



**METROPOLITAN  
POLICE**

Working together for a safer London

Metropolitan Police Service  
**Scheme of Delegation**

**September 2007**

**Foreword**

*The MPS provides policing services at an international, national, regional and local-level serving the diverse communities across the capital. In carrying out these functions, the Service has a responsibility for the stewardship of over £3bn a year and the effective management of the assets entrusted to it. Everyone has a responsibility to ensure those resources are managed effectively and efficiently.*

*This scheme sets out the framework for the delegation of authority within the Service to support the general management of the MPS. Everyone taking decisions within the MPS must ensure they comply with the terms of this scheme.*

**Sir Ian Blair**  
Commissioner

## A. Introduction

- 1) This Scheme of Delegation is intended to set out all significant functions and decisions which are delegated to officers (incorporating police officers and police staff) and which are of a statutory, financial or managerial nature, other than those of a purely operational nature. The Scheme does not define how those decisions should be taken nor does it attempt to list all the matters which are incidental to the exercise of those responsibilities and which are part of the everyday management functions of authorised officers.
- 2) This document sets out functions delegated to officers of the MPS from:
  - a. The Metropolitan Police Authority (MPA);
  - b. The Commissioner of Police of the Metropolis (the Commissioner).
- 3) The Metropolitan Police Authority was established by the Greater London Authority Act 1999. Police Authorities are Local Authorities. Their powers and duties are defined by the Police Act 1996, the Local Government Acts and other domestic and EU legislation affecting public bodies. The Commissioner is appointed by Her Majesty the Queen on the recommendation of the Home Secretary, after considering recommendations of the MPA and representations from the Mayor of London. The Police Act 1996 confers upon the Commissioner the control and direction of the MPS. In addition he has the powers delegated to him by the MPA, which he may sub-delegate to officers within the MPS, as set out within the MPA Standing Orders. This scheme of delegation is, therefore, subject to the MPA's Standing Orders and Scheme of Delegation, which can be viewed on <http://87.102.31.206/about/standingorders/default.htm>
- 4) London is a uniquely diverse city and it is essential that the Metropolitan Police Service (MPS) continuously builds its understanding of the different needs of the people who live, work and visit the capital. Every member of the MPS must recognise their role and authority limits whilst contributing to the delivery of quality policing services.
- 5) The Commissioner and any officers authorised by him, are responsible for the general management of their respective functions including:
  - a. Management of staff resources;
  - b. The effectiveness and efficiency of service delivery;
  - c. Budget management;
  - d. Contract tendering and management.
  - e. Ensuring all staff are aware of and comply with MPS/MPA policies
- 6) This Scheme of Delegation forms part of the MPS Corporate Governance Framework which includes:

## **MPA**

- a. MPA Standing Orders (including Financial and Contract Regulations and the Protocol on compensation cases);
- b. MPA Business Plan (incorporating the Medium Term Financial Plan).

## **MPA/MPS**

- c. MPA/MPS Procurement Strategy and policies.

## **MPS**

- d. MPS Scheme of Devolved Financial Management;
- e. MPS Financial Instructions;
- f. MPS Vision, Values and Behaviours;
- g. MPS Code of Conduct;
- h. MPS Equality Schemes;
- i. MPS Human Resources policies and procedures;
- j. MPS Internal Control Framework;
- k. MPS Management Board Operating Framework;
- l. MPS Management structure including Business Group SMTs and supporting management arrangements, along with strategic committees.

- 7) All functions delegated by the MPA and the Commissioner are therefore to be exercised in accordance with the policies and procedures as set out in the comprehensive MPS Corporate Governance Framework.
- 8) The existence of an authority under this Scheme of Delegation provides officers with the legal power to exercise the delegated function. In exercising the power, the officer must still comply with all other statutory and regulatory requirements including the existence of approved budgetary provision and the need to consult where specified.
- 9) The MPA has provision for urgency powers for the Chief Executive and/or Treasurer as part of the MPA Standing Orders.
- 10) A person granted power under this scheme may appoint another person/persons to deputise in cases of absence.
- 11) A person granted power under this scheme may not wilfully disaggregate spend, as authority limits must give consideration to the total costs regardless of which Business Group elements are charged to.
- 12) A person granted power under this scheme must ensure that they comply with audit regulations and maintain an audit trail of all statutory, financial and managerial decision making.

## **B. Interpretation**

- 1) In this Scheme of Delegation the following terms will have the following meanings:

- a. Approved tolerance level – means the tolerance level for the award of contracts without obtaining additional approval in circumstances in which the actual value of a contract exceeds the estimate of the value as prescribed from time to time in the MPA Contract Regulations;
- b. Authorised limit – means the financial limit for the approval and execution of contracts and / or incurring expenditure which is from time to time in force for the category of officer set out in the Scheme of Delegation under the MPA / MPS approved schedule of financial limits for officers, police staff and authorised signatories as set out in the MPA Financial and Contract Regulations;
- c. Nominated deputy – means officers authorised to act in the absence of their line manager through their terms of employment or otherwise pursuant to a decision of the MPA and / or Commissioner. Deputies will have the have the same vested powers as the originator;
- d. Financial Regulations – means the Financial Regulations of the MPA pursuant to S127 of the Greater London Authority Act 1999 which are from time to time in force;
- e. Officer – means all MPS police officers and police staff.
- f. Relevant officer – means Commissioner, Deputy Commissioner, Assistant Commissioner, Director (as defined in section D of this scheme) or their nominated deputy;
- g. Virement limit – means the maximum level of virement for the category of officer set out in this Scheme of Delegation under the MPA / Commissioner approved schedule of financial limits for officers and authorised signatories as prescribed by the MPA / MPS Financial Regulations;
- h. Virement – permanent movement of budget.

