

Scheme of Delegation of Mayoral functions of the Greater London Authority

Introduction

Section 38 of the Greater London Authority Act 1999 provides that any function exercisable on behalf of the Greater London Authority by the Mayor of London shall also be exercisable on behalf of the Authority by other bodies and people to the extent which the Mayor authorises either generally or specifically. The bodies and persons are -

- the Deputy Mayor
- any member of staff of the Authority
- Transport for London
- the London Development Agency
- the Common Council of the City of London or any local authority.

Section 380 of the Act provides that any function exercisable on behalf of the Greater London Authority by the Mayor of London under Part X of the Act (relating to culture, tourism and the management of Trafalgar Square and Parliament Square Garden) shall also be exercisable on behalf of the Authority by other bodies and people to the extent which the Mayor authorises either generally or specifically. The bodies and persons are -

- the Deputy Mayor
- any member of staff of the Authority
- the Cultural Strategy Group for London
- the London Development Agency
- the Common Council of the City of London or any local authority.

Section 100G of the Local Government Act 1972 requires local authorities to make available for public inspection a list specifying the powers for the time being delegated to officers and stating their titles (unless the delegation is for a specific period not exceeding six months).

The existence of an authorisation under this Scheme of Delegations provides an officer with the legal power to exercise the function of the Mayor. In exercising the power the officer must still comply with all other statutory and regulatory requirements, including -

- the Financial Regulations
- an identified budget
- the Contracts Code of Practice
- the Code of Recommended Practice on Local Authority Publicity
- the GLA's Code of Ethics and Standards for Staff
- The GLA's Code of Conduct for Members under section 53 of the Local Government Act 2000
- Regulation of Investigatory Powers Code of Conduct
- The Data Protection Act 1998 and the Freedom of Information Act 2000
- Health and safety at work legislation and codes
- The Mayor's Equalities Framework.

Delegation of the General Power

The delegations set out in this Scheme include authority to exercise the general function of the Mayor under section 30 of the Greater London Authority Act 1999. In exercising this power any officer must comply with the requirements of sections 30 to 33 of the Act. In particular the officer must identify the principal purpose of the Authority which is being promoted and have regard to -

- The desirability of exercising the power so as to further the remaining principal purpose or purposes;
- The desirability of exercising the power so as to secure, over a period of time, a reasonable balance between furthering each of its principal objectives;
- The effect on the health of people in Greater London (including consideration of the way in which exercising the power would be best calculated to promote improvements in health);

- The achievement of sustainable development in the United Kingdom (including consideration of the way in which exercising the power would be best calculated to promote sustainable development);
- The guidance issued by the Secretary of State.

Officers must also –

- consider whether any expenditure on what is proposed could be incurred by a functional body other than the London Development Agency;
- consider whether any expenditure on what is proposed is being incurred by the London Development Agency;
- consider whether any expenditure relates to providing housing, education services, social services or any health services;
- consider whether expenditure is to be incurred in co-operating with, or facilitating or co-ordinating the work of other bodies;
- consider whether consultation is appropriate and if so which persons or bodies should be consulted;
- comply with the Authority’s arrangements to ensure that regard is had to the principle of equality of opportunity for all people.

Interpretation

In this Scheme of Delegation the following terms shall have the following meanings:

“Approved tolerance level”	- means the tolerance level for the award of contracts without obtaining additional approval in circumstances in which the actual value of the contract exceeds the estimate of the value as prescribed from time to time in the Authority’s Contracts Code of Practice.
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“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 this Scheme of Delegation under the Mayor’s approved schedule of financial limits for officers and authorised signatories as set out in the Authority’s Financial Regulations and Contracts Code of Practice.
“Contracts Code of Practice”	- means the Contracts Code of Practice of the Greater London Authority which is from time to time in force.
“Deputies”	- means officers authorised to act in the absence of their line managers through their terms of employment or otherwise pursuant to a decision of the Mayor or the London Assembly.
“Financial Regulations”	- means the Financial Regulations of the Greater London Authority made by the Mayor pursuant to section 127 of the Greater London Authority Act 1999 which are from time to time in force.
“Following consultation with the Mayor”	- means the delegation may not be exercised until the Mayor has been consulted and his response recorded by the person exercising the delegated authority.
“Premises occupied by the Authority”	- means City Hall, 81 Black Prince Road Brewery Square and Dexter House any further

premises that the Mayor shall from time to time designate (other than London house, Brussels).

