

## **The London TravelWatch scheme of delegation**

### **This scheme of delegation**

- Sets out the authority delegated by the Board of London TravelWatch to the Director,
- Gives express powers for the Director to delegate to other staff, and,
- Sets out the authority delegated to members of the Management Team (MT) by the Director.

### **This scheme should be read in conjunction with**

- Rules of Procedure and Terms and Conditions of the appointment of members of London TravelWatch
- Schedule of Matters Reserved for the Board

The Board is responsible for ensuring that its duties as laid down in the Memorandum of Understanding between the GLA and London TravelWatch are carried out.

The Board may delegate authority to a particular sub-group to make decisions in areas relating to the delegated tasks, or to the Director.

In these cases, the Board will specify in writing the extent of such decision-making powers, and may place limits on this delegated authority, as deemed appropriate.

Decisions outside the delegated remit should be referred to the next meeting of the Board as a recommendation for approval. In circumstances where an urgent or exceptional item needs to be dealt with this may be decided on by the Chair and Deputy Chair. The powers delegated may be reviewed, revoked, or extended by the Board.

The Chair of the Board has authority to sign legal/statutory documents on behalf of the Board where these have been processed in accordance with approved internal procedures and with guidance from the Director.

In the absence of the Chair, the Deputy Chair will have delegated authority as described above. All such decisions of substance will be reported to the Chair at the earliest opportunity and to the next meeting of the Board.

From time-to-time urgent decisions may need to be taken between Board meetings; in such circumstances the Chair and Deputy Chair have the authority to deal with such matters. In all circumstances decisions will be formally recorded and reported to the Board.

The Board reserves the right to set and agree the main policies as they relate to transport users, following research and recommendations from the management team.

To ensure that the Director's performance reviews are undertaken in accordance with the organisation's performance management system, the Chair will carry out the review.

The Board will ensure that equality and diversity matters are addressed in London TravelWatch's work.

The Board will take decisions on matters which the Executive believe could be (seen as) 'controversial' and thus expose LTW to criticism or reputational risk, or matters arising that could damage LTW or threaten to bring it into disrepute.

If a new policy has the potential for reputational consequences it should trigger an immediate decision by the Chair and Deputy Chair

### **The Director shall have authority**

To fulfil the functions required of them, as outlined in the job description, and specifically:

#### **Finance**

- To authorise payments up to the value of £50,000 where another member of the Management Team (MT) is the second signatory, or to any value where the Chair is the second signatory.
- To authorise revenue expenditure, in accordance with the annual budget approved by the Board.
- To authorise exceptional items of expenditure up to a value of £50,000 (with a second MT signatory) which are not included in the annual budget, provided that the expenditure is consistent with the organisation's strategy and that the circumstances are reported to the Board.

#### **Governance**

- To ensure proper completion and security of all legal documents.
- To ensure along with the Chair of the Board that an agenda, minutes and such regular reports or other information as the Board requires to enable it to carry out its functions, are issued.
- To ensure that the business of the organisation is carried out within the agreed strategy of the Board.

#### **Communications**

- To advise the Board of any major incidents reported in the press or matters which could expose LTW to criticism or reputational damage, as soon as possible.

#### **Staff**

- To have express powers to delegate to the MT or one of its members
- To ensure temporary posts which are created can be met from the existing salary budget.

#### **Policy**

- To advise the Board of the development of new policies and major reviews which are employment related and / or require legal compliance.
- The Director and Management Team has delegated authority to address and comment on issues (including day to day media enquiries) in accordance with any vision and mission and / or policy objectives the Board may have set.

#### **Other**

- To develop strategic alliances and negotiate on behalf of the organisation, to establish joint working.
- Ensure that adequate insurance is in place to protect property, staff and Board

### **Delegation in the absence of the Director**

- For occasional absences, and absences of less than a week, there will be a Manager who is readily available to deal with any urgent or serious matters.
- For absences of more than one week, the Director will nominate a Manager to act for him/her.
- Director will advise the Board who will be acting on his/her behalf.
- The person acting for the Director will deal with matters which would normally be referred to the Director, “oversee” the office and have authority to make urgent decisions and sign urgent documents that fall within the Director’s delegated responsibility.
- The Director, and if appropriate the Chair or Deputy Chair, should be consulted on significant actions/decisions being taken at the time. If this is not possible, the Acting Director should discuss the matters with the other members of the Management Team and reach agreement before taking action. A report on such actions will be made to the Director on her/his return to the office.

### **The following authority is delegated to the Management Team**

- Decisions on interpretation of existing policies.

## **Appendix 1: Schedule of Matters Reserved to the Board**

### **Strategy**

- Approval and monitoring of business plan and strategic priorities
- Approval of participation in government programmes
- Agreement and sign-off of LTW's risk register, to be maintained by management.

### **Policy**

Approval of policy if an issue meets one of the following criteria:

1. Is novel or new in some way
2. Is controversial on a wider scale
3. Sets a wider precedent
4. Is not covered by existing London TravelWatch policy
5. Is of major consumer interest
6. Involves a decision on significant trade-offs between different groups of users
7. Poses a significant risk to the organisation

From time-to-time urgent decisions relating to policy may need to be taken between Board meetings; in such circumstances the Chair and Deputy Chair have the authority to deal with such matters. In all circumstances decisions will be formally recorded and reported to the Board.

### **Finance**

- Approval of policies
- Approval of annual budget
- Approval of changes to budgets during the financial year that would result in an overall overspend
- Approval of financial regulations
- Approval of management accounts
- Approval of statutory accounts and reserves policy
- Agreement of any change in permanent staff headcount or contract hours that increases the fixed cost-base of LTW
- Agreement of changes to staff remuneration that increase the fixed cost-base of LTW

### **Human Resources**

- Approval of terms and conditions
- Approval of job description of the Director
- Invocation of redundancy or dismissal proceedings
- Appointment of the Director
- Conducting appeals under grievance and disciplinary procedures
- Performance review of the Director

*Note: The Board may from time-to-time delegate authority in respect of the above to Board members or groups of Board members.*

## **Matters Delegated to the Director**

### **Finance**

- Approval of grant applications in line with strategic priorities
- Acceptance of grant offers in line with the strategic plan priorities
- Approval of leases / contracts for goods and services within budget
- Approval of approved core budget expenditure
- Approval of direct debits and standing orders
- Approval of bank transfers

### **Human resources**

- Recruitment and appointments
- Management of all staff
- Approval of changes to pay and conditions within budget
- Production of job descriptions and amendment of existing job descriptions including reporting arrangements
- Approval of training priorities
- Operation of discipline and grievance procedures including staff suspension or dismissal

### **Services, policy and external relations**

- Operational management and project development within policy guidelines
- Entering into joint agreements with external organisations within policy guidelines and budget limits
- Policy development
- Acting as chief spokesperson
- Developing and delivering a corporate position and response to urgent political / media issues in line with overall policy, aims and values of the organisation in consultation, where practicable with the Board or relevant sub- groups.

*Note: From time-to-time the Director will be required to take actions that may be outside delegated matters and the delivery plan. Significant exceptions should be notified to the Board. And if an urgent decision needs to be taken between Board meetings; in such circumstances the Chair and Deputy Chair have the authority to deal with such matters. In all circumstances decisions will be formally recorded and reported to the Board.*

Last updated: November 2021