

## **VJB18. Scheme of Delegation to Officers**

The Board considered a report by the Clerk which presented a revised Scheme of Delegation to Officers for approval.

A suite of documents, known as Standing Orders, were agreed by the Board on its formation in 1996 - these describe how the Board is established, how meetings are managed, specify delegations to officers, set out the framework for entering into contracts for goods and services and set out the financial control arrangements. These are contained in:-

- Standing Orders Relating to Meetings
- Scheme of Delegation to Officers
- Contract Standing Orders
- Financial Regulations

The Scheme of Delegation to Officers was reviewed by the Clerk and Assessor in late 2019 and again this year following a pause caused by the Covid-19 pandemic in 2020. In the meantime, the Board approved its Financial Regulations. The Board's current Scheme of Delegation to Officers had not been comprehensively reviewed since the Board was established. It was important to recognise that the current document had been fit for purpose and had served the Board effectively in that time. Nevertheless, in line with the Board's commitment to good governance and following consultation with the Board's external auditors it was appropriate to undertake a thorough review of the current document.

Appendix 1 was the revised document which was more concise and less prescriptive. The current Scheme was attached as appendix 2 for comparison.

### **Decision**

**The Board approved the revised Scheme of Delegation to Officers as appended to the report subject to minor adjustments by the Clerk.**