

## Wiltshire and Swindon Sport Delegation of Powers Policy

### Context and overview

#### Key details

Policy prepared by: Steve Boocock

Approved on 1.5.12

Operational from 1.5.12

Next review date 1.5.15

The Wiltshire and Swindon Sport Board agree to the following policy for the delegation of powers within the company.

Control over these powers is exercised by the Board of Directors through its regular oversight of the work of the company including through regular processes of reporting at Board meetings, agreement of the budget, staffing and appropriate operations.

The Board of Directors remain ultimately responsible for everything the company does. Therefore all powers delegated under this policy are to be exercised at all times in good faith and based on the understanding of the final authority of the Board of Directors as a whole.

The Chief Executive is authorised to represent the company and act on its behalf on all matters of day to day management of affairs, substantive work, external relations and staff.

This includes;

- authority over the development, submission, conclusion and signature of proposals, applications, grant funding agreements, consultancy contracts, requests for and agreements to deliver professional or other services,
- documents related to employment of staff,
- orders and invoices related to the purchase of goods and services necessary for the conduct of business,
- other agreements of cooperation with a third party,
- the approval of external statements, and related external reporting.

The Chair of the Board of Directors is authorised to sign such documents on behalf of the full Board of Directors where specific proof of authorisation by the Board is required by law or requested by a third party to fulfil their own procedural requirements. If appropriate the Chair may ask the Chief Executive to sign such documents to show that the resulting implications for the management of the company are recognised and understood.

The Finance and Personnel Sub-Committee advises on and as tasked by the Board may authorise on proposal of the Chief Executive;

- expenditure outside the approved budget where funding has been secured;
- the reallocation of expenditure to different budget lines within the budget;
- engagement in contracts above and beyond a value of 10% of the annual budget;
- salary increases based on the Director’s appraisal of staff;
- steps in working procedures and budgets necessary to reduce risks to the organisation based on its annual assessment of financial and other risks to the organisation;
- steps required to ensure compliance with statutory requirements and guidance from other bodies.

#### Accounts and financial transfer authorisation levels

Financial transfers include but are not limited to cheques, bank transfers (including between accounts), loans, cash advances and other forms of transfer.

Signatories should sign financial documents only on the basis of sufficient information, and where necessary request further supporting documentation.

Signatories for both the main A/C and deposit accounts require two signatures

Lower than £3000:	Executive Director
Lower than £10000:	First signature Executive Director Second signature: Chief Executive
Above £25000:	First signature; Chief Executive Second signature; Chair

Standard salary payments are excluded in these limits

## Budget control

The Annual Budget is proposed by the Chief Executive, reviewed at least once over the course of the year by the Finance and Personnel Sub-committee, and agreed by the Board, usually by the last Board meeting in the year.

Variations of income and expenditure to the budget are noted in the quarterly financial report to the Board and may be agreed as follows:

- Up to 10% per main budget line by the Chief Executive with a note to the Finance and Personnel Sub-committee
- Up to 20% per main budget line by the Finance and Personnel Sub-committee on proposal by the Chief Executive with note to the full Board
- Over 20% per main budget line by the Board on proposal by the Finance and Personnel Sub-committee and Chief Executive

Project and programme budgets are proposed by the Deputy Chief Executive, and agreed by the Chief Executive.

Internal budget responsibility including for variations to budgets may be delegated by the Chief Executive to appropriate individual members of staff. The Chief Executive remains responsible to Board of Trustees for adherence to budgets.