# LONDON COUNCILS FINANCIAL REGULATIONS - APPENDIX 5

**AUTHORISED SIGNATORIES**

**(Updated 25 April 2022)**

# PART A:

**All Tenders, quotations, deeds\* and contracts;**

|  |
| --- |
| ***TITLE*** |
| Chief Executive |
| Director of Corporate Governance |
| Director of Corporate Resources (Finance Officer) |
| Chief Accountant |
| Strategic Director Recovery |
| Director, Transport & Mobility |
| Strategy Director London’s Communities |
| Strategy Director London’s Future and Places |
| Director, Local Government Finance |
| Director, Communications and Public Affairs |
| Director, London Office of Technology & Innovation |

\*Deeds must be signed by one authorised signatory and witnessed by another.

Any of the persons authorised above are authorised to sign or witness the signing of a deed. No- one else is authorised to witness the signing of a deed which binds London Councils.

# PART B:

**Tenders and quotations not exceeding £75,000:**

|  |
| --- |
| ***TITLE*** |
| Chief Executive |
| Director of Corporate Governance |
| Head of London Regional Employers Organisation |
| Director of Corporate Resources (Finance Officer) |
| Chief Accountant |
| Management Accountant |
| Director of Communications & Public Affairs |
| Strategic Lead: Strategic Policy Group |
| Head of Children and Young People |
| Director: Local Government Finance & Improvement |
| Head of Local Government Finance |
| Strategic Lead: Enterprise, Economy & Skills |
| Strategic Lead for Health & Adult Social Care |
| Strategic Lead: Transport & Environment |
| Strategic Lead: Housing & Planning |
| Director, Transport & Mobility |
| Assistant Director – Commercial Contracts & Delivery |
| Strategy Director London’s Communities |
| Strategy Director – London’s Future & Places |
| Head of Governance & Data Protection |
| Head of Improvement |
| Programme Director – Rough Sleepers |
| Programme Director- Climate Change |
| Director: London Office of Technology & Innovation |
| Head of IT & Facilities Management |
| Head of Media & Public Affairs |
| Head of Digital & Campaigns |
| UK Shared Prosperity Fund Project Manager |
| Strategic Lead – London Innovation & improvement Alliance |
| Regional Commissioning Manager |
| Special Projects Lead on Racial Equality Delivery |

# PART C:

**Orders for Works, Goods and Services (FR para 16.2)**

Official orders, including those within a computerised ordering system, shall be in a form approved by the Finance Officer and are only to be authorised by the Chief Executive or his/her nominated deputy as set out below. These authorised officers shall then be responsible for the issue of official orders.

The names of the authorised officers shall be sent to the Finance Officer together with specimen signatures. Changes shall be notified to the Finance Officer as they occur. Additional guidance on the completion of official orders can be found at appendix 10.

The schedule of authorised Purchase Order signatories by Job/post from 01 April 2022 is shown below:

|  |
| --- |
| ***TITLE*** |
| Chief Executive |
| Head of Office to Chair & Chief Executive's |
| Secretary to Chair & Chief Executive |
| Strategy Director - London’s Future and Places |
| Strategy Director – London’s Communities |
| Director of Corporate Governance |
| Head of Governance & Data Protection |
| Head of London Regional Employers Organisation |
| Director of Corporate Resources (Finance Officer) |
| Chief Accountant |
| Management Accountant |
| Head of IT & Facilities Management |
| Governance Manager |
| Director of Communications & Public Affairs |
| Strategic Lead: Strategic Policy Group |
| Head of Children and Young People |
| Director: Local Government Finance & Improvement |
| Head of Improvement |
| Head of Local Government Finance |
| Strategic Lead: Enterprise, Economy & Skills |
| Strategic Lead for Health & Adult Social Care |
| Strategic Lead: Transport & Environment |
| Strategic Lead: Housing & Planning |
| Head of Digital & Campaigns |
| Publishing Manager |
| Head of Media and Public Affairs |
| Director of London Office of Technology & Innovation (LOTI) |
| LOTI - Communications & Engagement Manager |
| LOTI Delivery Lead: Digital Innovation |
| LOTI – Data, Smart Cities & Cyber Security Programme Manager |
| Director, Transport & Mobility |
| Assistant Director Commercial Contracts and Delivery) |
| Contracts Manager (London Tribunals) |
| Head of Support Services |
| Transport Manager |
| Mobility Services Manager |
| Programme Director – Rough Sleepers |
| Programme Director- Climate Change |
| UK Shared Prosperity Fund Project Manager |
| Strategic Lead – London Innovation & improvement Alliance |
| Grants Manager |
| Special Projects Lead on Racial Equality Delivery |
| Regional Commissioning Manager – YPES |
| Executive Assistant – YPES |
|  |

Any new requests / amendments agreed by completion of the “Authorised Signatory Form” and signed by a

Member of CMT (See below)

Those signatories listed in PART C can also accept tenders and quotations where the value is under £10,000.

**AUTHORISED SIGNATORY FORM**

|  |  |
| --- | --- |
| **Name of signatory** |  |
| **Job Title** |  |
| **Team** |  |
| **Start Date** |  |
| **Specimen signature** |  |

**Contracts**

Authorised to sign **Purchase Orders Only**

(Please tick the relevant box)

**Invoices Only**

**Both Purchase Orders & Invoices**

Approved by a member of CMT

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Team** |  |
| **Signature** |  |
| **Date** |  |