

# Policy on Scheme of Delegation



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## 1. OVERVIEW

Sow & Penk Internal Drainage Board approved a schedule of reserved matters on 25<sup>th</sup> June 2014 which clearly sets out those decisions that only the Board can take. All other matters which, by definition, the Board considers suitable for delegation or may otherwise need to be dealt with between Board meetings are hereby delegated to the Chairman, Clerk and Committees as set out in this Scheme of Delegation, in accordance with Standing Orders made by the Board and approved by the Secretary of State ("the Orders").

1.1 Each of the Committees shall fulfil its role as specified in its terms of reference. The Committees shall also exercise their delegated powers in accordance with the Orders and the Board's Financial Regulations, Policies and Procedures.

### 1.2 Clerk's Delegated Power

1.2.1 Delivering the operational performance of the IDB, as dictated by the Board's overall strategy.

1.2.2 To control and direct Board employees on a day to day basis including enforcement of the Employee Code of Conduct and Grievance Procedure and undertaking disciplinary action where appropriate.

1.2.3 To manage the Board activities and finances on a day to day basis in accordance with Board Financial Regulations including procurement of goods and services.

1.2.4 To take decisions on any matter that the Board may reasonably determine from time to time by resolution.

### 1.3 Chairman's Delegated Power

1.3.1 The Board hereby delegates the following plenary powers and authority to its Chairman's Committee, subject to the exceptions reserved to the Board in the Schedule of reserved matters.

1.3.2 To take decisions which enable the Board's Chairman to fulfil the role as set out in the Division of Responsibilities document (Chairman and Clerk).

1.3.3 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

## 2. COMMITTEE STRUCTURE

The Committees shall comprise Members from the Agricultural Ratepayers and Members from the Special Levy Payers to the Board in member numbers as defined in the Committee Terms of Reference. Of the Agricultural Ratepayer Committee Members, every attempt will be made to include a representative from each Board District, and to reflect the source of Board Income in the Committee structure.

## 2.1 Finance Committee (if required)

- 2.1.1 The Board hereby delegates the following plenary powers and authority to its Finance Committee, subject to the exceptions reserved to the Board in the Schedule of reserved matters.
- 2.1.2 To agree the Board Drainage Rate.
- 2.1.3 To approve Board Budget Estimates.
- 2.1.4 To approve Board year Accounts.
- 2.1.5 To approve the List of Payments.
- 2.1.6 To discuss and decide upon proposed Employee salary increases in accordance with the Clerk's recommendations.
- 2.1.7 To approve Engineering schemes with an appropriate 1:8 cost/benefit ratio.
- 2.1.8 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

## 3. IMPLEMENTING POLICY AND DECISIONS

- 3.1 The Clerk shall be fully empowered to implement policy and all decisions taken by the Board and its Committees.
- 3.2 The Board's Management Team and its Employees shall assist the Clerk in implementing Board policy and the decisions that are taken by the Board and its Committees; the nature and extent of which is set out in the scope of Management Services Contract or job description.
- 3.3 The Clerk shall be fully empowered to administer the Financial Regulations.
- 3.4 For the avoidance of doubt the Clerk shall be fully empowered to manage the Board's employees in accordance with the Board's Human Resources Policies and procedures. The reporting lines of accountability are shown in the Board's Organizational Chart.

## 4. CERTIFICATION

Sow & Penk Internal Drainage Board agreed to introduce this Scheme of Delegation on the 25th day of June 2014

**By Order of the Sow & Penk Internal Drainage Board**

**Certified by Ian M Benn, Clerk**

**This document is next scheduled for review on the 31st March 2016**