

Chief Executive's Scheme of Delegation

Introduction

This Scheme of Delegation sets out the authority delegated by the Board of Trustees of The Science Council to the Chief Executive (or designated deputy when the Science Council is without a Chief Executive). The Scheme of Delegation provides the authority to the Chief Executive to manage the plans, budgets, property and staffing resources of the Science Council within the governance framework to enable accountable, effective and efficient leadership of the Science Council.

General

The Chief Executive:

- Works within the Science Council's objectives, policies and priorities agreed by the Board, and has delegated responsibility for the effective and efficient management of the organisation, including determining everyday procedures and the implementation of Board approved strategy.
- Will, working with the President, Chair and Board of Trustees, develop and implement the strategy for the organisation based on the Science Council's vision, mission, values and goal.
- Will prepare annual and long-term plans and budgets for the Science Council, for approval by the Board based on the strategy and strategic plans.
- Will be responsible for reviewing the longer term organisational plans every 12 months to ensure that its objectives, targets and projections remain relevant to the prevailing operating conditions.
- Is responsible for ensuring the organisation is assessing and managing organisational risk on an ongoing basis and regularly reporting the findings to the Board.
- Will provide regular reports detailing income and expenditure against the approved organisational budget to the Board. Any concerns that arise outside of the reporting schedule will be drawn to the attention of the Board.
- Will update the Board of Trustees on any need to review governance procedures with reference to the current legal and operational context.

Finance

The Chief Executive:

- Has delegated authority for the day-to-day financial management of the Science Council.
- Will submit a detailed annual income and expenditure budget to the Board. Once the Board has approved, the CEO has the delegated authority to manage the budget.
- Has delegated authority for expenditure of up to £30,000 for single transactions within the annual budget or contracts within the approved annual expenditure budget. For items outside the budget, the CEO may authorise expenditure up to £5,000 but must report such expenditure to the Board retrospectively.

- Has delegated authority to enter into contracts on behalf of the Science Council up to £20,000 provided the expenditure is within agreed budgets. Any amount above that figure must be reviewed by the Chair and / or Honorary Treasurer for financial and reputational viability, prior to execution.
- Will present monthly management accounts to the Honorary Treasurer and a quarterly update to the Board on financial performance (including income and expenditure, balance sheet, cash flow and reserves information). In November of every year the CEO will present the annual business and financial plan for the coming year, along with a risk assessment.
- Operational responsibility for banking is delegated to the Chief Executive.

Staff

The Chief Executive:

- Has the responsibility to manage the staff and volunteers in an effective manner in line with the Science Council's policies and procedures.
- Is delegated authority to set the staffing establishment of the Science Council within the agreed staffing budget, and will report annually to the Board of Trustees of the projected annual and long-term staffing establishment.
- Will create a working environment in which diversity is valued, and individual differences and the contributions of all our staff are recognised and embraced.
- Will periodically report on equality and diversity matters to the Board to provide assurance on compliance to the policies and principles of equality and diversity.
- Will, upon the overall pay and rewards policy agreed by the Board, determine details of the application, except in the case of their own post when the Board will determine its application.

Public Relations

The Chief Executive:

- Will be the principal spokesperson for the Science Council, within the policies and procedures of the organisation. The Board will refer all media enquiries to the CEO except those dealing with the Board and its governance in which case the Chair and another trustee will also be consulted.
- In the case of an emergency, exceptional circumstances and for matters which concern the Board or could have a negative impact on the reputation of the Science Council, the Chair would be the formal public spokesperson and the deputy Chair or another trustee in their absence.
- Is delegated authority to developing the brand, logo and public image of the Science Council.

Health and Safety

The Chief Executive:

- Is delegated responsibility for establishing Health and Safety guidelines and its operation within the agreed guidelines. The Chief Executive will report back to the Board any incidents.

Legal

The Chief Executive:

- Will ensure that the charity operates within its legal requirements, including but not limited to compliance with charity law, employment law and relevant data protection legislation.

Fundraising and Income generation

The Chief Executive:

- Is delegated responsibility to pursue fundraising and income generating opportunities and to apply for grants and seek donations in line with the Science Council's vision and values and the charity's financial policy. The CEO has the responsibility to keep the Board informed of potential sources of funding.

Further Delegation

The Chief Executive:

- May, for the efficient management and proper operation of the Science Council, delegate responsibilities contained within this scheme to other employees. This further delegation of responsibilities does not release the CEO from overall responsibility as the most senior manager of the Science Council accountable to The Board.

Reportable Events

The Chief Executive:

- Will be expected to ensure that any irregularity that involves significant risk to the organisations that is likely to lead to significant financial loss or liability or adverse publicity, is reported to the Board.

Terms of Review

The scheme of delegation will be reviewed annually by the Finance, Audit and Risk Committee to ensure it is relevant to the circumstances of the day. The scheme may also be reviewed and amended as requested by the CEO or the Board as specific issues emerge.