

Appendix 3 – Scheme of Delegation

Special Severance Payments

In line with guidance published by the Department for Levelling Up, Housing & Communities, Mid Devon District Council has the following approval process for payments deemed ‘Special Severance Payments’.

Monetary Amount	Approval By
> £100,000	Approved by a vote of full council, as set out in the Localism Act 2011
> £20,000 but < £100,000	Must be personally approved and signed off by the Head of Paid Service, with a clear record of the Leader’s approval and that of any others who have signed off the payment
< £20,000	Must be approved according to the local authority’s scheme of delegation. It is expected that local authorities should publish their policy and process for approving these payments

At MDDC our local scheme of delegation for Special Severance Payments requires approval and sign off by our Head of Paid Service and S151 Officer, with advice sought from the Monitoring Officer where appropriate.

Where the proposed payment is to the Head of Paid Service (Chief Executive), to avoid a conflict of interest it is expected that the payment should be approved by a panel including at least two independent persons.

As part of their duties, an authority’s s151 Officer, and where appropriate, the Monitoring Officer, should take a close interest in and be able to justify any special severance payments that are made by that authority and in particular any payments made that are not consistent with the content of this guidance.