Governance

Schedule of Reserved Matters & Scheme of Delegation

1 Issued

1.1 This governance document is issued and has been adopted by the Middle Level Commissioners.

1.2 The document was last updated and republished in November 2026 to include the delegation associated with mobile plant deployment and internal delegations in the absence of the Chief Executive, Chief Engineer and Head of Finance. A full update of this document is planned for 2027.

2 Schedule of Reserved Matters - Introduction

2.1 The Middle Level Commissioners are a statutory navigation and flood risk management authority established under the Middle Level Act 1862. The Commissioners also exercise functions under the Land Drainage Act 1991 and related legislation. The Commissioners exercise jurisdiction over the Middle Level waterways and exercise functions within the Middle Level area. A map of the Middle Level waterways and showing the Middle Level area is on the Commissioners' website at https://middlelevel.gov.uk/.

2.2 Under section 68 of the Middle Level Act 1862 "the superintendence of all matters and affairs belonging to or vested in the Commissioners and the exercise of all powers and duties to be performed by them shall subject and without prejudice to the rights and powers of the Commissioners at any meeting be exercised by the Middle Level Board, save that the Board may not levy taxes (lay rates or raise Special Levies) or borrow money". The majority of matters relating to the Commissioners are by that section therefore within the competence of the Middle Level Board. However, by section 67 of the Middle Level Act 1862, the Board may delegate any of their powers.

2.3 In addition to the Board itself, the Commissioners currently have four committees, the Executive Committee, the Employment Committee, the Water Resources Committee and the Environment Committee. The Commissioners have also delegated a number of matters to senior members of staff to ensure the efficient day to day management of the Commissioners' business and organisation.

3 Schedule of Matters Reserved Matters for the Commissioners

3.1 Strategy and Management

a) Responsibility for the appointment of and supervision of the Board and of any committees and for the general supervision over all matters relating to the Commissioners' functions in the Commissioners' area.
b) Approval of the Commissioners' objectives and policies (except where specifically delegated to the Board).
c) Extension of the Commissioners' activities into new business or geographic areas.

d) Material changes in the criteria for exercising statutory powers or in the way in which duties are performed by the Commissioners.

3.2 Structure

a) Any proposed change to the Commissioners' status as an independent and autonomous statutory corporation or proposed abolition.
b) Any application to alter the boundaries of, or to in any way reorganise the Commissioners' area whether in accordance with sections 2 and 3 of the Land Drainage Act 1991 or otherwise.
c) The making of byelaws or the promotion of any change to the statutes governing the Commissioners' functions.

3.3 Financial reporting and controls

a) Approval of the Board's annual report and the Commissioners' accounts, including approving the corporate governance statement.
b) Approval of estimates and other budgets.
c) Levying of drainage rates/special levies and any charges levied in respect of navigation. Approval of any write off or rating exemption, other than an exemption by way of transfer to special levy.
d) Applications to make vary or revoke orders sub-dividing the drainage district forming the Commissioners' area for the purposes of raising expenses.
e) Approval of annual values as at 31st December in every year, to determine the proportion of drainage expenses raised from the proceeds of drainage rates and special levies.

3.4 Internal controls

a) Approval of Commissioners' meeting minutes and reports together with any material changes in their format.
b) Approving the dates and times of the Commissioners' meetings.
c) Approving any borrowing by the Commissioners.
d) Approval of any adoption/abandonment, adding to or decreasing the Commissioners' liability for infrastructure within the Commissioners' area.

3.5 Membership and other appointments

a) Changes to the structure, size and composition of the Commissioners.
b) Election of the Middle Level Board and the Chairman and Vice Chairman of the Commissioners in accordance with the provisions of the Middle Level Acts.
c) Membership of Committees other than committees specifically established by the Middle Level Board under section 67 of the Middle Level Act 1862.
d) Continuation in office of any member at any time, including the suspension or termination of service in accordance with the provisions of the Middle Level Acts and/or requirements of the Members Code of Conduct.
e) Filling casual vacancies, if for any reason whatsoever the place of an elected Board member becomes vacant before the end of their term of office, in accordance with the provisions of the Middle Level Acts.

