



Public Sector Decarbonisation Scheme Guidance: Delegated authority

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Introduction

When submitting a payment request for your Public Sector Decarbonisation Scheme (PSDS) project, several documents are required including a signed Schedule 5 payment request form. Only your authorising official can sign payment request documents, unless delegated authority has been agreed for another individual at your organisation.

What is delegated authority?

Delegated authority provides another individual within your organisation, also known as an accountable officer, the ability to sign payment request documents.

You may wish to do this for a number of reasons, for example your authorising official is not part of the finance team, therefore another individual would be more appropriate; or your authorising official is likely to be unavailable during the payment request period and therefore another individual would be more appropriate. The Schedule 6 only provides delegated authority to signing payment requests and does not extend to other areas that require sign off, such as grant amendments, extensions, scope change etc. – unless the authorising official is confirmed to have changed completely.

Who can have delegated authority?

No more than two additional individuals to the authorising official can be appointed accountable officers, and they should be of appropriate level. A nominated alternative person within your organisation should be of significant seniority, for example a director of estates or chief financial officer (CFO).

How do we appoint additional accountable officers for our project?

Please follow the below steps to arrange for delegated authority to another member of your business:

1. Inform your relationship manager that you would like to appoint an accountable officer to sign payment request documents.

This can be done at any point **prior** to a payment request. If you indicate to your relationship manager that your authorising official will be unable to sign your payment request documents, we advise you to appoint an accountable officer to avoid delays to payment

2. Your relationship manager will send you the Schedule 6 specimen signature addition form

3. Please complete and return the form signed by your authorising official and the proposed accountable officer
4. Your accountable officer is now able to sign future payment requests

What if our current authorising official is leaving the organisation?

If your authorising official is leaving the organisation, or you'd like to change the individual, please inform your relationship manager in advance so that we can appropriately issue you with an amendment Schedule 6 to complete. This form is required to formally change your named authorising official and includes approval from the incumbent official.

If your authorising official leaves the organisation before a new official has been appointed, your assigned main contact must email your relationship manager with the following information:

- Confirming the date of departure of your previous authorising official
- Providing the name, title and contact details of your new appointed authorising official (please also cc them in this email)

Once this is received, your relationship manager will issue you a Schedule 6 which will need to be completed and signed by someone within your organisation with equivalent authority (appropriate to your organisation) and your new authorising official.