“Pursuant to a decision of the Mayor”

– means exercising the Mayor’s function for the purpose of implementing a previous decision of the Mayor made through:

- a Mayoral Approval Form; or
- a recorded decision of the Mayor’s Management Board; or
- the Mayor’s Planning Meeting

and subject to any limitations set by the Mayor’s decision;

“the Act”

- means the Greater London Authority Act 1999.

“the Byelaws”

- means the Greater London Authority (Trafalgar Square and Parliament Square Garden) Byelaws 2000 as from time to time amended.

“total expenditure”

- means the total amount of expenditure to be incurred in consequence of any decision including the costs of publicity, the cost of any necessary legal or other professional, legal support, any anticipated costs which might arise from any predictable related decision or in the case of the creation of potential liabilities the estimated total value of those liabilities.

“Virement level”

- means the maximum level of virement for the category of officer set out in this Scheme of Delegation under the Mayor’s approved schedule of financial limits for officers and authorised signatories as prescribed by the Financial Regulations.

1. The Deputy Mayor

- 1.1 Pursuant to a decision of the Mayor to do anything in furtherance of the principal purposes of the Authority under section 30 of the Act in accordance with the Authority’s finance and decision-making processes.
- 1.2 Pursuant to a decision of the Mayor to decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act in accordance with the Authority’s finance and decision-making processes.

2. Chief Executive

- 2.1 To do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the authorised limit.
- 2.2 To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Authority under section 34 of the Act which does not involve expenditure exceeding the authorised limit.
- 2.3 To consider the appropriateness of consultation in respect of the exercise of section 30 of the Act as required by section 32 of the Act and in respect of any other provision requiring the consideration of consultation before the exercise of any function of the Mayor and to carry out such consultation as is considered

appropriate in advance of a decision of the Mayor (including through making arrangements with London borough councils, the Common Council, representative bodies or any other body as is considered appropriate under section 32(4) of the Act for the purpose of facilitating the carrying out of consultation).

- 2.4 To approve publications and other publicity under sections 30 or 34 of the Act subject to the expenditure not exceeding the authorised limit and the publicity complying with the National Code of Practice on Local Government Publicity.
- 2.5 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 Mayor.
- 2.6 In accordance with the Contracts Code of Practice and Financial Regulations to authorise the award of a contract as an exception to the Code and Regulations.
- 2.7 In accordance with the Authority's Code on the Receipt of Gifts and Hospitality by Members of Staff to approve the acceptance of a gift or hospitality by a member of staff.
- 2.8 To appoint authorised officers for the purposes of part 17 of this Scheme of Delegation.
- 2.9 To approve virements within the approved budget and up to the Virement level.
- 2.10 In cases of urgency requiring immediate action and in the absence of the Mayor to exercise, after consultation with the Chief of Staff if available, any of the functions of the Mayor (save those that under statute the Mayor may not authorise any other person to exercise under sections 38 or 380 of the Act).

3. The Mayor's Chief of Staff

- 3.1 To do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the authorised limit.
- 3.2 To decide to and to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act which does not involve expenditure exceeding the authorised limit.
- 3.3 To consider the appropriateness of consultation in respect of the exercise of section 30 of the Act as required by section 32 of the Act and in respect of any other provision requiring the consideration of consultation before the exercise of any function of the Mayor and to carry out such consultation as is considered appropriate in advance of a decision of the Mayor (including through making arrangements with London borough councils, the Common Council, representative bodies or any other body as is considered appropriate under section 32(4) of the Act for the purpose of facilitating the carrying out of consultation).
- 3.4 To approve publications and other publicity under sections 30 or 34 of the Act subject to the expenditure not exceeding the authorised limit and the publicity complying with the National Code of Practice on Local Government Publicity.
- 3.5 To accept tenders and enter into contracts, subject to their not being in excess of the Authorised limit or the Approved tolerance level.
- 3.6 In accordance with the Contracts Code of Practice and Financial Regulations to authorise the award of a contract as an exception to the Code and Regulations.
- 3.7 In accordance with the Authority's Code on the Receipt of Gifts and Hospitality by Members of Staff to approve the acceptance of a gift or hospitality by a member of staff.

