



Decision-Making And Delegation Policy

The Charity Commission document CC27

"GUIDANCE : It's your decision: charity trustees and decision making" provides the framework for our policy.

"Legal requirement: these are the principles that the courts have developed for reviewing decisions made by trustees. Trustees must:

- act within their powers
- act in good faith and only in the interests of the charity
- make sure they are sufficiently informed
- take account of all relevant factors
- ignore any irrelevant factors
- manage conflicts of interest
- make decisions that are within the range of decisions that a reasonable trustee body could make."

Our Constitution (Sections 17-18) states:

TAKING OF DECISIONS BY CHARITY TRUSTEES

Any decision may be taken either:

- at a meeting of the charity trustees
- or
- by resolution in writing or electronic form agreed by all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to each of which one or more charity trustees has signified their agreement.

DELEGATION BY CHARITY TRUSTEES

The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they must determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

- a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
- the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
- the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

Our previous informal arrangement (July 2019) for delegation is confirmed, on the basis that the trustees in each area will have power jointly to make decisions on issues that are not high risk or novel; in financial terms, this means expenditure up to £500 at discretion, over £500 ideally after 3 quotes and the approval of a majority of trustees. All decisions must be reviewed and subject to discussion or confirmation either at the next meeting of trustees, or by email acceptance by all trustees.

Delegation as at September 2019:

- ❖ Policies and procedures - BJ/SAM
- ❖ Membership, public relations, promotion and website - KB/DH
- ❖ Health, safety and security -JVS/TD
- ❖ Playgrounds - TD/SAM
- ❖ Village hall and car park - KB/JVS
- ❖ Property maintenance, improvements, leases and tenancies - JVS/BJ/KB/RS
- ❖ Property strategy – JVS/KB/RS
- ❖ HR – TD/CL
- ❖ Finance and investment - JVS/BJ/TD

In the case of the Village Hall, trustees have agreed that the Administrator has discretionary power to spend up to £250, £250 to £500 with the agreement of a majority of trustees, over £500 agreed by trustees, ideally after 3 quotes.

Approved and adopted 2nd September 2019