

Northumberland Wildlife Trust Limited
Company Number 717813, Charity Number 221819

Delegation of Authority to the Chief Executive

1 Introduction

Council's role, as set out in the document 'Role and Terms of Reference for Council', is to act as the Trust's governing body. Its principal tasks are to set strategic direction and policy, to ensure delivery of the Trust's objects and to uphold the Trust's values. It is the legal entity which is ultimately responsible for everything which the Trust does, and it is accountable for the organisation's financial regularity and all other aspects of propriety.

As a body, it should not be involved in management or in day to day operational issues. It follows from this that a support structure is required to allow the Trust to function. **The principal element of this support structure is the Chief Executive and the staff team.**

2 Summary of Delegation

Subject to those matters it has specifically retained for itself as set out in the Role and Terms of Reference for Council and in the Articles of Association, and to the stipulations set out below, Council has delegated all of its powers to the Chief Executive to enable him or her to manage the Trust's operations, and to lead and direct its strategic development.

In receiving this delegated authority, the Chief Executive is obliged to consult with trustees as appropriate, and to report fully and appropriately on decisions taken and on material developments. Circumstances in which reporting is required include, but are not limited to, the following:

- new strategic projects and partnerships
- new appointments made
- significant variations against budget
- significant financial issues
- issues affecting the Trust's reputation
- risk analysis

The Chief Executive is authorised to delegate his or her received authority to managers and other staff as appropriate. He or she is authorised to set the boundaries for this delegation through documentation such as job roles and team priorities, and is required to monitor and manage delivery within these boundaries.

3 Retained Powers

Council reserves the following specific authorities, in addition to the responsibilities set out in the Role and Terms of Reference for Council and in the Articles of Association.

- The rules for signing cheques and other financial documents must be determined by Council. All cheques and other financial documents over the value of £15,000 must have at least one authorised trustee signature.
- Any contracts or agreements with a value of over £50,000 must have Trustee approval.
- Council must approve all acquisition or disposal of land and buildings.
- All lease documentation and land acquisition documentation which requires the use of the Trust's seal must be signed by two Trustees and the Secretary.

In the interests of clarity, the following matters require the approval of Council:

- Staff salary structure and levels, staff employment policy and contract
- Appointment and dismissal of the Chief Executive
- Appointment of investment broker and auditor
- The annual budget
- The Trust's Business Development Plan, Change Action Plan and similar documentation
- Strategic policies and significant policy variations

Last review: January 2020

Next review: January 2022