**Scheme of Delegations – Authorisations May 2021**

The Pension Fund Committee has delegated responsibility for agreeing authorisation of transactions to officers. The s151 officer for Pensions (Head of Business Finance & Pensions) agrees the job role or person authorised and the limits as set out below and in the appropriate schedules.

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| Authorised Signatory List | Instructions which result in the movement of cash with a value of under £10m can be authorised by one of the signatories.<br>Movement of cash with a value of £10m or more must be authorised by two of the signatories.<br>Legal agreements require two authorised signatories unless the agreement is sealed by Bath & North East Somerset Council.<br>All other instructions of a more routine nature can be signed by only one of the signatories. | | Names as per schedule<br><br>Delegations |
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| Authorisation of Pension Benefits | Up to £100,000 | Up to £150,000 | Over £150,000 |
| | Member Services Senior Pension Officers | Member Services Team Leaders (excluding Pensions Payroll TL) | Administration Managers<br>Plus Pension Manager or Head of Service |
| | | | |
| Authorisation to request AVC payments from Aviva<br><br>Authorisation to set up new AVC schemes (employers) with Aviva | Individual cases<br><br>Individual new employers | Officers registered with Aviva EServe access<br><br>Officers listed as 'Trustees' with Aviva | ..\..\..\Delegations |
| | | | |
| Authorisation of payments list to be paid via PT-X | Individual cases | Administration Managers & Pension Manager | |
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| Authorisation of PT-X (Payroll Bacs Payments) | All Amounts | Named Pension & Finance Managers not involved in day to day processing of Benefits | Names as per schedule<br><br>..\..\..\Delegations |

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|---|---|---|---|
| Agresso Payments (Invoices & pension related payments) | Limits as per schedule (link) | Head of Business Finance & Pensions<br>Pensions Manager<br>Investments Manager<br>Payroll Services Manager<br>Head of Audit (Pension Board Transactions) | Names as per schedule<br><br>..\..\..\Delegations |
| | | | |
| Treasury Management transactions (on behalf of Pension Fund) | All amounts | Treasury Management Team on authorised list | Names as per schedule<br>..\..\..\Delegations |