

Schedule of Matters Reserved to the Board and Scheme of Delegation

Introduction

This document sets out the powers reserved to the Board of CITB NI and the powers which may be delegated to the Chief Executive and staff and it should be referred to as the 'Scheme of Delegation'.

It should be noted that the Board of CITB NI remains accountable for all of its functions, even those delegated to the Chief Executive and would therefore expect to receive information about the exercise of delegated functions to enable it to maintain a monitoring role.

The Scheme of Delegation has been drafted in keeping with the Management Statement and Financial Memorandum.

Role of the Chief Executive as Accounting Officer

The Chief Executive is the Accounting Officer of CITB NI and is responsible and accountable to the Permanent Secretary of the Department for the Economy for discharging the functions specified in the Accounting Officer Memorandum.

The Scheme of Delegation

1. Matters reserved for Board approval

1.1 Governance

1.1.1 The following matters are reserved to the Board:-

- (i) Appointment of the Vice-Chairman
- (ii) Review and approval of Standing Orders and the Scheme of Delegation
- (iii) Approval of arrangements of dealing with complaints
- (iv) Approval of the equality scheme
- (v) Approval of organisation-wide policies
- (vi) Approval of the organisation's response to public consultations
- (vii) Approval of proposals for action on litigation against or on behalf of CITB NI
- (viii) Establishment and dissolution of Committees
- (ix) Approval of procedures for the evaluation of the effectiveness of the board
- (x) Review of the Register of Interests for Board Members and staff
- (xi) Approval of the Staff Code of Conduct

1.1.2 The chief executive is responsible for all other governance matters not precluded under the standing orders, specifically:

- (i) Acting as the board's accounting officer
- (ii) Secretarial function of the board
- (iii) Recording and reporting on the board's governance arrangements
- (iv) Implementation of the complaints scheme, equality scheme, freedom of information publication scheme, staff code of conduct and other policies
- (v) Undertaking the review of internal controls and publication of the annual governance statement

1.2 Strategy, plans and budgets

1.2.1 The following matters are reserved to the Board:

- (i) Definition of the board's vision, mission, aims and objectives
- (ii) Ownership of the strategic plan
- (iii) Approval of the annual budget and estimates
- (iv) Monitoring of performance and budget on a regular basis
- (v) Approval of the organisation's policies and procedures for the management of risk

1.2.2 The chief executive is responsible for all other strategy, planning and budgeting matters not precluded under the standing orders, specifically:

- (i) Preparation of the annual budget and estimates and controlling of income and expenditure
- (ii) Preparation of the draft strategic plan and implementation of the plan
- (iii) Advising the board on strategic issues
- (iv) Undertaking a review of risks and maintenance of the risk register

1.3 Staffing

1.3.1 The following matters are reserved to the board:-

- (i) Appointment, appraisal and dismissal of the chief executive, where applicable
- (ii) Approval of the appointments procedure
- (iii) Approval of the disciplinary procedure
- (iv) Approval of the grievance procedure
- (v) Approval of the redundancy policy
- (vi) Approval of the staff appraisal policy and performance appraisal of the chief executive
- (vii) Approval of any organisational restructuring which involves any compulsory redundancy and includes the Executive Management Team of Chief Executive, Directors and Board Accountant
- (viii) Consideration of terms and conditions of employment in consultation with the Finance and General Purposes Committee and within the guidelines provided by the Management Statement and Financial Memorandum.

1.3.2 The chief executive is responsible for all other staffing matters not precluded under these standing orders, specifically:

- (i) The recruitment and appointment of all staff in accordance with the appointments procedure
- (ii) Implementation of the staff appraisal system
- (iii) The taking of disciplinary action in accordance with the disciplinary procedure
- (iv) The operation of the grievance procedure
- (v) Organisational restructuring which does not involve any compulsory redundancy or includes staff below the level of Executive Management Team. Staff will not have direct representation to Board members except within the formal human resources policies.