### **C. Terms of Delegation**

- 1) Officers exercising delegated functions under this scheme shall have proper regard to:
  - a. The relevant statutory and regulatory requirements;
  - b. The MPS vision and values;
  - c. The MPS Corporate Governance Framework;
  - d. Any internal or external consultation requirements;
  - e. Any guidance or instructions issued by designated Heads of Profession;
  - f. Any decision previously taken by the MPA and / or Commissioner;

- 2) Minor operational decisions on matters which are within their Directorate's / Command's remit and are not otherwise covered by this Scheme of Delegation may be taken by relevant officer provided it is done in accordance with the provisions of the MPS Corporate Governance Framework;
- 3) All relevant officers are authorised to make the necessary arrangements for the administration of the MPS functions falling within their responsibility.
- 4) Officers must ensure that they are acting within their delegated powers before making any decision of a type falling within this scheme of delegation. In case of doubt or difficulty, the ruling of the Director of Legal Services on any issue relating to the scheme will be final.
- 5) Where appropriate, consideration should be given to taking legal advice from the Directorate of Legal Services before any commitment is entered into.
- 6) Regardless of financial value, this scheme does not cover decisions that are considered to be of special significance, novel or contentious, in cases of doubt consult a member of Management Board or their nominated deputy.
- 7) None of the delegations in this scheme constrains the MPA's power to require the Commissioner to submit to the Authority ' a report on such matters as may be specified in the requirement, being matters connected with the policing of the area for which the force is maintained' as provided by s22(3) of the Police Act.

#### **D. Delegations**

##### **1) Commissioner**

The delegations to the Commissioner are as set out in section 7 of the MPA Scheme of Delegation, as may be amended from time to time.

##### **2) The Deputy Commissioner**

- a) To do anything in furtherance of the functions of the MPS which does not involve expenditure exceeding the authorised limit.
- b) To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the MPS which does not involve expenditure exceeding the authorised limit.
- c) To accept tenders and enter into contracts subject to their not being in excess of the authorised limit or the approved tolerance level or pursuant to a decision of the MPA.
- d) In accordance with the Financial and Contract Regulations to authorise the award of a contract as an exception to the Regulations.

- e) In accordance with the MPS Code on the Receipt of Gifts and Hospitality by officers to approve the acceptance of a gift or hospitality by an officer.
  - f) To appoint authorised officers for the purposes of part E of this Scheme of Delegation.
  - g) To approve virements within the approved budget and up to the virement limit.
  - h) To fulfil any responsibilities as defined within the MPA Standing Orders and delegated by the Commissioner.
- 3) **All Assistant Commissioners and Management Board Directors**
- a) To do anything in furtherance of the functions of the MPS for which they are individually responsible, which does not involve expenditure exceeding the authorised limit.
  - b) To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the MPS which does not involve expenditure exceeding the authorised limit.
  - c) To accept tenders and enter into contracts subject to their not being in excess of the authorised limit or the approved tolerance level or pursuant to a decision of the MPA.
  - d) In accordance with the Financial and Contract Regulations to authorise the award of a contract as an exception to the Regulations.
  - e) In accordance with the MPS Code on the Receipt of Gifts and Hospitality by officers to approve the acceptance of a gift or hospitality by an officer.
  - f) To appoint authorised officers for the purposes of part E of this Scheme of Delegation.
  - g) To approve virements within the approved budget and up to the virement limit.
  - h) To fulfil any responsibilities defined within the MPA Standing Orders and delegated by the Commissioner.
- 4) **Specific Delegations of Assistant Commissioners and Management Board Directors**
- a) **Director of Strategic Finance**
    - i) To fulfil the responsibilities as defined within the MPA Standing Orders.
  - b) **Director of Human Resources**
    - i) To fulfil the responsibilities as defined within the MPA Standing Orders.
- 5) **Specific Delegations of Other Directors**
- a) **Director of Legal Services**
    - i) The Director of Legal Services acts as solicitor to the Commissioner and has a right of direct access to him.
  - b) **Director of Professional Standards**
    - i) To fulfil the responsibilities as defined with the MPA Standing Orders.

### **E Authorised Officer**

- 1) To do anything in furtherance of the functions of the MPS for which they are individually responsible, which does not involve expenditure exceeding the individual limit notified to them in writing by a manager not lower than Management Board Director (as defined in section D of this document), and subject to any specific limitations or other requirements notified to them.
- 2) To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the MPS that does not involve expenditure exceeding the authorised limit.
- 3) To accept tenders and enter into contracts subject to there not being in excess of the authorised limit or the approved tolerance level or pursuant to a decision of the MPA.
- 4) In accordance with the Financial and Contract Regulations, to authorise the award of a contract as an exception to the Regulations.
- 5) In accordance with the MPS Code on the Receipt of Gifts and Hospitality by officers to approve the acceptance of a gift or hospitality by an officer.
- 6) To approve virements within the approved budget and up to the virement limit.

### **F Review Period**

This Scheme of Delegation should be reviewed at least every three years.