

NORTH EAST SURREY CREMATORIUM BOARD

SCHEME OF DELEGATIONS

[For approval on 11 September 2018]

INTRODUCTION

1. The Board recognises the need to delegate certain functions to its Chief Officers to facilitate the day to day running of the Board's affairs. Whilst certain powers may be delegated to the Chief Officers, the Board recognises that it retains overall responsibility for any actions taken.
2. The Board's activities are governed by the North East Surrey Crematorium Board Act 1956 (the Act) and associated legislation, and the Board's Standing Orders. The Board also has contractual arrangements with Wandsworth Borough Council (WBC) for the day to day management of the crematorium (the Management Agreement), effective from 1st April 2004. In addition, the Board follows best practice wherever possible, including **the Institute of Cemetery and Crematorium Management (ICCM) the Federation of British Cremation Authorities (FBCA)** and CIPFA/SOLACE guidance where applicable.

GENERAL

3. Chief Officers may delegate authority to appropriate officers subject to the Board's approval, provided delegated limits do not exceed the delegated limits applying to the Chief Officer.
4. All Officers shall not have authority to deal with financial matters otherwise than in accordance with the Scheme of Delegation. Officers shall not have authority to take any action that would contravene, or be likely to cause the Board to contravene, applicable legislation, and shall have proper regard to the legality of commitments entered into in the exercise of their delegated authority.
5. Where action is urgently required in circumstances where the Chief Officer does not have delegated authority to act, then the Chief Officer should obtain specific authorisation for appropriate action from the Chairman of the Board, or the Vice Chairman. Each such authorisation should be reported to the next meeting of the Board.
6. Chief Officers shall monitor, and the Treasurer shall report to the Board, the progress of expenditure and income in relation to estimates. The Chief Officers shall provide the Board with such explanations as they may require in this connection.
7. Chief Officers shall inform the Board immediately if it becomes apparent that estimates are likely to be exceeded at the end of the financial year, or where the estimate of any capital scheme is likely to be exceeded.
8. Segregation of duties between placement of orders and authorisation of payments shall be maintained at all times.
9. The WBC Code of Practice on the Procurement of Works, Supplies and Services has been adopted by the Board and shall apply to its Chief Officers.

SURVEYOR

10. The Surveyor is responsible for the day to day operation and **the contract** performance of the crematorium, including in particular, any necessary actions under the Management Agreement.
11. The Surveyor shall ensure compliance with statutory requirements on operational matters, and best practice, including recommendations of professional bodies. In this regard, the Surveyor will report to the Board on a regular and timely basis.
12. The Surveyor shall prepare, and report to the Board on the Business Plan and performance against the action plan.
13. Subject to compliance with WBC's Code of Practice on Procurement, the Surveyor may arrange for orders to be placed for works, supplies and services, where these have been previously approved by the Board, and can be contained within approved estimates.

TREASURER

14. The arrangements for the Board's finances were established under Part V of the Act, generally applying the same legislation as that applying to Local Authorities. The Treasurer has responsibility for all payments to and from the Board's accounts and for the arrangements for the proper administration of the Board's financial affairs.
15. The Treasurer shall ensure that the Board's financial systems produce adequate and timely information.
16. The Treasurer has responsibility for signing cheques or generating bank transfers via the internet or telephone banking facilities, having first ensured that the controls over ordering and receipt of goods and services have been correctly applied. Preparation of payments, control of access to the internet and telephone banking facilities and the bank account reconciliation will be undertaken independently by staff within WBC's ~~Accountancy Section~~ **Financial Management Division**.
17. Reimbursement of costs incurred by WBC may be made by the Treasurer in accordance with the Section 5 of the Management Agreement.
18. The Treasurer may invest short term balances in accordance with the Act, including the lending of sums to WBC on a 7-day notice basis, or using an interest earning bank account.
19. Responsibility for Treasury Management is delegated to the Treasurer and, on a day to day basis, Treasury Management is carried out by staff within WBC's ~~Accountancy Section~~ **Financial Management Division**. Decisions on short term lending and

transfers between the Board's bank accounts may be made on behalf of the Treasurer by those staff.

CLERK

20. The Clerk shall be responsible for convening, and for keeping minutes of, meetings of the Board, in accordance with Part II of the Act.