1.4 Financial arrangements

1.4.1 The following matters are reserved to the board:-

- (i) Approval of the opening or closing of any bank account or other deposit media
- (ii) Approval of the writing-off of any loss as per the MSFM
- (iii) Approval of outline and final business cases for capital investment
- (iv) Approval of the reserves policy
- (v) Approval of the anti fraud policy
- (vi) Any other matter that is of significant financial or reputational risk to the board or any material issue of principle

1.4.2 The chief executive is responsible for all other financial matters not precluded under standing orders, specifically:

- (i) Authorisation of cheques and transfers of funds
- (ii) Implementation of the credit control policy
- (iii) Maintenance of a petty cash fund
- (iv) Collection of income and payment of expenditure
- (v) Execution of the anti fraud policy
- (vi) Ensuring steps are taken to safeguard assets of the organisation in accordance with Board policy.

1.5 Procurement

1.5.1 The following matters are reserved to the board:-

- (i) Approval of the procurement policy
- (ii) Approval of the appointment of a banker
- (iii) Informed of any award of a contract/tender which exceeds £30k, Departmental approval is also required for purchases over £30k.

1.5.2 The chief executive is responsible for all other purchasing matters not precluded under standing orders, specifically:

- (i) Approval of any tender/contract of £30k or less
- (ii) Authorising contracts/appointments which have been approved by the board
- (iii) Implementation of the board's purchasing policy

1.5.3 In the case of a tender in excess of £30k, which was not the lowest priced tender received, a report on the selection process should be made to the board.

1.5.4 A full list of delegated Procurement and Authorisation Limits is attached as Appendix 2

1.6 Income generation

1.6.1 The following matters are reserved to the Board:-

- (i) Approval of all income generation programmes above £50k
- (ii) Approval of significant material change to project programme objectives, funding, or service delivery once the project is underway

1.6.2 The chief executive is responsible for all other income generation matters not precluded under standing orders, specifically:

- (i) Generating income generation opportunities for CITB NI and presenting proposals for approval by the board
- (ii) Delivering training and other services to outside organisations in fulfilment of contractual obligations

1.7 Auditing and reporting

1.7.1 The following matters are reserved to the board:

- (i) Approval of the annual report and audited financial statements
- (ii) Appointment of an internal auditor
- (iii) Approval of the terms of reference of the audit committee
- (iv) Receipt of the annual management letter from the external auditor and agreement to the proposed course of action, taking into consideration the recommendations of the audit committee, where appropriate

1.7.2 The chief executive is responsible for all other auditing and reporting matters not precluded under standing orders, specifically:

- (i) All responsibilities required of the accounting officer

- (ii) Preparation of the annual report and financial statements
- (iii) Preparation of the annual governance statement

2. Delegation of authority

- 2.1 In addition, the following matters are delegated to the board's various committees, each of which will report regularly to the board:-
- (i) The Finance and General Purposes Committee is responsible for those issues outlined in its terms of reference (Standing Orders 14.1)
 - (ii) The Audit and Risk Assurance Committee is responsible for those matters outlined in its terms of reference (Standing Orders 14.2)
 - (iii) The Board Review Committee is responsible for those issues outlined in its terms of reference (Standing Orders 14.3).
 - (iv) The Chief Executive is responsible for all other matters not precluded under the board's standing orders.
- 2.2 The chief executive is not restricted from exercising his own delegation to his staff for any of the matters for which he is responsible.
- 2.3 The Chief Executive is accountable for the actions of all officers.

3. Custody of seal and sealing of documents

- 3.1 The Chief Executive shall hold the common seal in a safe place secured under lock.
- 3.2 All deeds and other documents to which the common seal of the board shall be required to be affixed shall be sealed and witnessed by the chief executive.
- 3.3 The use of the seal will be recorded in the seal log and will be endorsed at the next meeting of the board.

4. Urgent decisions

- 4.1 The chief executive is empowered to take urgent action on behalf of the board in matters which would normally have been considered by the board itself but where no meeting of the board is available for that purpose. On all such occasions he shall consult first with the chairman, or in his absence the deputy chairman, before taking action and shall seek endorsement of the action at the next board meeting.