

CAMBRIDGESHIRE HORIZONS

Agenda Item No:14

To: **Cambridgeshire Horizons Board**

Date: **5th March 2008**

From: **Alex Plant**

Purpose: **To request the Board to agree to change the Company's financial authority levels.**

Recommendation: **To approve the suggested change to the financial authority levels for Delivery Managers, as outlined.**

Contact:	Name: Job Title: E-mail address: Telephone No.	Alex Plant Chief Executive alex.plant@cambridgeshirehorizons.co.uk 01223 714058
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1 INTRODUCTION

- 1.1 This report requests the Board agrees to change the Company's financial authority levels.

2 SUGGESTED CHANGES

- 2.1 Cambridgeshire Horizons' current authority levels do not include any powers for Delivery Managers to sign invoices.
- 2.2 Two Delivery Managers are now in post, and although not full budget or cost centre managers, they have specific responsibilities which mean they will see invoices for goods and/or services for the projects they are responsible for.
- 2.3 It is suggested that the two Delivery Managers are given the same level of authority to sign invoices as the Business and Communication Manager post (currently vacant).
- 2.4 This is Level 2 authority, with a financial limit of £10,000. Above this level, the Chief Executive or a Director would need to approve and sign.

3 RECOMMENDATION

- 3.1 That the Board approves the suggested change to the financial authority levels for Delivery Managers, as outlined.

Financial authority levels

		Upper limit
Level 1	Chief Executive Director	None
Level 2	Business and Communications Manager Delivery Manager	£10,000
Level 3	Senior Project Manager Executive Assistant to Chief Executive	£5,000
Level 4	All Other Staff including Project Managers and PA to Director	No authority