

**Clyde Valley
Learning and Development Joint Committee**

Scheme of Delegation

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Introduction

The powers/functions detailed within this document are those delegated by the Clyde Valley Learning and Development Joint Committee to the Chair of the Clyde Valley Learning and Development Project Implementation Group.

Powers/Functions Delegated or Recognised

The Chair of the Clyde Valley Learning and Development Project Implementation Group is empowered or is recognised by the Joint Committee as enjoying the authority:-

- 1 to deploy resources as he/she thinks fit for the best execution of functions under his/her management.
- 2 to delegate appropriate authority to the Clyde Valley Learning and Development Project Manager to ensure that the project activities can be effectively discharged.
- 3 to issue tender specifications and to sign-off contracts within the parameters set out within South Lanarkshire Council's Financial Regulations
- 4 to issue orders for the supply of goods and services required for normal working and for which there is adequate provision in the Clyde Valley Learning and Development Project Fund and in accordance with any Standing Orders on Contracts, purchasing policy and financial regulations adopted by the Joint Committee.
- 5 to authorise the payment of accounts due by the Clyde Valley Learning and Development Project for goods and services properly supplied and for which there is adequate provision in the Fund.
- 6 to appoint all employees and secondees to the Project.
- 7 to take all necessary action of a routine nature in terms of his/her appointment to implement policies, practices and procedures previously agreed by the Joint Committee and also to take such action implicitly in all matters ancillary thereto, including the incurring of expenditure of a minor or recurring nature and where adequate provision has been made in the Fund.
- 8 to sign documents on his/her own behalf under his/her own authority and in connection with the exercise of his/her functions on behalf of the Joint Committee.
- 9 to terminate, on behalf of the Joint Committee, any contract which the Joint Committee is entitled to terminate under the appropriate conditions of contract, after consultation with the Clerk to the Committee, if satisfied that it is in the interest of the Joint Committee to do so.
- 10 to appoint consultants where appropriate.
- 11 to deal with any operational matter not otherwise delegated in the period between the last meeting of an administration and prior to the setting up of a new Committee following statutory elections.
- 12 to take such measures as may be required in exceptional situations on any matter for which the Joint Committee's approval would normally be necessary subject to advising the Convener or Depute Convener of the Joint Committee where possible and reporting to the Joint Committee as soon as practicable thereafter.