3.6 Delegation of Authority

a) The delegation of authority to the Board is in accordance with section 68 of the Middle Level Act 1862.

3.7 Corporate governance matters

a) Hearing any appeal from a decision of the Board under section 68 of the Middle Level Act 1862.
b) Determining the independence of members.

3.8 Any other matter whether specifically delegated or not which the Commissioners may by resolution reserve to a meeting of the Commissioners.

4 Schedule of Matters Reserved for the Middle Level Board – *unless specifically delegated by them or by the Commissioners*

4.1 Strategy and Management

a) Responsibility so far as delegated to them by the Commissioners under section 68 of the Middle Level Act 1862 for the overall management of the Commissioners and so far as aforesaid for the general supervision over all matters relating to the Commissioners' functions in the Commissioners' area.
b) Approval of the Commissioners' operational strategies.
c) Approval of the Commissioners' annual operating and capital expenditure budgets and any material changes to them for submission to the Commissioners. Where it is not feasible or practical to obtain the Board's prior approval to any such changes, the Executive Committee's prior approval shall be obtained.
d) Oversight of the Commissioners' operations ensuring: Competent and prudent management; Sound planning; An adequate system of internal control; Adequate accounting and other records; Compliance with statutory and regulatory obligations.
e) Review of the Commissioners' performance in the light of their strategy, objectives and targets, service delivery plans and renewals/refurbishment programmes, policies and budgets, and ensuring that any necessary corrective action is taken.

4.2 Structure and capital

a) Changes relating to the Commissioners' capital structure, including balances, provisions and reserves.
b) Changes in rateable value of and exemptions relating to the transfer to special levy of hereditaments within the Commissioners' area.
c) Major changes to the Commissioners' management and control structure, and the appointment of additional permanent staff to fill new roles.

4.3 Financial reporting and controls

a) Approval of the annual accounts for submission to the Commissioners, including recommending the completion of the corporate governance statement
b) Approval of estimates, revised estimates and other budgets for submission to the Commissioners.
c) Approval of material changes in the level of any provision, or reserve. (Where it is not feasible or practical to obtain the Board's prior approval to any such changes, the Executive Committee's prior approval shall be obtained and later ratified by the Board).
d) Approval of investment strategies.
e) Approval of any rating amendment referred to in 4.3b above.
f) Changes to plant and labour charge out rates by a proportion greater than inflation.
g) Approval of any commutation of obligations and of the financial consequences arising therefrom.
h) Approval of applications for government grant in aid.

4.4 Changes to the Commissioners' rules and Financial Regulations

a) The Designation of any feature under section 30 and Schedule 1 of the Flood and Water Management Act 2010.
b) Consideration of action to enforce the removal of obstructions to the flow of any ordinary watercourse. (sections 24 and 25 of the Land Drainage Act 1991).
c) Approval of non-delegated Byelaw consents and ratification of any consents that have been granted between Board meetings.

d) Approval of Board minutes and associated reports together with any material changes in their format and a schedule of paid accounts.
e) Approval of any works/activities that may be requested by the Environment Agency using their supervisory powers (section 7 of the Land Drainage Act 1991) or their default powers (section 9 of the Land Drainage Act 1991).
f) Approvals of applications made to or by the Environment Agency or other third party to enmain, de-main or reclassify any land drainage/flood defence/navigation infrastructure within the Commissioners' area.
g) Approving the dates and times of the Board meetings and inspections.

4.5 Contracts

a) Approving major capital projects and principal contracts arising therefrom
b) Approving contracts which are material strategically or by reason of size, entered into by the Commissioners in the ordinary course of their undertakings.
c) Contracts not in the ordinary course of the Commissioners' undertakings, unless reserved to the Commissioners.
d) Approving the use of Buying Groups and Service Level Agreements through which to procure goods and services.
e) Approving the sale or purchase of any land or the granting or obtaining of rights over land save, where the granting or obtaining of rights is concerned, where such grant is in accordance with a policy or strategy already agreed by the Board or the Commissioners.
f) Approving the acquisition or disposal of fixed assets and plant and vehicles save where acquired or to be disposed of in accordance with a policy or strategy already agreed by the Board or the Commissioners.
g) Approving major investments by the Commissioners.

