

West Yorkshire Combined Authority

Sub-delegation scheme of the Deputy Mayor for Policing and Crime

This sub-delegation scheme sets out how the Deputy Mayor for Policing and Crime (DMPC) has authorised individuals to carry out specific Police and Crime Commissioner (PCC) functions on their behalf, exercising the DMPC's delegated authority under the Mayor's Police and Crime Commissioner Functions Scheme of Delegation.

The DMPC may at any time:

- direct individuals authorised under this scheme to refer a matter to them for determination,
- amend or withdraw any sub-delegation,
- impose an additional limitation on the exercise of any sub-delegation provided for under this sub-delegation scheme¹,
- confer any additional sub-delegation in relation to a specific matter or function.

Individuals may decide not to exercise their authority under this scheme in relation to a particular matter, for example, where significant implications arise. They should refer any such matter to the Deputy Mayor for Policing and Crime, in the first instance.

An officer with sub-delegated authority must comply with:

- the overriding requirements set out in the Mayor's PCC Scheme of Delegation,²
- Standing Orders including Financial Regulations,
- Any Codes of Conduct, gifts and hospitality policy and the Conflicts of Interest Policy and Protocol,
- organisational values,
- the anti-fraud and anti-corruption policy,
- internal audit and risk management arrangements, and
- The Decision-Making Framework for the Mayor's PCC Functions

When exercising any sub-delegated authority, an officer must:

- ensure their decision conforms with and furthers strategies and policies approved by the or on behalf of the Mayor,
- follow approved practices and procedures of the Combined Authority, relevant Government Guidance and industry/professional best practice.

Unless expressly indicated in this sub-delegation scheme, an Officer with sub-delegated authority under this scheme is not required to discharge their sub-delegated authority personally, but may further sub-delegate to an officer of suitable experience and seniority. The Officer with authority under this scheme will remain responsible for any decision taken.

The DMPC gives delegated authority to the **Head of Policing and Crime**³ to exercise the following functions, where in line with budgets and strategies agreed by, or on behalf of, the Mayor;

- contract awards up to and including £100,000,
- grants and funding up to and including £100,000,

¹ For example, specific thresholds or contingencies.

² In particular, those set out in paragraph 2.2

³ The **Director of Policy, Strategy and Communications** may also carry out any function delegated to the Head of Policing and Crime.

- any other agreements up to and including £100,000,
- variation to contracts where variation is provided for in the original contract or to reflect an increase in the original contract value up to and including 10% where there is no change to the overall nature of the contract, subject to the total new contract value not exceeding £1,000,000.

The DMPC gives delegated authority to the **Head of Legal and Governance Services** to:

- certify, sign or execute and to authenticate the seal of the Combined Authority in relation to PCC Functions on all legal documents (or to authorise agency arrangements for the same) necessary to implement decisions, made under the Mayor's scheme of consent to the Chief Constable, subject to any matter with a value exceeding £100,000 being notified in advance to the DMPC,
- authorise agency arrangements to certify, sign or execute and to authenticate the seal of the Combined Authority on legal documents in respect of the Mayor's PCC functions.