

Scheme of Delegation

	Board	GNC	FRC	Exec	Members (AGM)
Strategic Planning					
Strategic plan	A	C	C	R	I
Risk register	A	C	C	R	
Projects not included in the strategy	A		C	R	
Funding bids or significant projects	A		C	R	
Governance					
Changes to Memorandum and Articles of Association	C	C		R	A
Changes to IHE Regulations	A	C		R	I/C
Appointment of elected members of Board	I	I	I	R	A
Appointment of co-opted members of Board	A	C	I	R	I
Appointment of chairs, vice chairs, honorary treasurer and any other appointment	A	C	I/C	R	I
Appointment of members of committees	A	C	C	R	I
Removal of members of Board	A/R	I/C	I/C	I/C	I/C
Removal of members of Committees	A/R	I/C	I/C	I/C	I/C
Appointment of co-chairs of networks	I	A		R	
Changes to IHE Regulations (typographical, minor technical or factual amendments)	I	A		R	
Membership					
Membership application approval	A			R/C	I
Instigation of investigation	A	C		R/C	
Suspension from membership	A		I/C	R/C	
Termination of membership	A		I/C	R/C	
Changes to conditions of membership and the process for admission to membership	A	C		R	I/C
Changes to membership subscriptions	A		C	R	I
Changes to other subscriptions or fees	A		I/C	R	
Determining eligibility of applicants for membership	A	C		R	

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People and Remuneration					
Recruitment of new staff (replacing departing staff, or as agreed as part of budget setting)	I		I/C	A/R	
Recruitment of new staff (where not previously agreed as part of budget setting or where the new role is substantially different to the role it replaces)	A		C	R	
Recruitment of temporary staff for not more than 3 months within approved budget	I		I	A/R	
Staff management including appraisals and disciplinarys				A/R	
Appointment of Chief Executive	A/R	C	I		
Appraisal and management of Chief Executive	A/R				
Changes to terms and conditions of employment (minor/technical changes)				A/R	
Changes to terms and conditions of employment (major)	I		A	R	
Salary rises and bonuses (within agreed budget envelope)				A/R	
Chief Executive salary rises and bonuses	A/R				
Financial Management					
Annual budget setting	A		C	R	
Allocation from reserves	A		C	R	
Ensure IHE's funds are used in accordance with Articles of Association	A		C	R	
Borrowing	A		C	R	
Bank signatories	A		C	R	
Forward commitments (contractual commitments extending over three years)	I		A	R	
Annual Report and Statutory Accounts	A		C	R	A
Appointment of bankers or auditors	A		C	R	
Opening and closing of bank accounts	I		A	R	
To approve non-budgeted expenditure in excess of £5000 (Where the expenditure will not affect the overall agreed budget)	I		A	R	
To approve non-budgeted expenditure in excess of £2000 (Where the expenditure <i>will</i> affect the overall agreed budget)	A		C	R	