4.6 Succession Planning and Appointments

a) Ensuring adequate succession planning for senior management and operatives.
b) Appointment or removal of the Internal Auditor.
c) Any request to remove or not reappoint the external auditor.
d) Any appointments to outside bodies and any joint committees.

4.7 Remuneration

a) Approving the remuneration of and training policies for employees.
b) Approving changes to the terms and conditions of employees other than changes made in consequence of legislative change.
c) Determining the policy of paying allowances or reimbursing expenses incurred by Board members.
d) The introduction of new employee incentive schemes or major changes to existing schemes.
e) Approval of any severance packages in excess of the statutory minimum or of any pension enhancement made thereto.

4.8 Delegation of Authority

a) The delegation of responsibilities other than by the Commissioners.
b) Receiving minutes, reports and recommendations arising from any committees and any joint committee.

4.9 Corporate governance matters

a) Undertaking any review of the Commissioners' own performance, that of their committees/joint committees, individual members and of those appointed to outside bodies.
b) Determining the independence of members.
c) Considering the balance of interests between ratepayers, billing authorities, employees, and relevant third parties.

d) Reviewing the Commissioners' overall corporate governance arrangements and committee structure and reporting thereon to the Commissioners.
e) Receiving reports on the views of the Commissioners' stakeholders.
f) Appointment to Committees established by the Board under section 67 of the Middle Level Act 1862.

4.10 Other

a) Approval of the appointment of the Commissioners' bankers.
b) Prosecution, defence or settlement of litigation. Settlement of other disputes or appeals being material to the interests of the Commissioners.
c) Approval of the overall levels and areas of cover of insurance for the Commissioners
d) Major changes to the rules of the Commissioners' pension schemes and admissions policies, so far as these fall under the Commissioners' jurisdiction.
e) Changes to those authorised to institute legal proceedings, pursuant to various powers afforded to the Commissioners by the Middle Level Acts 1810-74, Land Drainage Act 1991 and the Flood and Water Management Act 2010.

5 Scheme of Delegation – Introduction

5.1 The Middle Level Commissioners have approved Schedules of Reserved Matters which clearly set out those areas where primary decisions can be taken only by the Middle Level Commissioners themselves or the Middle Level Board. The Commissioners and/or the Board may however specifically delegate certain decisions on such matters together with any other matters which by definition are considered suitable for delegation or may otherwise need to be dealt with between Board or Commissioners' meetings (as the case may be) and such matters are hereby delegated as set out in this Scheme of Delegation in accordance with the provisions of the Middle Level Acts 1810-1874 and the standing orders made by the Commissioners ("the Orders").

5.2 Any delegated powers shall be exercised in accordance with the Orders and the Commissioners' Financial Regulations, Financial Code, Policies and Procedures.

6 Scheme of Delegation - Committees

6.1 The Commissioners have at present four Plenary Committees and one Advisory Committee. Plenary Committees have the ability to take decisions on behalf of the Commissioners, whereas Advisory Committees do not. The Commissioners or the Board may from time to time constitute other Committees which may either have the ability to take decisions on their behalf or be simply Advisory.

6.2 The Committees presently constituted are the Middle Level Board, the Executive Committee, the Employment Committee and the Water Resources Committee which are Plenary and the Advisory Environment Committee.

6.3 The Executive Committee:

a) To consider agendas for forthcoming meetings of the Board and of the Commissioners and to make such recommendations thereon or as they consider appropriate.
b) To consider monthly and quarterly financial reports.
c) To consider quarterly reports from the Chief Engineer as to capital and maintenance works.
d) To consider any other matters delegated to them and to the extent delegated to them by the Board or the Commissioners.
e) To approve any changes in the remuneration of an employee, other than the Chief Executive, the Chief Engineer or the Treasurer or to grant an allowance to an employee.
f) To take any decision (other than a decision the responsibility for which is already delegated elsewhere by the Commissioners or the Board) which in the opinion of the Chairman or the Chief Executive is urgent and where a meeting of the Board would not be practical. Such

decisions may in this case deal with matters otherwise reserved to the Board provided that a report thereon is made to the Board as soon as practical.

