




**AXE BRUE, PARRETT & NORTH SOMERSET LEVELS  
INTERNAL DRAINAGE BOARDS**

**GOVERNANCE  
SCHEME OF DELEGATION  
FINANCIAL AND NON FINANCIAL**

Version 2.2

Approved by the Boards:			
Axe Brue IDB		26/02/2026	Chairman
Parrett IDB		26/02/2026	Chairman
North Somerset Levels IDB		26/02/2026	Chairman

To be reviewed every 36 months

Note to Board members -This document is a new document and has not previously been approved by the Board. It is designed to compliment the Schedule of Reserved (Board) Matters and includes a number of Clauses and Tables that were in the previous 2014 and 2019 versions of the Schedule of Reserved Matters. This note will not appear in the adopted version.

The three Boards within the Somerset Drainage Boards Consortium have approved a schedule of reserved matters which clearly sets out those decision that only the Board can take. All other matters which, by definition, the Boards consider suitable for delegation or may otherwise need to be dealt with between Board meetings are hereby delegated to the Committees or officers. These delegated powers have been split between financial and non-financial. If action is not specifically mentioned in this document it is delegated to the Chief Executive

Each of the Committees shall fulfil its role as specified in their terms of reference. The Committees and officers shall also exercise their delegated powers in accordance with the Rules, the Consortium agreement and the Board's Financial Regulations, Orders, Policies and Procedures.

<b>Revisions</b>				
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>	<b>Approved</b>
V1.0	July 2025	MH	Major revision creating two complimentary documents	
V 2.0	Jan 2026	MH/NS	Revisions following Officer review	
V2.1	Jan 2026	IDS/NS	Changes to Tables 7 and 8	
V2.2	Jan 2026	IDS/NS	Further changes to Tables 7 and 8	
	Feb 2026	KC	Committee agreed updates/corrections to 5.0 and tables	26/02/2026

**AXE BRUE, PARRETT & NORTH SOMERSET LEVELS INTERNAL DRAINAGE BOARDS**  
**FINANCIAL SCHEME OF DELEGATION**

**1.0. Consortium Management Committee:**

1.1. Approval of Consortium Accounts

1.2. Approving the employees terms and conditions, staff handbook, the remuneration policies, annual budget for salaries for employees. Individual requests for regrading or any restructuring will also be considered by the Management Committee.

1.3. The introduction of new employee incentive schemes or major changes to existing schemes.

1.4. Ensuring adequate succession planning for senior management.

1.5. Approval of any severance packages awarded to employees in excess of the statutory minimum or of any pension enhancement made.

1.6. The employment, dismissal or redundancy of a member of the Senior Management Team which currently comprises the Chief Executive/Clerk, Business Services Manager/R.F.O and the Principle Engineer.

1.7. Changes to the rules of the Board's pension schemes/admissions policies, changes in pension providers and Pension Discretions Policy

**2.0. Chief Executive/Clerk**

2.1. Day to day operation of the Somerset Drainage Boards Consortium

2.2. Recruitment, dismissal and redundancy of staff except for those posts mentioned in 1.6 above

2.3. Act as the Board's Returning Officer at the election of the Board's Elected Members (Land Drainage (Election of Internal Drainage Boards) Amendment Regulations 1977).

2.4. Authorised to respond immediately to any correspondence, requiring or requesting information which relates to previous decisions of the Board, but not to correspondence requiring an opinion of the Board that is still to be made.

2.5. Authorised to approve emergency expenditure up to a maximum of £10k, in consultation with the Chairman and Vice Chairman of the relevant Board, outside the approved annual budget. Details of the emergency expenditure are to be reported in full to the Board at its next regular meeting.

2.6. Receive and record Declarations of Interest.

- 2.7. Sign notices, consents or other documents on behalf of the Board subject to Clause 11.6 of the Schedule of Reserved Matters.
- 2.8. Maintain, on behalf of the Boards, a register containing information in respect of all drainage hereditaments in the Drainage District (Section 52 of the Land Drainage Act 1991).
- 2.9. To call any extra meetings of the Boards as necessary, having first consulted with the Chairman and Vice Chairman.
- 2.10. To take urgent decisions that could have a significant impact on the Board in the event of an emergency or period of very high rainfall/tidal inundation
- 2.11. To implement policy and all decisions that are taken by the Board, its Committees and Sub-Committees.
- 2.12. To manage the Consortium employees in accordance with the Legislation and HR policies and procedures within the Staff Handbook.
- 2.13. To deliver the operational performance of the Boards, as dictated by the overall strategy of the Boards.
- 2.14. To control and direct Board employees on a day-to-day basis including enforcement of the Employee Code of Conduct and Grievance Procedure and undertaking disciplinary action where appropriate.
- 2.15. Ensure that there is a disaster recovery plan and ensure that it has been tested for completeness.
- 2.16. Authorise employees, contractors members and approved persons entry to any land for the purpose of exercising any functions of the Board under the Land Drainage Act (Section 64 of the Land Drainage Act 1991).
- 2.17. To submit comments, on behalf of the Board, in respect of planning and development proposals that are within, or may have the potential to affect, the Board's Drainage District.
- 2.18. Discuss matters and take advice from Legal advisors.
- 2.19. To take all other decisions and actions that have not been expressly reserved to the Boards in the Schedule of Reserved Matters.
- 2.20. Delegate such tasks as may be appropriate.
- 3.0. Business Services Manager/Responsible Finance Officer**
- 3.1. The Business Services Manager/Responsible Finance Officer shall be responsible for the Board's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 3.2. Authorisation to issue Drainage Rate Demands to agricultural ratepayers.

