

## **SCHEME OF DELEGATION**

### **BACKGROUND**

- (1) The purposes of these delegated responsibilities are to:
  - (i) enable decisions to be taken efficiently and effectively and to empower the Director to manage the organisation;
  - (ii) enable the Board to provide clear leadership to Bridging NewcastleGateshead (BNG);
  - (iii) ensure to it works in partnership with other stakeholders;
  - (iv) assist Board members carry out their role more effectively;
  - (v) create a powerful and effective means of holding decision makers to public account;
  - (vi) ensure that no one will review a decision in which they were directly involved; and
  - (vii) provide a means of improving the delivery of services to the community.

### **MATTERS RESERVED TO THE BOARD**

- (2) The Board has the power to delegate any of its functions as specifically described below.

#### **Urgent Major Decisions**

- (3) Because of the cycle of Board Meetings, there is likely to be a need to make urgent Major Decisions ahead of the next Board Meeting.

A Major Decision referred to above is:

- (i) any decision in relation to Bridging Newcastle Gateshead's function which results in the payment of significant funding having regard to the budget/allocation for that year;

and/or

- (ii) any decision that is likely to have a significant impact on the programme or stakeholders.
- (4) The threshold for significant funding is £250,000, which shall be in the Director's discretion, and sums between £250,001 and £500,000 shall be on the Director's recommendation and the Chair's discretion.
- (5) Any decision taken under delegated authority shall be reported to the next meeting of the Board or an appointed Sub Group. In all circumstances the report seeking a delegated decision shall be open to inspection by any member of the Board or an appointed Sub-Committee as appropriate. There should be a requirement for a report to be submitted to the Director/Chair (as appropriate) giving reasons for the recommended action and including an assessment of the financial implications, risk and consultations undertaken, as well as identifying the operational/strategic purpose served by the proposal.

#### **MATTERS DELEGATED TO SUB-GROUPS**

- (6) The Board has discretion to appoint any Sub- Group to assist with the execution of its functions or to provide it with advice and shall have the power to delegate subject to:
  - (i) determining the terms of reference and membership of any Sub-Group which may include non Board members;
  - (ii) appointing a Member of the Board to chair the Group; and
  - (iii) matters delegated must fall within the approved policies of the Board.

#### **MATTERS DELEGATED TO THE DIRECTOR**

- (7) The matters delegated to the Director are:
  - (i) to approve a variation in spend on approved projects up to £250,000 or 10% of the Total Project Cost, whichever is the lesser..
  - (ii) To approve variations in output on approved project up to 10% of the agreed target.
  - (iii) To appoint staff, consulting the Chair as necessary, to advise her/him and to manage the staff of the organisation to ensure high performance and accountability for their contribution to the organisation's effectiveness.
- (8) Each exercise of delegation is to be reported to the next Board Meeting.