6.4 The Employment Committee:

a) To take any decisions on annual pay awards for employees.
b) To take decisions on travelling expenses or other travelling allowances paid to an employee.
c) To consider and take decisions on variations to employment contracts affecting all or a majority of employees.
d) To hear and determine all appeals lodged by employees on employment matters (including matters of disciplinary and grievance) where it would not be appropriate for the Chief Executive to do so.
e) To consider and take decisions on any other matter delegated to them and to the extent delegated to them by the Board or the Commissioners.

6.5 The Water Resources Committee:

a) To consider and determine, in co-operation with the Environment Agency, operational and management issues concerning the availability of water during the summer months and the most appropriate method(s) of advising users of the position from time to time.
b) To consider and determine such other related matters as the Board or the Commissioners may delegate to the Committee.

7 Scheme of Delegation – Chairman & Vice Chairman

7.1 The Chairman is a strategic leadership role and accountable to the Commissioners for the running of the Commissioners' Meeting, and the Middle Level Board and Executive Committee. Key responsibilities include:

a) Setting the agenda, style and tone of discussions and chairing meetings, to promote effective decision making and constructive debate.
b) Providing representative, objective and inclusive leadership.
c) Driving the Commissioners' declarations and governance, Midde Level Board composition, membership, development and succession.
d) Overseeing the induction and development of newly declared Commissioners and new Middle Level Board members.
e) Securing active contributions from all Middle Level Board members.
f) Addressing any Commissioners and Middle Level Board Member conduct and/or performance issues.
g) Planning and conducting meetings effectively.
h) Deciding whether or not a member can vote on any issue, where the member has a prejudicial interest as set out in the Code of Conduct and the Standing Orders.
i) Ensuring the Commissioners and the Middle Level Board focus on priority tasks, key risks and take decisions in the short, medium and long term interests of the Commissioners' and beneficiaries of their infrastructure and operations.
j) Promoting effective relationships and open communication, both inside and outside the boardroom between Commissioners, IDB Chairmen and the MLC employees.
k) Leading the recruitment of the MLC Chief Executive.
l) Establishing a close relationship of trust with the Chief Executive, providing support and advice, whilst respecting executive responsibilities.
m) Being a positive role model and representing the Middle Level publicly, locally, regionally and nationally.
n) Be a figurehead and take an active role within the Middle Level IDB reform agenda.

o) Understanding the diverse aims and views of the Commissioners, other landowners, ratepayers, Local Authorities and other key beneficiaries and stakeholders of the MLC's infrastructure and operations.
p) Developing and maintaining a good awareness of the legislative and statutory responsibilities that underpins MLC operations and our services to other IDBs, and how compliance, risks and liabilities are managed to ensure a strong reputation and risk exposure is limited.
q) If required, determine employee appeals under the Commissioners' Disciplinary Procedure and negotiate agreement with IDB Chairman should there be a dispute in terms of MLC service provision that the Chief Executive cannot resolve due to their conflict of interest.
r) Delivering any actions as resolved by the Commissioners or Middle Level Board within their meetings.

7.2 To enact the responsibilities, the Chairman and Vice Chairman are expected to commit time over and above that expected of any other member of the Middle Level Board and its Executive Committee. Expenses for the additional commitment will be payable as follows:
a) Casual mileage and subsistence allowances in line with HMRC guidance and to be claimed quarterly via an expenses form supported with receipts.
b) Payment of an hourly rate for lost time from employment. Each incumbent will need to provide evidence of earnings to propose and justify their hourly rate (to be reviewed annually) and this will need to be agreed by the Treasurer (Head of Finance) and the Chief Executive. Claims to be made quarterly and supported by a timecard outlining the activities and deliverables associated with the claim.
c) Expenses to be reviewed and approved by the Chief Executive and reported to the Commissioners at their November meeting.
d) Treasurer (Head of Finance) to undertake spot-checks on expenses claims as they do for all employees. These will also be subject to internal audit review.

