

Amersham United Charities – Delegation Policy

1. Purpose

This Delegation Policy has been written for Amersham United Charities to ensure effective control of any delegations carried out by trustees and the Clerk, and to comply with the Charity's Governance Code.

2. Introduction

- 2.1 The Board is able to delegate authority but not ultimate responsibility for the decisions and actions of the Charity, so the Board needs to implement suitable financial and related controls and reporting arrangements to make sure it oversees these delegated matters.
- 2.2 This policy provides the overall requirements for matters which are delegated by the Board. Delegations shall have sufficient detail and clear boundaries so that they are understood and clearly carried out. The Board undertakes all other decision-making, normally at Board meetings or, in an emergency, by email communication.
- 2.3 The Board regularly reviews which matters are reserved to the Board and which can be delegated.
- 2.4 All delegated matters are recorded in the Board minutes.

3. Delegated Matters

- 3.1 Matters are delegated to individual trustees and the Clerk to enable the day-to-day running of the Charity in accordance with the Governing Document.
- 3.2 The Clerk has delegated responsibility for the day-to-day administration of the Charity as set down in the Clerk's job description.
- 3.3 Trustees have delegated authority to perform their role as agreed by the Board.
- 3.4 Trustees have delegated authority for expenditure required by their role up to the financial limit (excluding VAT) agreed by the Board for work done without the need for prior Board approval, and report such expenditure to the Clerk for noting at the next Board meeting.
- 3.5 The Clerk has delegated authority for expenditure required by their role up to the financial limit (excluding VAT) agreed by the Board for work done without the need for prior Board approval. The Clerk will report such expenditure for noting at the next Board meeting.
- 3.6 In undertaking delegated responsibilities trustees shall ensure:
 - the Charity's functions are carried out in accordance with all legal and regulatory requirements;

- decision-making is undertaken in a manner prudent, equitable and consistent with commonly accepted business practice and appropriate professional ethics;
- the Charity's assets are protected, adequately maintained and are not placed at unnecessary risk;
- approved priorities are reflected in the allocation of resources;
- they represent the Charity externally to the community, government agencies, the media and other stakeholders in a way that enhances it's public image and credibility.

4. Board Reporting

Regular reporting to the Board shall cover, but not be restricted to, the following matters:

- finance, including investment, by the Charity;
- risk management;
- resident concerns;
- almshouse property;

The regular reporting must include serious occurrences, and complaints by residents or others.

5. Communication on behalf of the Charity

Any verbal or written communication with the media, or other entities, that may impact on the Charity shall be approved by the Board.

6. Temporary Delegation of Authority

A trustee may temporarily transfer their delegated authority in their absence to the Chair, who will inform the Clerk. All trustees must be informed of such delegation transfer and the period for which it will be in place.

7. Review

The Board will review the contents of, and compliance with, this Delegation Policy on an annual basis.

8. Approval

This Delegation Policy has been approved by the Board of Amersham United Charities.