This template has been provided the Scottish Council for Voluntary Organisations (SCVO).

Use of this model policy is entirely at your own risk. The policy should be adapted to suit your own organisational needs, and you should ensure if meets your own specific requirements. You should also check this policy is compliant with the law and your organisation’s governing document. No liability rests with SCVO.

For more information see our information on [using SCVO templates](https://scvo.scot/support/using-scvo-templates).

**[INSERT ORGANISATION NAME]**

Scheme of delegation adopted on [INSERT DATE]

This scheme of delegation outlines the authorities and/or powers which the Trustees (or committee, directors – choose which is most appropriate) of [INSERT ORGANISATION NAME] have delegated and to who they are delegated to.

Where authority or power has been delegated to the chief executive of [INSERT ORGANISATION NAME] they can delegate further to other staff, volunteers or contractors of [INSERT ORGANISATION NAME] but the chief executive will remain accountable to the Trustees for the correct use of these authorities or powers.

The Trustees retain their legal responsibilities under the Charities and Trustee Investment Act (Scotland) and can revoke any of these authorities or powers at any time.

**Governance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority/Power** | **Delegated to** | **Limitations** | **Reference** |
| Examples:  Reporting to OSCR or other regulators | Chief Executive |  |  |
| Calling an AGM/EGM | Chief Executive | Must follow our constitution | Link to the constitution |
| Changing constitution |  | Must be approved by members |  |
|  |  |  |  |

**Operational**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority/Power** | **Delegated to** | **Limitations** | **Reference** |
| Examples:  Staff recruitment | Chief Executive   * HR | HR and employment policies of the organisation must be followed | Link to HR policies, procedures |
| Trade Union negotiations | Chief Executive   * HR |  |  |
|  |  |  |  |
|  |  |  |  |

**Finance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority/Power** | **Delegated to** | **Limitations** | **Reference** |
| Examples: |  |  |  |
| Expenditure | Chief Executive | £50,000 max – finance sub-committee fully informed |  |
| Income generation | Chief Executive | Committee must be fully informed |  |
| Appointment of Auditor | Chief Executive   * Finance team |  |  |

**Compliance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Authority/Power** | **Delegated to** | **Limitations** | **Reference** |
| Examples: |  |  |  |
| OSCR | Chief Executive | Committee fully involved |  |
| HMRC | Chief Executive   * Finance team | Committee fully informed |  |
| ICO | Chief Executive   * Data Protection Officer | In line with policies, procedures. Committee fully informed of any serious incidents. | Link to Data Protection policies |

Document version control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Change or update** | **Author or owner** | **Date** |
| 1.0 | First version |  |  |
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