8 Delegation to Officers

8.1 The Commissioners and/or the Board have delegated certain matters for decision and/or action by the Chief Executive, the Chief Engineer or the Treasurer (Head of Finance). The Chief Executive has executive responsibility for running the Commissioners' business with key responsibilities for the Chief Executive, Chief Engineer and Treasurer (Head of Finance) specified in the scheme of delegation.

8.2 To the Chief Executive:
a) Authority to sign deeds– in conjunction with a Member of the Board.
b) Authority to sign demands for payment and to authorise accounts.
c) Authority to take and appear in proceedings in Magistrates Courts for non-payment of drainage rates.
d) Authority to take and appear in proceedings relating to debt recovery or other actions in the County Court.
e) Authority to procure goods, services, plant and machinery within the budget provided by the Middle Level Board.
f) Authority to arrange insurance cover so far as he may consider necessary or appropriate to safeguard the Commissioners' interests.
g) Authority to seek such further advice from such external solicitors as he may consider necessary or appropriate in the Commissioners' interests.
h) Authority to discharge and make payment of properly authenticated accounts.
i) Authority to respond to communications.
j) Authority to employ such permanent staff as may be required within pre-agreed budgets.

k) Authority to employ such temporary staff as may be required.
l) Authority to discipline and/or dismiss staff in accordance with current employment legislation and the Commissioners' employment policies.
m) Authority to issue formal letters, notices and other documentation and take enforcement action for breaches of Legislation including Byelaws, enforceable by the Commissioners.
n) Authority to sign consents and other formal documents, other than deeds, on behalf of the Commissioners.
o) Authority to decide whether to grant or refuse a consent application in respect of the Commissioners' functions.
p) Authority to grant temporary rights over or interests in land owned by the Commissioners.
q) Authority to negotiate and/or settle small claims against the Commissioners.
r) Authority to negotiate contributions towards drainage works from third parties.
s) Authority to discuss works and access with landowners.
t) Authority to issue press releases and to respond to consultations on behalf of the Commissioners.
u) Authority to undertake work for any person or organisation as may be approved of or authorised by the Commissioners or for whom the Commissioners undertake functions.
v) Authority to be a member of and attend meetings of any committee or organisation with functions related to those of the Commissioners and where appropriate to pass relevant information on to partner organisations.
w) Authority to temporarily close the Commissioners' public navigations in accordance with the applicable legislation to enable works (whether by the Commissioners or a third party) to take place.
x) Authority to delegate such tasks as may be appropriate.
y) Authority to take any action which he may reasonably consider necessary in an emergency to protect the Commissioners' interests.
z) Authority to award honoraria to members of staff where this is justified within the terms of the Employee Handbook.

8.3 To the Chief Engineer:

a) Authority to discipline and/or dismiss staff within the Engineering Department in accordance with current employment legislation and the Commissioners' employment policies.
b) Authority to discuss works and access with landowners.
c) Authority to procure goods, services, plant and machinery within the budget provided by the Middle Level Board.
d) Authority to authorise accounts.
e) Authority in liaison with the Chief Executive to seek such further advice from such external solicitors as they may consider necessary or appropriate in the Commissioners' interests.
f) Authority to respond to communications.
g) Authority to negotiate contributions towards drainage works from third parties.
h) Authority to undertake work for any person or organisation as may be approved of or authorised by the Commissioners or for whom the Commissioners undertake functions.
i) Authority to be a member of and attend meetings of any committee or organisation with functions related to those of the Commissioners and where appropriate to pass relevant information on to partner organisations.
j) Authority to conduct the Commissioners' engineering matters.
k) Authority to delegate such tasks as may be appropriate.
l) Authority to take any action which he may reasonably consider necessary in an emergency to protect the Commissioners' interests.
m) Authority to advise the Chief Executive on the appropriate arrangements for professional indemnity cover so far as he may consider necessary or appropriate to

safeguard the Commissioners' interests in respect of their engineering related consultancy work.

n) Authority to enter into contracts with consultants or contractors for works approved by the Middle Level Board or a duly authorised committee.
o) Authority to report directly to the Board, the Executive Committee, the Chairman and Vice Chairman on engineering matters.
p) Authority in liaison with the Chief Executive to respond to press enquiries and approve submitted articles on Middle Level engineering related matters.