- 3.8 To appoint authorised officers for the purposes of part 17 of this Scheme of Delegation.
- 3.9 To approve virements within the approved budget and up to the Virement level.
- 3.10 To exercise any functions of the Mayor in the absence of the Mayor subject to prior consultation with the Mayor (save those that under statute the Mayor may not authorise any other person to execute under section 38 or 380 of the Act).

4. All Directors (Except the Director of Secretariat)

- 4.1 To do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the authorised limit.
- 4.2 To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act which does not involve expenditure exceeding the authorised limit.
- 4.3 To consider the appropriateness of consultation in respect of the exercise of section 30 of the Act as required by section 32 of the Act and in respect of any other provision requiring the consideration of consultation before the exercise of any function of the Mayor and to carry out such consultation as is considered appropriate in advance of a decision of the Mayor (including through making arrangements with London borough councils, the Common Council, representative bodies or any other body as is considered appropriate under section 32(4) of the Act for the purpose of facilitating the carrying out of consultation).
- 4.4 To approve publications and other publicity under sections 30 or 34 of the Act subject to the expenditure not exceeding the authorised limit and the publicity complying with the National Code of Practice on Local Government Publicity.

- 4.5 To accept tenders and enter into contracts, subject to their not being in excess of the Authorised limit and Approved tolerance level.
- 4.6 In accordance with the Contracts Code of Practice and Financial Regulations to authorise the award of a contract as an exception to the Code and the Regulations.
- 4.7 In accordance with the Authority's Code on the Receipt of Gifts and Hospitality by Members of Staff to approve the acceptance of a gift or hospitality by a member of staff.
- 4.8 To identify the areas of responsibility in which Heads of Service and Authorised Officers will exercise delegated functions.
- 4.9 To appoint authorised officers for the purposes of part 17 of this Scheme of Delegation.
- 4.10 To approve modes of travel and the payment expenses of officers in accordance with the Expenses and Benefits Framework
- 4.11 To approve virements within the approved budget up to the Virement level.
- 4.12 Pursuant to a decision of the Mayor to organise, promote and enter into contracts relating to the Mayor's programme of events.

5. Director of Transport and Public Affairs

All delegations exercisable by Directors together with the following –

- 5.1 To edit the Londoner and in particular:
- to exercise the powers of the Mayor under sections 30, 32, 34, 42, 43, 378 and 380 of the Act in relation to the content of the newsletter:

- to enter service level agreements with functional bodies and other organisations regarding the provision of funding for the publication and the provision of copy within it for funders; and
- to sell advertising space in accordance with the Mayor's adopted guidelines for advertisements.

5.2 To commission and settle the terms of the annual London Poll and other opinion polls under sections 30, 32, 34, 42, 43, 378 and 380 of the Act.

6. Director of Business Planning and Regeneration

All delegations exercisable by Directors together with the following –

6.1 To act on behalf of the Mayor as stakeholder in relation to the London 2012 Olympic Bid.

7. Director of Economic and Business Policy

All delegations exercisable by Directors together with the following –

7.1 In consultation with the Mayor to take such steps as in his/her opinion will give adequate publicity to any of the Mayor's statutory strategies under section 42 of the Act.

7.2 In consultation with the Mayor to determine the places at which a copy of any of the relevant Mayor's statutory strategies under section 42 of the Act shall be made available for inspection by members of the public.

7.3 To determine, in consultation with the Director of Finance and Performance, a reasonable fee for the supply of a copy of any one of the Mayor's statutory strategies under section 42 of the Act.

