



Buckingham Canal Society Delegated Authorities Policy

1. Policy

The Buckingham Canal Society (BCS or the Society) is a Registered Charity (Charitable Incorporated Organisation number 1156662).

The Trustees are responsible to The Charity Commission for the affairs of the organisation including ensuring that decisions are made by those who have the properly delegated authority to do so, and that they are held accountable for those decisions by the Trustees.

The purpose of this policy is to ensure that there is transparency and accountability in all the Society's decision making. It sets out the Trustees' policy on who has delegated authority to make decisions and, in particular, matters that are reserved to the Trustees for decision.

Any Trustee, volunteer or member of staff who fails to comply with this policy may be the subject of disciplinary action under the Society's disciplinary policy. Any such breach will be notified to the Trustees.

2. Application and Review

This policy applies to all Trustees, staff and volunteers.

To keep them up to date and accommodate changing circumstances, this policy will be reviewed and updated at least every two years; all amendments must be agreed by the Trustees and minuted as well as updated in this document.

3. Delegations

The Trustees have resolved to delegate decision making on all matters (including all expenditure included in the Society's approved budget) to the Executive Officer (whose role description is provided at Appendix 1 to this policy) with the exception of:

- a. Any matters reserved to the Trustees by section 4 of this policy. Such matters must be decided at full Trustees meetings (or appropriate written resolution of the Trustees) unless the Trustees expressly resolve to delegate decision making in any specific case. In such circumstances the delegation must be clearly recorded in the minutes of the meeting at which the delegation was decided (or in an appropriate written resolution of the Trustees).



- b. All matters covered by the BCS Financial Regulations. Delegation of decision making in respect of such matters is set out in detail in the BCS Financial Regulations.
- c. Authority to execute or otherwise enter into agreements on behalf of the Society, delegated authorities for which are set out in Appendix 2 to this policy.
- d. Any matter that the Trustees resolve to delegate to a Committee or Sub-Committee of the Trustees. In such circumstances the delegation must be clearly recorded in the minutes of the Trustees meeting at which the delegation was decided (or in an appropriate written resolution of the Trustees), including the terms of reference and delegated authorities the Trustees have agreed for that Committee (see Appendix 3 for the Terms of Reference and delegated authorities agreed by Trustees as part of this policy – these replace and revoke all previous terms of reference).

The Executive Officer may further delegate decision making to any member of staff or a volunteer unless the Trustees resolve to the contrary.

4. Reserved matters

Decision making on the following matters is reserved to the Trustees unless the Trustees resolve to delegate such decision making in any specific case (in such circumstances the delegation must be clearly recorded in the minutes of the meeting at which the delegation was decided, or in an appropriate written resolution of the Trustees):

- a. approval of the mission, vision, values, strategy and objectives of the organisation;
- b. approval of the Society's business plans and the annual budgets and any material changes to them (the BCS Financial Regulations includes delegated authorities and limits for unbudgeted expenditure);
- c. setting staff salaries, changes in hours worked and authorisation of payments for overtime as well as the overall staff salary bill;
- d. approval of matters of significant risk to the organisation, including those that might create significant financial or other risks to the organisation;
- e. approval of the annual report and accounts;
- f. approval (except where authority to make minor and technical changes has been delegated to a Team) of:



- a. this Delegated Authorities Policy;
 - b. the BCS Financial Procedures including the Society's Investment Policy;
 - c. the Society's Fundraising Policies;
 - d. the Society's Trustees Handbook and Trustees' Code of Conduct;
 - e. the Society's Safeguarding Policy and Practices;
 - f. the Society's framework for impact assessment;
 - g. the Society's risk management policy and risk appetite; and
 - h. Committee terms of reference.
- g. approval of the list of operational policies/procedures the Society must have in place and maintain;
- h. appointment of members of the Committees;
- i. hearing of dismissal and redundancy appeals from staff;
- j. appointment (including approval of role/job descriptions) of the Executive Officer, Treasurer and Secretary; and
- k. all other matters reserved by law or the Society's governing document to the Trustees, including the appointment of new Trustees.

Furthermore, the Trustees require that there must always be at least one Trustee on the appointment panel for senior staff.

