

# WITHAM FOURTH DISTRICT INTERNAL DRAINAGE BOARD

## Scheme of Delegation

### **To Chief Executive/Engineering Manager – authority to:**

- report issues to the Board
- sign deeds and documents – in conjunction with the Chairman
- sign cheques and demands for payment
- prosecute in Magistrates' Courts for non-payment of drainage rates
- procure goods and services within pre-agreed budget constraints
- arrange for cover within pre-agreed budget constraints
- discuss relevant matters and take advice from the Board's solicitors
- discharge properly authorised accounts – in accordance with Board's financial instructions
- respond to correspondence
- employ such staff as may be required within pre-agreed budgets
- discipline and/or dismiss staff in accordance with conditions of service and current employment legislation – in conjunction with the Chairman
- issue notices and take enforcement action for breach of Land Drainage Act and/or Board Bylaws – in conjunction with the Chairman
- issue consents under Land Drainage legislation
- negotiate contributions towards drainage works from third parties
- prepare quotations for interchangeable works
- negotiate and/or settle small claims against the Board
- delegate such tasks as may be appropriate

### **To Environment Officer/Assistant Engineer – authority to:**

- deputise for the CEO and Engineering Manager when required
- report environmental issues to the Board
- review and prepare comments on planning applications
- procure goods and services within pre-agreed budget constraints
- respond to correspondence

### **To Ratings Officer/Finance Assistant – authority to:**

- assist the CEO & Engineering Manager to prepare Board Agendas, minutes, estimates and reports
- operate the Board's computerised financial packages
- respond to correspondence
- administer Rating System and to issue Demands and Final Notices
- administer the collection of bank rents
- allocate transactions within budgets and reconcile to year end balances
- represent the Board in dealings with Ratepayers, Solicitors and Land Agents
- compile the necessary paper work for prosecutions in the Magistrates and County Court
- control admissions/access to the Board's Office
- operate the Board's Bank Accounts within the constraints agreed by the Board
- prepare financial information (not Rating) including month and year end accounts and outstanding credits
- liaise with Board Members
- authorise and make petty cash payments
- add/raise postage funds (banking machine and stamps)
- prepare and submit monthly PAYE/Pension information
- oversee the Board's computer network server and backup security routine
- monitor Fire Alarm system and maintain record of checks and drills

### **To Foreman – authority to:**

- direct and discipline workmen – in conjunction with the Chief Executive/Engineering Manager
- discuss works and access with landowners
- implement the works programme as agreed by the Board and approve unauthorised works in conjunction with the Chief Executive/Engineering Manager
- procure such goods and services which may be required within budget constraints and in conjunction with the Chief Executive/Engineering Manager
- monitor the district and report significant issues to the Engineering Manager