8. Director of Finance and Performance

All delegations exercisable by Directors together with the following-

- 8.1 Authorise officers to sign cheques on behalf of the Authority.
- 8.2 Submit proofs of debt and make affidavits in all cases where money is owed to the Authority and receiving orders have been made against the debtors.
- 8.3 Appoint an officer to act in his/her absence as the Authority's Chief Financial Officer for the purposes of Part VII of the Local Government Finance Act 1988.
- 8.4 Issue precept notices
- 8.5 Determine the detailed allocation of capital finance resources, including borrowing.
- 8.6 Following consultation with the Mayor conclude any necessary arrangements for further cash management arrangements.
- 8.7 To write off, without reference to the Mayor, debts up to the value of permitted by the Financial Regulations.
- 8.8 To settle claims of up to the value determined in accordance with the Financial Regulations on behalf of the Authority's insurers.
- 8.9 The granting of benefits under the Superannuation Acts, other than the granting of gratuities under section 18 of the Local Government Superannuation Act 1953 and the determination of any question under Section 35 of the Local Government Act 1937, or under any enactment amending or replacing these provisions.
- 8.10 To implement in conjunction with the appropriate Directors the decisions of recognised joint negotiating bodies regarding pay and conditions of service of

officers and other employees of the Authority as soon as official notification of them has been received.

- 8.11 To treat non-contributing service as contributing service, in cases of employees who transfer to other pension schemes participating in transfer arrangements.
- 8.12 To agree, following consultation with the Mayor, to aid being provided under mutual aid agreements already entered into, upon receipt of a duly authorised request, subject to prior consultation with the Mayor, when that is reasonably possible and a subsequent report being made to the Mayor.
- 8.13 To take all executive decisions relating to borrowing, investment or financing provision in accordance with the approved Treasury Management Strategy based on the “Code for Treasury Management in Local Authorities” published by the Chartered Institute of Public Finance and Accountancy.
- 8.14 To take any action required under the scheme of arrangement with the Authority’s insurers.
- 8.15 In consultation with the Mayor or pursuant to the decision of the Mayor to manage Trafalgar Square and Parliament Square Garden.
- 8.16 Under section 380 of the Greater London Authority Act 1999 to exercise the functions of the Mayor in respect of the Byelaws provided that nothing in this authorisation shall permit the officer to commence criminal proceedings in respect of any perceived breach of a byelaw.
- 8.17 To exercise the functions of an “authorised officer” and “a person authorised by the Mayor” for all purposes under the Byelaws (as amended).
- 8.18 In consultation with the Mayor to take such steps as in his/her opinion will give adequate publicity any of the Mayor’s statutory strategies under section 42 of the Act.

8.19 In consultation with the Mayor to determine the places at which a copy of any of the Mayor's statutory strategies under section 42 of the Act shall be made available for inspection by members of the public.

8.20 To determine a reasonable fee for the supply of a copy of any of the Mayor's statutory strategies under section 42 of the Act.

9. Director of Corporate Services

All delegations exercisable by Directors together with the following-

9.1 To deal with routine applications for the hire of rooms and facilities within City Hall, notably London's Living Room, the Chamber and the Committee Rooms in accordance with the Mayor's adopted policy for lettings.

9.2 To prescribe any conditions for lettings which are required in addition to the Authority's standard terms through the nature of the proposed use.

9.3 To prescribe the hire fees for premises in accordance with the Mayor's adopted policy for lettings and in appropriate cases to waive any letting fee in accordance with the Policy.

9.4 Pursuant to any decision of the Mayor to agree the terms of any landlord's consent or permission required in respect of any premises occupied by the Authority.

9.5 Pursuant to any decision of the Mayor to serve any notice required in respect of any lease or licence of premises occupied by the Authority.

9.6 To approve applications for grants of easements and way-leaves relating to the operation of any premises occupied by the Authority.

- 9.7 To enter into contracts for the future supply of electricity, gas and water to premises occupied by the Authority.
- 9.8 To make application for and hold any licence or registration required by the Authority in relation to the use or occupation of any premises, including permits to extract water from an aquifer.
- 9.9 To agree terms and conclude agreements for the purchase, lease or hire of computer and telecommunications equipment by the Authority.

10. Director of Policy and Partnerships

All delegations exercisable by Directors together with the following-

- 10.1 In consultation with the Mayor to take such steps as in his/her opinion will give adequate publicity to any of the Mayor's statutory strategies under section 42 of the Act.
- 10.2 In consultation with the Mayor to determine the places at which a copy of any of the Mayor's statutory strategies under section 42 of the Act shall be made available for inspection by members of the public.
- 10.3 To determine, in consultation with the Director of Finance and Performance, a reasonable fee for the supply of a copy of any of the Mayor's statutory strategies under section 42 of the Act.
- 10.4 Pursuant to a decision of the Mayor to issue any letter, notice or express any opinion formally required in relation to any planning application referred to the Mayor under the Town and Country Planning (Mayor of London) Order 2000.
- 10.5 Pursuant to a decision of the Mayor to enter into any agreement in relation to any planning application referred to the Mayor under the Town and Country Planning (Mayor of London) Order 2000.