5. Review

This policy will be reviewed by the Trustees at least annually.

Adopted by resolution of the Trustees on 1st June 2017
Next review due by December 2019



Appendix 1: Executive Officer Role Description

The Executive Officer's principle responsibilities are to:

- liaise with local authorities, government departments and agencies, land owners and other interested parties to ensure that the Society meets its legal and social responsibilities in restoring the canal and securing its other objectives;
- research and make necessary recommendations for the effective restoration of the canal;
- report to the board, Projects, Design, Grants & Fundraising Committees in a timely and appropriate manner;
- ensure compliance with the Society's Financial Regulations and budgets and to seek appropriate approvals where necessary;
- supervise the work of contractors used by the Society act as line manager to any staff employed by the Society;
- liaise with the Work Party Manager to ensure that volunteers are utilised in an appropriate way, and that they comply with Health & Safety requirements and current legislation;
- liaise as necessary with the Canal & River Trust and endeavour to secure their long-term support for restoration of, and adoption of the restored canal; and
- maintain appropriate records and plans.



Appendix 2: Delegated authorities to execute agreements on behalf of BCS

Authority to execute or otherwise enter into agreements previously agreed and minuted by the Trustee Board on behalf of the Society is delegated by the Trustees as follows:

Type of agreement	Value	Required signatories/authorisation
Any contract or agreement required in law to be executed by two Trustees.	Any value	Two Trustees at least one of whom must be: <ul style="list-style-type: none"> • The Executive Officer (if also a Trustee) • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary
A contract or other agreement for the supply of goods or services to the Society (other than a sub-contract or sub-agreement for the delivery of services pursuant to a contract or funding agreement held by the Society) not otherwise required to be executed by two Trustees.	Up to £10,000 total value	Any one or more of: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary
	Over £10,000 total value	Two of the following at least one of whom must be a Trustee: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary



Type of agreement	Value	Required signatories/authorisation
A sub-contract or sub-agreement for the delivery of services pursuant to a contract or funding agreement held by the Society not otherwise required to be executed by two Trustees.	Up to £25,000 value per annum	Any one or more of: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary
	Over £25,000 value per annum	Two of the following at least one of whom must be a Trustee: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary
A funding or other agreement for funding to be received by, or goods or services to be provided by, the Society not otherwise required to be executed by two Trustees.	Up to £50,000 value per annum	Any one or more of: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary
	Over £50,000 value per annum	Two of the following at least one of whom must be a Trustee: <ul style="list-style-type: none"> • The Executive Officer • The Chair of the Trustees • A Trustee appointed by the Trustees as Treasurer • The Secretary



Appendix 3: Committee Terms of Reference and delegated authorities

Audit Committee

Responsibilities

The specific responsibilities of the Audit Committee are to:

- Prepare the annual statements ensuring they are true and fair and conform to accounting standards, accounting policies are appropriate and applied consistently.
- Prepare the Trustee's Annual Report and ensure that it is a true reflection of the Society's performance.
- Review all reports prepared by the Independent Examiner and make recommendations as necessary to the board.
- Consider all aspects of internal audit and undertake a regular review of systems and controls,
- Monitor compliance of the Society with applicable law and regulation, as well as the Society's own policies and procedures,
- Monitor the assessment of risk to which the Society is exposed.
- Ensure that risk management processes are adopted and to review the risk assessment process.
- Review the performance of the audit committee and assess where change may be needed

Delegated authorities

The Committee is a subcommittee of the Trustee Board and has the following specific delegated responsibilities as follows:

- To request any relevant information it requires from any employee, volunteer or Trustee, with all such persons being directed to co-operate with any such request.
- To obtain external legal, accounting or other independent professional advice and to secure the attendance at its meetings of those with relevant expertise if it is considered



necessary, provided that any associated expenditure is within the annual budgets approved by the Trustee Board.

- To recommend to the Members of the Charity the appointment of auditors (including a change of auditors).

The Committee may make recommendations to the Trustee Board on decisions outside its delegated authorities and will advise staff, volunteers and the Trustees on financial and risk matters. This includes making recommendations to the Trustee Board on changes to the Society's Risk Management Policy, Financial Regulations and Investment Policy, to reflect current legislation or current/projected future conditions.

