

# 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 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 in addition to those already specifically delegated as described below. The Board can at any time withdraw any power delegated by it as it thinks fit.

## 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-Group as appropriate. A written report must 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 and the reason why the decision cannot await the next meeting of the Board.

#### **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 exercised in a way which fall within the approved policies of the Board.

This Scheme of Governance, including particularly the Code of Conduct for Board Members, shall apply to any non-Board Member of a Sub-Group except in so far as it is obviously inconsistent with membership of a Sub-Group.

Details of existing Sub-Groups are set out in Appendix 3.

#### **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 an 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.