11. Director of Media and Communications

All delegations exercisable by Directors together with the following -

- 11.1 To respond to routine correspondence addressed to the Mayor.
- 11.2 To deal with applications for the use of rooms and facilities within City Hall, notably London's Living Room, the Chamber and the Committee Rooms for broadcast media in accordance with the Mayor's adopted policy for lettings.
- 11.3 To prescribe any conditions for the use of premises by broadcast media which are required in addition to the Authority's standard terms through the nature of the proposed use.

12. Director of Secretariat

All delegations exercisable by Directors under section 4 except those in paragraphs 4.3, 4.4 and 4.12.

13. Heads of Service

- 13.1 Pursuant to any decision of the Mayor to do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the authorised limit.
- 13.2 To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act which does not involve expenditure exceeding the authorised limit.
- 13.3 To consider the appropriateness of consultation in respect of the exercise of section 30 of the Act as required by section 32 of the Act and in respect of any other provision requiring the consideration of consultation before the exercise of

any function of the Mayor and to carry out such consultation as is considered appropriate in advance of a decision of the Mayor (including through making arrangements with London borough councils, the Common Council, representative bodies or any other body as is considered appropriate under section 32(4) of the Act for the purpose of facilitating the carrying out of consultation).

- 13.4 To accept tenders and enter into contracts, subject to their not being in excess of the Authorised limit and the Approved tolerance level.
- 13.5 In accordance with the Contracts Code of Practice and Financial Regulations to authorise the award of a contract as an exception to the Code and Regulations.
- 13.6 To identify the areas of responsibility in which Heads of Service and Authorised Officers will exercise delegated functions.
- 13.7 To approve publications and other publicity under sections 30 or 34 of the Act pursuant to a decision of the Mayor subject to the expenditure not exceeding the authorised limit and the publicity complying with the National Code of Practice on Local Government Publicity.
- 13.8 To do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the limit prescribed by the table of approved authorisations.
- 13.9 To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act which does not involve total expenditure exceeding the authorised limit.

14. Head of Law

All delegations exercisable by Heads of Service together with the following:

- 14.1 To defend all proceedings instituted against the Authority following consultation with the Mayor and to appear in any court or tribunal before which there is a right of audience.
- 14.2 Pursuant to any decision of the Mayor to institute civil proceedings necessary to protect the interests of the Greater London Authority and to appear in any court or tribunal before which there is a right of audience.
- 14.3 Following consultation with the Mayor, to institute and complete any criminal proceedings in relation to breaches of the Byelaws.
- 14.4 To take all necessary action pursuant to any decision of the Mayor to promote, support or oppose any bill in Parliament or any proposal for an order under the Transport and Works Act 1994.
- 14.5 To institute all proceedings for the recovery of money owing to the Authority including any further proceedings to secure compliance with judgments of the court in favour of the Authority.
- 14.6 To take all action including legal proceedings to secure possession of premises held on lease by the Authority.
- 14.7 To approve pursuant to any decision of the Mayor the terms of easements and way-leaves to be granted by the Authority relating to the operation of any premises occupied by the Authority.
- 14.8 To prepare and serve pursuant to any decision of the Mayor any notice required to be served by the Authority in relation to any contract or agreement to which the Authority is party.

14.9 Following consultation with the Mayor to make representations to any other party on behalf of the Authority upon any matter.

14.10 To appoint external solicitors, Parliamentary agents and Counsel to represent or advise the Authority as and when considered appropriate.

15. Head of Brussels Office

All delegations exercisable by a Head of Service together with the following -

15.1 To manage the Brussels Office and in particular -

- To enter into contracts relating to the management of London House, Brussels;
- To manage and enter into contracts relating to events to be held at London House, Brussels; and
- To edit publications issued by the Brussels Office.