Membership

The Trustee Board will appoint the committee. The Executive Officer, Treasurer, Finance Manager and the Independent Examiner will attend meetings as appropriate and all trustees have a right to attend. The committee will appoint a chairman from amongst its membership.

Meetings and reporting

The Committee will meet at least four times year. The Independent Examiner may request a meeting if it is felt necessary. Two weeks' notice must be given of meetings.

In exercising the delegated authorities set out above a quorum of at least 3 Committee members must be present at least one of whom must be a Trustee.

Minutes of each meeting and details of significant decisions will be made available to all relevant parties and Minutes sent to the Trustee Board.



Grant and Fundraising Committee

Responsibilities

The specific responsibilities of the committee are to:

- Drive fundraising by the Society.
- Research and apply for appropriate grant funding to support the Society's work.
- Monitor and control any funding awarded to the Society
- Determine and seek all possible prospective donors and other charitable sources to progress the Society's desire to restore the canal.
- Organise and support raffles, festivals and community days that might further the Society's work by increasing membership, support or fundraising.
- Monitor the Society's use of Social media, its website and App and develop its use for fundraising and support
- Monitor the annual grant and fundraising budget and submit budgets in November of each year for approval by the board

Delegated authorities

The Committee is a subcommittee of the Trustee Board and has delegated authority to develop and implement fundraising campaigns, approaches and reports directly to the board

The Committee has authority to sign off funding applications within the scope of the fundraising strategy agreed by the Trustee Board including to commit expenditure within the annual budgets agreed by the Trustee Board.

The Committee may make recommendations to the Trustee Board on decisions outside its delegated authorities.

Membership

The Board will appoint the Grant and Fundraising committee and the committee will appoint a chairman from amongst its membership. The Executive Officer and Treasurer will attend meeting as appropriate and all Trustees have a right to attend.



Meetings and reporting

The committee will meet at least four times a year. One weeks' notice must be given of meetings and Minutes sent to the Trustee Board.

In exercising the delegated authorities set out above a quorum of at least 3 Committee members must be present, at least one of whom must be a Trustee.

Minutes of each meeting and details of significant decisions will be made available to all relevant parties and Minutes sent to the Trustee Board.



Project and Design Committee

Responsibilities

The specific responsibilities of the project committee are to:

- Oversee the preparation of drawings showing the proposed canal route, levels, land ownership, government boundaries, footpaths, historic and listed sites, and watercourses and drainage based on ordinance survey maps.
- Prepare detail drawings as may be necessary to progress the canal restoration.
- Determine work plans for the year and plan and monitor the work of volunteers and corporate groups who support the Society's work.
- Prepare, approve and monitor Project Initiation Documents, Environmental Impact Studies and Reports, and to monitor local planning applications and conservation area proposals and make representations as necessary
- Monitor liaison with the Environment Agency, Canal River Trust, Highways' Agency, local authorities, drainage boards, land owners, and/or any other relevant bodies, along the proposed route of the canal.
- Agree detailed projects which support the canal restoration.
- Monitor the annual restoration budget and submit budgets in November of each year for approval by the board
- To ensure compliance with the requirements of grant funders for all projects that receive grant assistance.

Delegated authorities

The Committee is a subcommittee of the Trustee Board and has delegated authority to:

- Incur expenditure to give effect to its decisions within the annual budgets agreed by the Trustee Board.
- Determine work plans for the year.
- Approve detailed projects,
- Approve Project Initiation Documents, Environmental Impact Studies and Reports



The Team may make recommendations to the Trustee Board on decisions outside its delegated authorities.

Membership

The Board will appoint the Project Committee and the Committee will appoint a chairman from amongst its membership. The Executive Officer, Work Party Manager and the Health & Safety Manager will attend meetings as appropriate and all trustees have a right to attend.

Meetings and reporting

The Committee will meet at least nine times a year. One weeks' notice must be given of meetings and Minutes sent to the Trustee Board.

In exercising the delegated authorities set out above a quorum of at least 3 Team members must be present, at least one of whom must be a Trustee.

Minutes of each meeting and details of significant decisions will be made available to all relevant parties and Minutes sent to the Trustee Board.