8.4 To the Head of Finance (Treasurer)

a) Authority to draw up and sign off the Commissioners' accounts and other financial statements and to be the Commissioners' responsible financial officer under relevant legislation.
b) Authority in the absence of the Chief Executive to sign deeds– in conjunction with a Member of the Board.
c) Authority to sign demands for payment and to authorise accounts.
d) Authority to procure goods, services, plant and machinery within the budget provided by the Middle Level Board.
e) Authority to discharge and make payment of properly authenticated accounts.
f) Authority to respond to communications.
g) Authority to discipline and/or dismiss staff within the Clerk's department in accordance with current employment legislation and the Commissioners' employment policies.
h) Authority to negotiate contributions towards drainage works from third parties.
i) Authority to discuss works and access with landowners.
j) Authority in the absence of the Chief Executive to issue formal letters, notices and other documentation relating to breaches of Legislation including Byelaws, enforceable by the Commissioners.
k) Authority in the absence of the Chief Executive to sign consents and other formal documents, other than deeds, on behalf of the Commissioners.
l) Authority to undertake work for any person or organisation as may be approved of or authorised by the Commissioners or for whom the Commissioners undertake functions.
m) Authority to be a member of and attend meetings of any committee or organisation with functions related to those of the Commissioners.
n) Authority in the absence of the Chief Executive to temporarily close the Commissioners' public navigations in accordance with the applicable legislation to enable works (whether by the Commissioners or a third party) to take place.
o) Authority to delegate such tasks as may be appropriate.
p) Authority to take any action which he may reasonably consider necessary in an emergency to protect the Commissioners' interests.

8.2 Mobile Plant Deployment - a hierarchy for deployment sits within six categories:

1. Protection of MLC fixed pump assets, control structures and other critical water management infrastructure.
2. Replacement or support of failed MLC fixed pumping works delivery or other critical assets.
3. Recovery of MLC assets, structures or operational systems following an incident.
4. Support to Internal Drainage Boards within the Middle Level.
5. Support to other flood Risk Management Authorities through agreed mutual aid, where MLC resources permit and where the deployment does not compromise MLC flood defence capability or create unacceptable risk.
6. Support within Civil Contingency response, where requested through Local Resilience Fora Command & Control arrangements, i.e. Strategic Coordinating Group (SCG

– also referred to as Gold Command) and where the deployment does not compromise MLC flood defence capability or create unacceptable risk.

Category	**Deployment Authority** *(including recall decision making and any cost recovery terms for 3-6)*	**Delegated Authority** *(in the absence of Chief Executive and Chief Engineer)*
1	Chief Executive, Chief Engineer, Head of M&E, Head of Operations, Head of Water Level Management	
2	Chief Executive, Chief Engineer, Head of M&E, Head of Operations, Head of Water Level Management	
3	Chief Executive, Chief Engineer, Head of M&E, Head of Operations, Head of Water Level Management	
4	Chief Executive, Chief Engineer, Head of M&E, Head of Operations, Head of Water Level Management	
5	Chief Executive, Chief Engineer	Head of M&E, Head of Operations, Head of Water Level Management
6	Chief Executive, Chief Engineer	Head of M&E, Head of Operations, Head of Water Level Management

Internal Scheme of Delegation:
Chief Executive, Chief Engineer and/or Head of Finance Absence

The Middle Level Commissioners have a formal Scheme of Delegation and resolutions made within meetings which includes delegations of authority from the Commissioners to the MLC Chief Executive (Clerk), Chief Engineer and Head of Finance (Treasurer).

