



Alconbury Recreation Field Charity. (ARFC)

Scheme of Delegation

Purpose

This Scheme of Delegation defines how authority is delegated within the charity to ensure efficient decision-making, clarity of responsibilities, and robust accountability.

ARFC is a small charity largely volunteer led governed by a Board of Trustees and supported by a very small number of paid staff

While certain decisions can be delegated to volunteers, staff, working groups, or contractors, the Board of Trustees remains collectively responsible for the governance, strategy and overall performance of the charity.

1. Principles of Delegation

1. Ultimate accountability remains with the Board of Trustees.
2. Delegation does not remove responsibility – The Board of Trustees must oversee and monitor all delegated matters.
3. Authority follows responsibility – those who are delegated tasks, which must be approved by the Board of Trustees, must have the appropriate resources, knowledge, and authority.
4. Decisions must be within delegated authority – any matters beyond that authority are referred to the Board of Trustees.
5. Transparency and reporting – all delegated decisions must be reported to the Board of Trustees at agreed intervals.
6. Delegation must reflect the charity's structure and resources – decisions should be made at the most appropriate level, ensuring effective oversight by trustees.

2. Decision-Making Overview

Decision Area	ARFC Board of Trustees	ARFC Trustees/Volunteers/Staff	External Contractors
Strategic Direction	Approves vision, mission, and strategic plan	Implements agreed actions and reports on progress	N/A
Financial Management	Approves annual budget and financial reports; monitors quarterly	Secretary/Treasurer manage day-to-day accounts and payment administration under Financial Controls Policy	N/A
Operational Management	Approves major projects, contracts, or non-routine expenditure	ARFC staff manage day-to-day operational and maintenance tasks	Delivers approved maintenance or projects
Major Contracts / Commitments	Approves above £XX,000	Approves below £XX,000	Executes contract tasks only
Fundraising and Grants	Approves fundraising strategy and grant applications	ARFC Secretary and/or Lead Trustee prepares bids	May assist in delivery
Grant Applications / Awards	Approves applications >£XX,000 or unusual risk	Prepares and submits under policy	Supports as required
Safeguarding & Policy Compliance	Holds ultimate responsibility; approves all policies	ARFC trustees, staff & volunteers support the implementation of policies and monitor compliance	May provide specialist services
Policy Approval	Approves all key policies	Implements policies	Provides specialist input
People	Approves ARFC staff and trustee appointment	ARFC trustees/staff provide day to day people management as required	Can provide HR services
Communications & PR	Approves key public or sensitive statements	ARFC staff, trustees or volunteers manage day to day communication tasks (e.g.) website updates	Communications specialists may support

3. Specific Delegations

A. To Trustees

ARFC Trustees may take lead responsibility for specific areas such as Finance, Safeguarding, Health & Safety, or Fundraising. These “Lead Trustees” act on behalf of the Board within their remit and must report to the Board regularly.

The Chair provides general oversight of staff and volunteer activity to ensure delegated tasks align with trustee decisions

B. To Subcommittees

Working groups may be formed for areas such as Finance, Fundraising, or Facilities Management.

These groups are advisory in nature and must report to the Board. No decisions may be made that commit the charity financially without trustee approval.

B. To ARFC Staff

Appointed staff will manage specific day to day operational tasks such as:

- Day-to-day administration of ARFC activities, including correspondence, bookings, and record keeping
- Support financial administration (invoicing, record keeping, payments processing and reporting)
- Support event coordination and communication with ASSC.
- Maintain policy documentation and assist with annual reporting.
- Attend and minute trustee meetings and provide progress updates.
- Provide day to day management to other members of staff as required
- Grounds maintenance

C. To Contractors / Consultants

- Contractors may be engaged to deliver specific services (e.g. building maintenance, inspections, or grant-funded works) but cannot make governance decisions.
- All work must be governed by an approved written agreement or purchase order
- ARFC appointed staff or trustees must monitor performance and ensure compliance with contracts.

4. Matters Reserved for the Board of Trustees

Certain responsibilities cannot be delegated and remain with the full Board:

1. Approving the charity's mission, vision, and strategic objectives
2. Approval of annual budgets, accounts and financial statements
3. Appointment or removal of ARFC trustees, staff and officers
4. Approval of major contracts, leases, or projects above £XX,000
5. Approval of all key policies (e.g., Safeguarding, Health & Safety, Data Protection, Financial Controls)
6. Setting and approving facility hire fees and charges.

7. Approval of all funding & grant applications and external partnership agreements.
8. Dissolution, merger or significant restructure of the charity
9. Ensuring Legal and regulatory compliance with charity law and other applicable legislation

5. Financial Delegation and Spending Limits

Routine expenditure within the approved annual budget may be authorised as follows:

- ARFC Staff (Secretary): up to **£xxx** per transaction for consumables or essential maintenance.
- ARFC Treasurer or Chair of Trustees: up to **£xxx** for routine operational expenditure within budget.
- Any expenditure above these limits, or outside the approved budget, must be approved by the Board.

All payments must be authorised by **two trustees** in accordance with the Financial Controls Policy.

6. Monitoring and Review

- The Board retains overall responsibility and reviews this Scheme of Delegation annually.
- Trustees will review delegated activities at each regular meeting to ensure accountability and effective oversight. Any breach or overreach of delegated authority will be reviewed and may result in a revision of delegated powers.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley