

Scheme of Delegation

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1. OVERVIEW

Goole & Airmyn IDB approved a schedule of reserved matters on 23 June 2016 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 and Clerk 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 Clerk's Delegated Power

- 1.1.1 Delivering the operational performance of the IDB, as dictated by the Board's overall strategy.
- 1.1.2 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.
- 1.1.3 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.
- 1.1.4 To take decisions on any matter that the Board may reasonably determine from time to time by resolution.

1.2 Chairman's Delegated Power

- 1.2.1 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.
- 1.2.2 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).
- 1.2.3 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

2. COMMITTEE STRUCTURE

Should the Board agree the formation of Committees, those 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 to reflect the source of Board Income in the Committee structure.

3. IMPLEMENTING POLICY AND DECISIONS

- 3.1 The Clerk shall be fully empowered to implement policy and all decisions taken by the Board and any Committee.
- 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

Goole & Airmyn IDB agreed to introduce this Scheme of Delegation on the 23 June 2016

By Order of the Goole & Airmyn IDB

Certified by Ian M Benn, Clerk

This document is next scheduled for review on the 31st March 2019