



## Delegated Authority

This document sets out what the Board of Trustees wish to delegate to the Sub-committees or to individuals within the Charity.

The Polehampton Charity is committed to adopting rigorous financial controls and procedures throughout the Charity, which enables it to fulfil the expectations of the Charity Commission and HM Revenue & Customs and ensure financial viability for the future of the Charity.

### Purpose of this policy

The purpose of this document is to support the balance between Trustee involvement in decision making and the charity's support team to run daily operations by defining the appropriate delegation of powers and authority.

### Legal Foundation

There are three elements to the legal foundation of this policy:

- Charities Act 2022
- Charity Governance Code
- The Polehampton Charity Constitution (CIO)

### Board of Trustees responsibilities

Except where defined by The Polehampton's governing document, the governance of the Charity is vested in the Board of Trustees.

### Matters not Delegated

The following is a non-exhaustive list of matters that the Board of Trustees cannot (in law), or do not intend to, delegate:

- Regulations and control
- Appointments, remuneration, discipline
- Monitoring and review of policies
- Strategic decisions
- External Examiner/Auditing arrangements
- Reporting arrangements
- Monitoring and evaluation

### Delegation to the Chair of Trustees

- All human resources matters relating to the Board of Trustees and individuals associated with the Charity.
- Management of contractors pay.

### Clerk to Trustees

- All administrative matters for the Charity, with the exception of Grant applications.
- Book keeping on behalf of the Charity

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- Processing of payments on behalf of the Trustees.
- Management and maintenance of properties, supported by the Property Sub-Committee.
- Ensure Charities commission and all necessary parties are kept up to date.

### Applications Assistant

- Management of all Grant applications.
- Communications with all grant applicants and recipients.

### Delegation to the Sub-committees

The Board of Trustees delegate the following matters to the sub-committees:

#### Governance & Finance Sub-committee

- Budget planning and management
- Approval of payments and signing of cheques
- Revenue purchases up to £500
- Requests to access reserves (Finance)
- Capital purchases up to £2,000
- Initial review of the findings by the External examiner or Audit
- Initial review of the Accounts
- Review quotations and proposals from suppliers

#### Grants Committee

- Grant application screening
- Approval of grants up to £250
- Individual education grants up to £500

#### Property Committee

- Review and approval of property maintenance and payments up to £500
- Property contracts management and review
- Property maintenance with the support of the Clerk to the Trustees

#### NOMS Committee

- Initial screening of Trustee and Associate Trustee candidates
- Onboarding of new Trustees or Associate Trustees
- Succession planning and management
- Review and maintain Skills audit and review skills gaps
- Review annual Declarations of conflict of interests

#### Marketing Committee

- Website content management
- Social media
- Communication with local partners/key stakeholders

#### All Committees

Suppliers of the Charity are to be evaluated and selected in a balanced and professional manner as and when required. They will not be selected purely on price or quality, but a range of appropriate

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criteria that support the Charity's values and vision. All quotations should be shared with the Clerk to Trustees and also to the Finance Committee for review and consideration.

**Monitoring and review of this policy**

This policy is to be monitored by the Board of Trustees using their monitoring and review cycle, which will be on an annual basis.

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