

I, Eileen Masterman, CEO and Accountable Officer, delegate to the under noted post-holders, the authority to exercise the following duties:

ITEM

**AUTHORISED SIGNATORY
(OR MORE SENIOR MEMBER OF
MANAGEMENT TEAM)**

FINANCE

Requests for goods and services, contracts and purchase orders up to and including £1,000	One of the following: <ul style="list-style-type: none"> • Office Manager; • Head of Investigations • Head of Communications • HR Manager
Requests for goods and services over £1,000 and up to £5,000	One of the following: <ul style="list-style-type: none"> • CEO • Head of Investigations • Head of Communications
Requests for goods and services over £5,000 and up to £10,000	Two of the following: <ul style="list-style-type: none"> • CEO • Head of Investigations • Head of Communications
Requests for goods and services over £10,000	Two of the following: <ul style="list-style-type: none"> • CEO • Chair • Authorised Member
Signatories for cheque book and bank account transfers	One of the following for amounts up to £5,000, two of the following for amounts over £5,000 <ul style="list-style-type: none"> • CEO • Chair • Authorised Member
Petty Cash Account £100 max	One of the following: <ul style="list-style-type: none"> • Office Manager • HR Manager • Head of Investigations • Head of Communications

<p>Invoice payment authorisation (signatory must be different to originator)</p>	<p>Originator of contract, countersigned by one of the following:</p> <ul style="list-style-type: none"> • CEO • Head of Communications • Head of Investigations • Office Manager
<p>Approval of Travel Plans & Subsistence Claims by staff and other contracted workers</p>	<p>The Line Manager, and in their absence their Line Manager. Head of Investigations or Head of Communications.</p>

STAFFING

Approval overtime/Time Off in Lieu	The Line Manager, and in their absence their Line Manager
Approval of Leave	The Line Manager, and in their absence their Line Manager
Letters of appointment (other senior staff, CEO, Heads of Investigations and Head of Communications)	CEO, or in the absence of the CEO, HR Manager

ABSENCE PROVISION

Where a member of staff is not contactable or unavailable, for example, on sick or prolonged leave, for a period beyond which a decision cannot be delayed, the authority is delegated as follows:	<ol style="list-style-type: none">1) Line Manager2) Head of Communications/Head of Investigations3) CEO
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SignedDated.....
Eileen Masterman, Chief Executive Officer