

## **Scheme of Delegated Authorities**

### **1. Introduction**

Watling Gardens TMO (hereafter referred to as the TMO) recognises the importance of having clear lines of responsibility for the actions of its Board of Management, Sub-Committees, and Staff. Under the Rules of the TMO the Board may delegate authority to Office Bearers, Sub-Committees and Staff as appropriate to ensure the safe and efficient operation of the TMO on a day to day basis. No policy decision or major financial commitment may be entered into without the prior approval of the Board

### **2. Policy Aim**

The aim of this policy is to describe the arrangements for delegating decision making authority and actions to the TMOs Office Bearers, Sub Committees and Staff and the policies and procedures supporting such authority.

### **3. Office Bearers and Sub-Committees**

#### **3.1 Chairperson**

To ensure that there are no unnecessary delays in progressing the work of The TMO, the Chairperson will have delegated authority, in consultation with the Manager, to take any decisions as required between Board or Sub-Committee meetings and which cannot be dealt with under the Emergency Arrangements noted below, subject to each decision being in accordance with the TMO Rules, and current TMO policies. All such decisions taken will be reported to the next meeting of the Board or appropriate Sub-Committee. The Chairperson will have delegated authority to sign legal documents on behalf of the TMO.

#### **3.2 Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson will have delegated authority, in consultation with the Manager, to take decisions as described above. The Vice-Chairperson will also have delegated authority to sign legal documents on behalf of the TMO. All such decisions will be reported to the next meeting of the Board.

#### **3.3 Secretary**

The Secretary has delegated authority to undertake the duties and Responsibilities as laid down in the TMO Rules. The Secretary will have delegated authority to sign legal documents on behalf of the TMO.

### 3.4 Sub-Committee Chairpersons

Sub-Committee Chairpersons will have delegated authority, in consultation with the Manager, to take decisions which relate to the area of responsibility of their Sub-Committee, subject to any such decisions being in accordance with the TMOs Rules, the specific Sub-Committee remit, and current TMO policies. All such decisions will be reported to the next meeting of the relevant Sub-Committee.

### 3.5 Emergency Arrangements

An Emergency Sub-Committee, comprising the Chairperson and any two other members of the Board will be set-up. Any matter which requires such urgent or immediate action that it cannot await a full meeting of the Board, shall be referred to two members of the Emergency Sub-Committee (including the Chairperson unless absent or unavailable). Any such matter and the action taken shall be reported to the next meeting of the Board held after such action has been taken.

## **4. Staff**

### 4.1 The Manager

The Manager in consultation with the Chairperson will have delegated authority to undertake the duties and responsibilities as detailed in his/her job description, and in the TMOs policies and procedures, including the following:

- 1) Issuing on behalf of the Secretary, agendas, reports, minutes and any other information required to the Board, so as to enable it to fulfil its remit.
- 2) Implementing the decisions of the Board including those in respect of the Governance of the TMO and ensuring the implementation of those delegated to Sub-Committees.
- 3) Directing and managing the business of the TMO in accordance with the Management Agreement and all current policies and procedures and ensuring compliance with relevant legislation.
- 4) Ensuring that all TMO policies and procedures are reviewed according to agreed timetables, that new policies and procedures or amendments are drafted as required to ensure compliance with legislation, performance standards and recognised good practice and submitted as required to the Board for approval.
- 5) Authorising expenditure as provided for in the approved annual budget, in accordance with the TMOs Financial Procedures and within specified limits as agreed from time to time by the Board.
- 6) Ensuring that the TMO annual budget and longer term financial plans are prepared for Board approval.

7) Recruiting staff for existing positions and temporary, fixed or casual staff for periods up to 6 months.

8) Managing all aspects of external relations including relationships with external organisations and individuals in connection with any area of the TMOs activities in pursuit of the TMOs interests and in consultation with the Chairperson or other officer as required.

9) Ensuring that all requirements relating to reporting, including regulatory reporting, to relevant parties both internally and externally are met.

10) Taking disciplinary action, hearing appeals and grievances, in accordance with TMO policies and procedures.

11) Participating in the Complaints Procedure of the TMO.

12i) Promoting and implementing the Co-operative's policy on Equal Opportunities.

## **5. Review**

This policy will be reviewed every three years unless amendment is prompted by a change in legislation, the TMO Rules or related policies.