16. Head of Planning Decisions Unit

16.1 To respond to references of planning applications from London Boroughs to the effect that the Mayor has no objection to the proposal when -

- The reference is of a technical and de minimis nature e.g. the installation of plant on the roof of a building at a height in excess of the referral threshold;
- The application is a repeat application which is not significantly different from an application in relation to which the Mayor has previously declined to object;

16.2 To comment to London Boroughs in response to consultation upon their draft Unitary Development Plans in accordance with the provisions of the London Plan.

17. Authorised officer

- 17.1 To do anything in furtherance of the principal purposes of the Authority under section 30 of the Act which does not involve expenditure exceeding the authorised limit and which is neither novel nor controversial.
- 17.2 To decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any function of the Mayor under section 34 of the Act which does not involve total expenditure exceeding the authorised limit and which is neither novel nor controversial.
- 17.3 To consider the appropriateness of consultation in respect of the exercise of section 30 of the Act as required by section 32 of the Act and in respect of any other provision requiring the consideration of consultation before the exercise of any function of the Mayor and to carry out such consultation as is considered appropriate in advance of a decision of the Mayor (including through making arrangements with London borough councils, the Common Council, representative bodies or any other body as is considered appropriate under section 32(4) of the Act for the purpose of facilitating the carrying out of consultation).
- 17.4 In accordance with the Contracts Code of Practice and Financial Regulations to authorise the award of a contract as an exception to the Code and Regulations.
- 17.5 To accept tenders and enter into contracts, subject to their not being in excess of the authorised limit and tolerance set out in the Contracts Code of Practice and Financial Regulations.
- 17.6 To approve publications and other publicity under sections 30 or 34 of the Act pursuant to a decision of the Mayor and which is neither novel nor controversial subject to the expenditure not exceeding the authorised limit and the publicity complying with the National Code of Practice on Local Government Publicity

18. Deputies (i.e. officers designated in their terms of appointment as having the responsibility of acting as deputy to their line managers)

18.1 To exercise any function in accordance with this Scheme of Delegation in place of their line manager in the absence of the officer having the substantive authorisation.

19. Authorised officers under the Byelaws

19.1 Under section 380 of the Act to exercise the functions of the Mayor in respect of the Byelaws provided that nothing in this authorisation shall permit the officer to commence criminal proceedings in respect of any perceived breach of a byelaw.

19.2 To exercise the functions of an “authorised officer” and a “person authorised by the Mayor” for all purposes under the Byelaws.

20. Greater London Returning Officer/ European Regional Returning Officer/ Counting Officer for referendums

20.1 The delegations in this section apply to the “returning/ counting officer”, which refers to the following positions whilst held by any member of staff of the Greater London Authority –

- The Greater London Returning Officer, being the person who is for the time being the proper officer of the Authority for the purposes of section 35(2C) of the Representation of the People Act 1983 (as amended);
- The Regional Returning Officer for the London Electoral Region of the European Parliament, being the person so appointed by the Secretary of State under section 6 of the European Parliamentary Elections Act 2002 (as amended);

- A counting officer appointed by the Chief Counting Officer for Great Britain under section 128(3) of the Political Parties, Elections and Referendums Act 2000, including where such an appointment is anticipated.

20.2 Following consultation with the Executive Director of Finance and Performance, to use and manage the Authority's staff, property and other resources/ facilities, and to incur expenditure, for the purposes of the preparation or conduct of any anticipated election or referendum as the returning/ counting officer considers is necessary or expedient for that purpose.

20.3 When acting by the Authority to decide to do anything which is calculated to facilitate or is conducive or incidental to the exercise of any of the returning/ counting officer's functions in connection with any anticipated election or referendum under section 34 of the Act.

20.4 To enter into any contract, lease, licence or other instrument required in connection with an anticipated election or referendum in accordance with (where relevant) the Contracts Code of Practice and Financial Regulations which does not exceed the authorised limit, and to manage such contracts.

20.5 To determine a scale of fees and charges for returning officers in respect of GLA elections under section 36(4B) of the Representation of the People Act 1983 or a referendum under held under the Political Parties, Elections and Referendums Act 2000.

20.6 To exercise any other function given to the Authority under electoral legislation that relates to the preparation or conduct of an anticipated election or referendum in respect of which he or she is the returning/ counting officer.