Our administered IDBs delegate authority to the Middle Level Commissioners as their Clerk, therefore this document also applies to MLC activity on behalf of IDBs.

The delegations to the Chief Executive include the authority to delegate tasks as appropriate.

This document confirms automatic delegations for both planned leave and unplanned absence of the Chief Executive, Chief Engineer and/or Head of Finance. It is recognised that in these circumstances, given the size of the organisation, that there may be compromise to the normal standard of Internal Controls.

This document is unlikely to specify every likely delegated decision category, so as such for decisions not catered for within this document, judgement should be applied using this document as a framework and if necessary discuss with the MLC /IDB Chair or Vice Chair.

Guiding Principle

The guiding principle to apply is that low risk activity should be handled by delegates during absence to keep the business running and reduce the bottle neck and backlog of admin upon their return to work.

However, high value, contentious or high-risk activity should wait until their return, even if that means extending statutory deadlines or response standards. The customer must be informed.

For high value, contentious or high-risk activity that cannot reasonably wait until their return, the delegate should seek counsel from other senior members of the team as appropriate to the issue and discuss and agree an approach with the MLC Chairman or Vice Chairman (for MLC issues) or the relevant IDB Chairman/Vice Chairman (for specific IDB issues).

Signing Consents

- In the absence of the Chief Engineer and the Chief Executive, the Head of Technical Services and Head of Operations have delegated authority.

Enforcement action (planning, consenting, navigation)

- In the absence of the Chief Engineer and the Chief Executive, the Head of Technical Services and Head of Operations have delegated authority in conjunction with the Lead Clerk.

Enforcement action (rates)

- The Head of Finance is responsible for all the activity of the team and if they and the Chief Executive are absent then the Chief Engineer in conjunction with the Lead Clerk can support the Finance team's decision making.

Finance

- In the absence of the Head of Finance, the Senior Finance Officer has delegated authority to act as Head of Finance. Many day-to-day tasks can be delegated and performed in absence but there will be some restrictions due to IT system access and security.
- There are important governance tasks, such as signing the AGAR that cannot be delegated. In the absence of the Chief Executive and Head of Finance for such critical actions, advise should be sought via the Internal Auditors.

Payments

- In the absence of the Chief Executive and the Chief Engineer payments can be reviewed and approved by any Head of Department (but not self-approving their own).

Expenses

- In the Chief Executive's absence, the Head of Finance is authorised to approve or reject the Chief Engineer's expenses.

Insurance Claims & Matters

- The arrangement with our broker includes named individuals who can log claims and seek advice. This includes all Heads of Departments, the Lead Clerk, Senior Finance Officer (primary lead on insurance matters) and an Officer within Finance.

Customer Complaints (Those escalated to the Chief Exec/Chief Engineer)

- There is no option but to delay until their return. The customer must be informed.

Suspension of Navigation

- In the absence of the Chief Executive and Chief Engineer, the Lead Clerk, Head of Water Level Management, Head of Operations and Navigation Officer have delegated authority to enact a planned or emergency suspension of navigation.

Tenancies and simple Agreements (eg Bank Lots, Fishing Rights, access agreements etc)

- In the absence of the Chief Executive and Chief Engineer, the Business Support Manager and Head of Operations are authorised to sign on behalf of MLC, under advisement from each-other and the Lead Clerk. For IDB matters that the Chief Executive would ordinarily sign along with Chairman, the Lead Clerk and Head of Finance have delegated authority.

Mobile Plant Deployment

- Refer to Mobile Plant Deployment and Operation Policy

Grant Applications and Grant Funding Agreements

- These normally require execution by two 'Director' level positions, and if the Chief Engineer is the scheme sponsor/project executive, then this will be the Chief Executive and Head of Finance.

- If two are not available, agreements can be executed by one ‘Director’ in the presence of a witness. The Lead Clerk, Business Support Manager and Senior Finance Officer are authorised to be a witness in these circumstances.
- There MLC/IDB Chair and Vice Chair must execute in the absence of all three positions.