

GAMESLEY COMMUNITY GROUP

SCHEME OF DELEGATION

Update approved: **November 2025**

The GAMESLEY COMMUNITY GROUP's Scheme of Delegation is a reference showing what authority the Board has delegated to committees, other volunteers, or staff under the powers of the Constitution. It indicates where further details of the delegations may be found. The Scheme of Delegation empowers and enables timely and effective action by volunteers and staff working in partnership for the benefit of the charity and its beneficiaries. It ensures an appropriate level of delegation from the Board of Trustees so that there is effective input into decision-making. It also ensures that Trustees can fulfil their legal and constitutional duties, through levers which enable them to delegate, monitor and if necessary, withdraw the delegated authority if it is considered in the interests of the charity and its beneficiaries.

This Scheme of Delegation should be read alongside the Constitution, the Chief Officer's Job Description and any Terms of Reference for the committees of the board.

Where matters are referred to in the attached Scheme as being delegated to the Chief Officer, this empowers the Chief Officer to delegate further to staff or volunteers (except where indicated). In these instances, the Chief Officer remains accountable to the Board for exercise of the powers delegated.

Where matters are not specified as delegated, they are reserved to the Board. The Board is not entitled to give away any of its authority permanently and retains the right to revoke, at its sole discretion, any, or all the powers it delegates if, for example, the Board is concerned that:

- delegated powers are not being used effectively in the interests of our charitable objects and beneficiaries.
- the use of delegated powers is damaging the interests or reputation of the organisation.
- delegated powers are being used against the letter or spirit of the organisation's agreed policies and procedures.

This Scheme of Delegation provides the framework for decision-making and action but there will be instances where it is not clear by whom an issue should be decided, or differences arise. The Board expects every volunteer or member of staff to work constructively together to arrive at timely, clear pragmatic solutions within the spirit of our leadership values, our strategy, and the Code of Conduct, to maximise the positive impact of our work. This Scheme of Delegation also indicates the key sources of advice to the Board to assist the exercise of its functions.

Where other matters arise involving significant risk to the charity, but not defined in this document, these should be referred to the board.

Except where otherwise stated, reference to a specific office holder applies to an individual nominated to act for them, for example during periods of leave or illness, or where the post is vacant.

DELEGATED MATTER	DELEGATED TO	REFERENCE DOCUMENT
Leadership & management		
Operational leadership and management of staff and volunteers within the organisation's governance framework to meet the organisation's short- and long-term objectives.	Chief Officer Monitored by: Board. Strategy determined and approved by Board	Constitution Chief Officer job description
Strategy and policy formulation		
Leadership of the organisation's overall strategy and key policies	Board	Constitution
Formulation of policies to meet the organisation's legal obligations and/or implement the organisation's strategy.	Chief Officer Approved and monitored by: Board	Constitution Chief Officer job description
Policy implementation		
Implementation of policies to meet the organisation's legal obligations and/or implement the organisation's strategy.	Chief Officer Monitored by: Board	Constitution
Planning and Finance		
Control and monitoring of activities and expenditure in line with annual budget approved by Board.	Chief Officer Monitored by: Finance officer, any Committee & ultimately the Board	Chief Officer job description

Re-allocation of resources 'in year' (virement) to meet emerging requirements.	Chief Officer Monitored by: The Finance officer, any Finance Committee and ultimately the Board	
Formulate and recommend annual operating plan and budget to the Board.	Chief Officer Assessed by the Finance Officer, any Finance Committee and ultimately the Board.	
Cheque-signing and financial authorities (e.g. BACS)	Any two from: Chief Officer/Chair/Vice/Finance Lead Trustee/ Officer unless thresholds are agreed by the Board	
Contract-signing - Any two from	Chair, Vice Chair, Finance Lead Trustee, Lead Trustee/Chief Officer (if a trustee)	
a) Approval of expenditure for items or projects over £1000. b) Expenditure up to £1,000	a) Two from Chair, Vice, Chief Officer, Finance Lead Trustee b) Chief Officer and officers via any further delegations	
Accept legacies and donations.	Chief Officer, Chair or Vice Chief Officer to consult Lead Trustee Governance	Constitution Donations policy

<p>Authorise statutory and other routine reports to regulatory bodies (e.g. Charity Commission etc)</p>	<p>Finance Officer, any legal officer, Chief Officer and Chair plus Lead trustee Governance</p> <p>Monitored by: Board.</p>	
<p>Decide which part of the organisation a donation should go to in cases where the terms are ambiguous</p>	<p>Chair and Vice, Chief Officer plus Lead Trustee Governance</p>	
<p>Authorise ex-gratia payments</p>	<p>Under £200 Chief Officer*</p> <p>Over £200 Board (subject to Charity Commission approval if required) *</p> <p>*Lead Trustee Governance to be consulted</p>	
<p>Authority to enter contractual or other partnerships in pursuit of the organisation's objects (and report these to the Board)</p>	<p>Chief Officer and legal/Vice and Chief Officer (Lead Trustee Governance to be consulted)</p>	
<p>Approve changes to banking arrangements (e.g., new borrowing terms)</p>	<p>Finance Officer and Chief Officer plus Lead Trustee Governance to be consulted</p> <p>Monitored by: Finance Committee and Board</p>	

Risk management framework developed and implemented	Chief Officer Monitored by: Any Finance Committee Ultimately the Board	
Legal		
Lead Trustee and any external legal advice if and as required.	Chief Officer, Chair (or Vice) plus Lead Trustee Governance to be consulted.	
People		
Determine pay and conditions of service of Chief Officer, and appraisal of Chief Officer	Ultimately the Board. Recommended by the Chief Officer and any HR Committee	Terms of reference
Determine pay and conditions of service for employees.	Chief Officer subject to legal, policy and finance Monitored by: Any Finance & HR Committee Ultimately the Board.	
Recruit staff and determine staffing arrangements (e.g., staffing structures and reporting) within operating plan and budget.	Chief Officer. Ultimately the Board	Chief Officer job description

Approve policies for staff management (including discipline and grievance procedures)	Chief Officer Lead Trustee Governance to be consulted Monitored/Approved by: Any HR Committee and ultimately the Board	Appeals by staff against decisions made by the Chief Officer under terms of discipline and grievance procedures on specific cases to be heard by the HR Committee or members thereof.
Determine arrangements and approve policies for volunteering and volunteers (other than for trustees)	Chief Officer, Vice, Chief Officer Monitored/Approved by: HR and the Board	Arrangements for appeals by volunteers against decisions made by the Chief Officer under terms of volunteer procedures will be determined by the Chair on a case-by-case basis
Property		
Leasing, repairs, Lease agreement	Chief Officer, or Vice, Chief Officer, legal Governance Lead Trustee	