- 3.3. Authorisation to issue Special Levies to the Special Levy Councils.
- 3.4. Operate the financial software.
- 3.5. Compile the necessary paperwork for prosecutions in the Magistrates and County Court.
- 3.6. Manage the Boards bank accounts ensuring suitable segregation of duties is in place.
- 3.7. Invest Board funds as set out in the Investment Policy

**4.0. Other Members of Staff**

4.1. All of the Board's Staff are authorised to:

- a. Enter any land for the purpose of exercising any functions of the Board under the Land Drainage Act. (Section 64 of the Land Drainage Act 1991).
- b. Enter and survey any land in the Board's Drainage and take levels of the land and inspect the condition of any drainage work on it. (Section 64 of the Land Drainage Act 1991).

4.2. Manage budgets assigned to them and indicate to Management Team any issues with those budgets as soon as they arise.

**5.0. Audit and Compliance**

- 5.1 Both the internal and external auditors will have oversight of these delegations.
- 5.2 The R.F.O. will monitor compliance with these delegations and report to the Boards any non-compliance

**6.0. Limits**

6.1. The following tables confirm the delegation limits for different circumstances between the various roles within the Boards and Consortium.

Table 1 - Delegated powers for in year Budget changes reported at next Board meeting		
Virement of Budgets	Over £10k and up to £100k	Chair and Vice Chair
Virement of Budgets	Up to £10k	Two from Chief Executive/Clerk, Contracts Manager and Business Services Manager (RFO)
Increasing Budget	Up to £50k	Chair and Vice Chair

**Table 2**

Award of tenders for projects within approved annual budget or approved project budget:

Value	Authorising posts
Up to £100k	Two from Chief Executive/Clerk, Contracts Manager and Business Services Manager (RFO)
£100k to £300k	Two from Chair, Vice Chair and CEO
Over £300k	Full Board or Finance & Works Sub-Committee with delegated powers

**Table 3**

Approval of costs for works in addition to the approved Project Budget:

Value	Authorising posts
Up to £25k	Two from Chief Executive/Clerk, Contracts Manager and Business Services Manager (RFO)
£25k to £100k	Chair and Vice Chair
Over £100k	Full Board

**Table****4**

Tender award where the tender sum is in excess of the approved project budget:

Value	Authorising posts
Up to 5% or £25k whichever is greater	Two from Chief Executive/Clerk, Contracts Manager and Business Services Manager (RFO)
Up to 10% or £100k whichever is greater	Chair and Vice Chair
Over £100k	Full Board

**Table 5**

Authorising payments (BACS) of invoices for works within approved project budgets for single transactions:

Value	Authorising posts
Up to £150k	Two from Chief Executive/Clerk, Contracts Manager and Business Services Manager (RFO)
Over £150k	Chief Executive/Clerk, Business Services Manager (RFO), Chair and Vice Chair

**Table 6**

Authorising payments (BACS) for routine expenditure invoices:

Value	Authorising posts
Up to £150k	Two from CEO/Clerk, Contracts Manager and Business Services Manager (RFO)
Over £150k	CEO/Clerk, Business Services Manager (RFO), Chair and Vice Chair

**Table 7**

Authorising and signing legal agreements for commuted sums for taking over assets constructed by third parties.

Value	Authorising posts
Up to £10k	CEO/Clerk
£10k to £300k	Chair and CEO/Clerk
Over £300k	Full Board

**Table 8**

Authorising and signing legal agreements between the Board and other bodies for the undertaking of works or activities in conjunction with or on behalf of that body.

Value	Authorising post
Up to £10k	CEO/Clerk
£10k to £300k	Chair and CEO/Clerk
Over £300k	Full Board

**Table 9**

Approval of compensation payments:

Value	Authorising posts
Up to £3k	Two from Chief Executive/Clerk , Contracts Manager and Business Services Manager (RFO)
£3k to 10k	Chair and Vice Chair
Over £10k	Full Board

**Table 10**

Enforcement Action	
Value	Authorising post
Up to £1,5k	Chief Executive/Clerk
Prosecution, defending litigation, settlement of litigation or claims	
Up to £1,5k	Chief Executive/Clerk
£1,5k to £5k	Chairman
Over £5k	Full Board