deputy Chief Constable	None
	Superintendent 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	Head of People Services

Movement of post within the agreed policing model (within approved establishment)	All	Senior Command Team member/Budget Manager	
Movement of officers as part of an approved organisational change programme	All	Chief Constable	Deputy Chief Constable
In year changes to existing posts (i.e. use the deletion of an existing post to fund a new post without changing the overall establishment) and the annual approval of the policing model	All	Budget manager in consultation with HR/ responsible Chief Officer with approval via the People Tracker Meeting SCT (Business Meeting)	Budget manager's Line Manager in consultation with HR/ responsible Chief Officer with approval via the People Tracker Meeting
Re-grade of police staff post	All	Head of People Services subject to Hay Panel evaluation	Assistant Chief Officer
Change to individual employment contracts	All	Budget Manager in consultation with HR	Head of People Services
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)	Line Manager with approval from Head of HR Operations	Line Manager's Supervisor with approval from Head of People Services
Authorise police staff honorarium, acting and temporary and accelerated increments (within approved budget)	In line with Police Staff Council Handbook	Budget Manager in consultation with Head of People Services	Assistant Chief Officer
Authorise police officer bonus payments	Up to rank of Chief Inspector	Budget Manager in consultation with Head of HR Operations	Head of People Services
Authorise payments including acting and temporary promotion (within approved budget)	Constable to Inspector	Head of Resourcing & Talent Management in consultation with budget manager	Head of People Services
	Chief Inspector to Supt	Deputy Chief Constable	Chief Constable
	Chief Supt to ACC	Chief Constable	None

	DCC	The Commissioner	None
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	Will be considered by Chief Constable if new evidence provided	Deputy Chief Constable
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	Head of People Services
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 as amended by The Police (Conduct) Amendment Regulations 2015 – except for Regulation 4</i>	Constable to Chief Supt	Deputy Chief Constable	Chief Constable
	ACC & DCC	Chief Constable	The Commissioner
	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	Head of People Services	Assistant Chief Officer
	SM Grades	Assistant Chief Officer	Deputy Chief Constable
	Assistant Chief Officer	Chief Constable in consultation with the Commissioner	None
Authorise flexible retirement	All staff grades	Head of People Services	Assistant Chief Officer
Unsatisfactory Performance Procedure – Stages 1 & 2	Constable to Chief Supt	Line Manager	Head of People Services & Head of HR Operations
Unsatisfactory Performance Procedure – Stage 3	Constable to Chief Supt	Head of Professional Standards	None
Accept resignations and authorise normal retirements	All	Budget Manager / Command Team in consultation with HR	None
Provide references to outside Organisations	All	HR Team	None
Authorise settlement agreements	In line with Commissioner’s Policy	Deputy Chief Constable in consultation with Head of Legal Services and Head of People Services	None
	Outside of Commissioner’s Policy	Commissioner in consultation with Head of Legal Services & Head of People Services	None
Approve internal training plan	-	Head of Police Training	Head of People Services
Approve external training plan	-	Head of Police Training	Head of People Services
Authorise On-line expenses claims	All	Claimant – self approval (note that the claim is subject to an audit.	None

Other issues relating to officers and staff			
Activity	Limit	Approver	Alternative Approver
Record & agree business interests	All	Head of Professional Standards	Deputy Chief Constable
Authorise the write-off - 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	Head of People Services	Assistant Chief Officer
	For write off of amounts over £500 but under £1,000; max total in year £10,000 (inclusive of the above amounts)	Assistant Chief Officer	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.

Managing our assets			
Activity	Limit	Approver	Alternative Approver
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	None
Authorise new and changes to existing controlled stationery and forms	None	Assistant Chief Officer / Head of Finance	None
Maintain register of controlled stationery and forms	None	Head of Distribution & Logistics	None
Maintain register of computer equipment & software licences	None	Head of IT Services	None
Maintain inventory of stock in Stores	None	Supplies & Logistics Manager	Head of Distribution & Logistics
Arrange for annual or cyclical stock-take	None	Head of Distribution & Logistics	None
Maintain asset register for formal accounts	None	Principal Accountant	Head of Finance
Arrange for annual valuation of property for formal accounts	None	Principal Accountant with Estates	Head of Finance 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	Assistant Chief Officer (with Head of Fleet for vehicles), details sent to Finance	None
Disposal of assets (excl. land & buildings) to be at value or otherwise approved by Assistant Chief Officer	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	Any senior manager nominated by the Commissioner
Authorise the deposit & withdrawal of funds from banks & other institutions	All	Principal Accountant / Accountant nominated by the Head of Finance	Head of Finance
Release payments from bank <ul style="list-style-type: none"> ▪ <i>BACs payments must be approved in the payments system prior to release through the payments service bureau</i> ▪ <i>CHAPs/Faster payments must be approved by Finance for treasury management prior to release and Retained HR for salary payments</i> 	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	Principal Accountants	Head of Finance

Banking			
Raise invoices for mutual aid	All	Principal Accountants	Head of Finance
Debt Collection			
Activity	Limit	Approver	Alternative Approver
Initiate debt recovery proceedings	All	Finance Services Manager in consultation with Head of Legal Services	Head of Finance
Authorise the write-off of individual non-pay related debt <i>NB: for pay related debt see section 3</i>	Up to £10,000	Head of Finance in consultation with the Chief Finance Officer within the OPCC	Assistant Chief Officer in place of Head of Finance
	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.

Working with other forces and organisations			
Activity	Limit	Approver	Alternative Approver
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 Head of Legal Services on the terms of the Agreement	None

Working with other forces and organisations			
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	Commissioner's Chief Finance Officer having received the advice of the Head of Legal Services	None
Maintain register for all third party guarantees	None	Head of Legal Services	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.

Gifts, hospitality and sponsorship			
Activity	Limit	Approver	Alternative Approver
Maintain register of all gifts, gratuities and hospitality	None	Head of Professional Standards – via on-line register	None
Accept sponsorship <i>This is funding given to the Constabulary for which some form of acknowledgement is required in return. For example, adding a sponsor's logo to publications.</i>	Up to £10,000 provided that no reputational issues arise with the proposed sponsorship	Requests submitted to the SCT (Business Meeting) for agreement	None
<i>Consideration must be given prior to accepting any sponsorship for any revenue budget impact or long-term liability that may be taken on by the Constabulary as a result.</i>	Over £10,000 or less if there are potential material reputational issues	Requests submitted to the SCT (Business Meeting) for initial agreement prior to approval by the Commissioner	None
Maintain register of all sponsorships	None	Head of Finance	None