**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.

**Reporting to:** the Board of Trustees

**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 the strategy for the organisation based on the Science Council’s public benefit objectives, Royal Charter and values.
* Will lead the executive team to implement the charity’s strategy, ensuring that the strategic direction and values of the charity are consistently applied across the organisation.
* 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.
* Will ensure that 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:**

* Is responsible for the day-to-day financial management of the Science Council, and ensuring that financial controls and procedures are updated in line with requirements.
* 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.
* Can authorise 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.
* Can 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 Finance, Audit and Risk Committee and a quarterly update to the Board on financial performance (including income and expenditure, balance sheet, cash flow and reserves information). In the final quarter of the financial year the CEO will present the annual business and financial plan for the coming year, along with a risk assessment.
* Can authorise the disposal of Science Council assets up to the value of £1,000.
* Can approve debt write-off (excluding grant income) of up to £5,000, which will be cumulative over a calendar year. Any written-off debt will be periodically reported to the Board of Trustees.
* Operational responsibility for banking is delegated to the Chief Executive.

**Staff**

**The Chief Executive:**

* Is responsible for the management of staff and volunteers in an effective manner in line with the Science Council’s policies and procedures.
* Sets 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.
* Subject to Board agreement, will develop the brand, logo and public image of the Science Council.

**Health and Safety**

**The Chief Executive:**

* Responsible 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:**

* Can pursue fundraising and income generating opportunities, to apply for grants up to the value of £25,000, and seek donations in line with the Science Council’s strategy and values and its financial policy.
* Has responsibility to keep the Board informed of successful grant bids, potential grants and other potential sources of funding.

*See above.*

**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 as soon as practical.

**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 Board as specific issues emerge.