



## The Catholic Fellowship Brentwood Diocese

Charity No: 263075

REPORT DETAILS	
<b>Report Title</b>	<b>Catholic Fellowship Brentwood Diocese Schedule of Delegation between the Board of Trustees and the Group Sub-Committees of the Catholic Fellowship.</b>
<b>Author</b>	Daniel Ruscoe (Compliance & Governance Officer)
<b>Purpose and Brief Summary of Report</b>	The Schedule of Delegation sets out the respective responsibilities of The Catholic Fellowship Board of Trustees and its Group Sub-Committee's as defined in the Charity Constitution.
<b>Recommendation</b>	Trustees are asked to approve the document with a minimum quorum of Trustees.
<b>Status</b>	<ul style="list-style-type: none"> <li>- Approved on 9<sup>th</sup> May 2023</li> <li>- For annual review on or before 9<sup>th</sup> May 2024</li> </ul>
<b>Date Effective</b>	9 <sup>th</sup> May 2023
<b>Further Information</b>	On request to the Board of Trustees

## CATHOLIC FELLOWSHIP SCHEME OF DELEGATION BETWEEN THE BOARD OF TRUSTEES AND GROUP SUB-COMMITTEE'S

### Scope

The Schedule of Delegation sets out the respective responsibilities of Catholic Fellowship Brentwood Diocese Board of Trustees and its Group Sub-Committee's.

These responsibilities are in accordance with charity law and the principles set out in Catholic Fellowship Brentwood Diocese Constitution. The Schedule of Delegation is to be read alongside these documents and is not meant to replace them.

This Schedule of Delegation came into force on the above date and is subject to review where the Board of Trustees recognise the needs for amendment.

The Board of Trustees, which is the governing body, is responsible for the overall strategic direction of the charity. The Board delegates elements of the charities activities to Group Sub-Committees and specified individuals within the charity.

The Scheme of Delegation sets out the respective responsibilities of the Board and Management in the key areas of:

- Strategic planning
- Financial Management
- Risk Management
- People and Remuneration
- Events & Administration

### Committees and Forums

#### Group Sub-Committees

In accordance with the Constitution, the Board may delegate any of its powers to Group Sub-Committees as defined in the Charity Constitution.

The remit of any Group Sub-Committees will be set out in the Charity Constitution and terms of reference for each sub-committee. These will detail the respective responsibilities of the Board and sub-committee and will specify the areas of delegated authority.

The terms of reference will form part of the Scheme of Delegation.

<b>Strategic Planning, Legal &amp; Regulatory</b>		
<b>Board role</b>	<b>Sub-Committee role</b>	<b>Specific Procedures</b>
<ul style="list-style-type: none"> <li>To set the overall charitable purpose mission and vision of the charity</li> <li>To update the sub-committees on any changes within the Executive</li> <li>To ensure that the Charities Commission is informed and keep up to date with the organisations legal structure and governing document</li> </ul>	<ul style="list-style-type: none"> <li>To deliver the charities activities in accordance with the overall mission of the charity to meet the needs of its beneficiaries.</li> <li>To ensure it reports its charitable activities to the Trustees of the charity</li> <li>To ensure accurate records of decision making and meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>For the sub-committee to meet monthly and plan its charitable activities ensuring that the activities meet the charities mission, vision and charitable purpose</li> <li>To present the charities activities at the annual AGM and for a representative from the sub-committee to present its activities at the Executive meetings.</li> <li>For the Board of Trustees and Executive Committee to regularly share information with its Group Sub-Committees and notify them promptly of any changes.</li> </ul>

<b>Financial management</b>		
<b>Board role</b>	<b>Sub-Committee Role</b>	<b>Specific Procedures</b>
<ul style="list-style-type: none"> <li>To act as custodians of Charity's assets, ensuring they are used only in accordance with the charity's objectives, and to ensure financial sustainability.</li> <li>To ensure that the charities Annual Submission and Financial Accounts are submitted to the Commission on time and kept up to date.</li> </ul>	<ul style="list-style-type: none"> <li>Delegated responsibility from the Board to the Sub-Committee for the day-to-day running of the charity activities within the remit of their group to ensure financial stability.</li> <li>Delegated responsibility to the Sub-committees Treasurer and Chair to maintain and control the expenditure and income of the sub-committees account.</li> <li>Delegated responsibility to receive charitable funds from charitable fundraising and membership payments within their group.</li> <li>Delegated responsibility to make decisions on expenditure for the general day to day running to meet the charities mission, vision and purpose.</li> <li>To keep up to date committee minutes covering the financial decision making of the committee.</li> </ul>	<ul style="list-style-type: none"> <li>For the Treasurer of the sub-committee to keep up to date accounts and present them to the sub-committee monthly</li> <li>For the sub-committee to raise any concerns to the executive regarding financial matters.</li> <li>Act in the best interests of the charity</li> <li>Ensure ongoing documentation of banking changes and activities</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide financial reports to the Trustees on the financial position of sub-committees accounts at the AGM</li> <li>• To ensure Charity’s assets are used appropriately and only for the purposes of carrying out its charitable purpose as shown on the Commission website.</li> <li>• To report any concerns regarding financial reporting or banking to the Trustees that could affect the charities ability to carry out services.</li> <li>• Delegated responsibility to make changes to the Sub-Committees banking facilities including transferring funds to another Charity account within the charity, authorise new signatories to the bank accounts and remove, making payments for the day to day running of the charity in order for the charity to function on a day to day basis and in the case of requiring compliance with law, guidance and regulations.</li> <li>• For the Treasurer and appointed members (minimum 3 including Treasurer) of the Sub-Committee to act as signatories on the operations of bank accounts held by the charity.</li> </ul>	
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<b>Risk management</b>		
<b>Board role</b>	<b>Sub-Committee’s Role</b>	<b>Specific Procedures</b>
<ul style="list-style-type: none"> <li>• To regularly review the identified risks and report annually in the Annual Report on the key risks faced by the Charity and the effectiveness of the controls in place.</li> <li>• Ensure the adequate level of Insurance for the charity to carry out its charitable purpose and activities</li> </ul>	<ul style="list-style-type: none"> <li>• To report to the Trustees on identified risks, serious incidents and the effectiveness of the controls put in place to minimise these risks.</li> <li>• To update the Trustees on any change in activities within Wanstead &amp; Woodford that could affect the level of insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a record of the risks through a risk register held centrally and for the sub-committees to report any incident or risk to the Executive Committee</li> <li>• Comply with the Charities incident reporting policies and procedures</li> </ul>

<b>People and remuneration</b>		
<b>Board role</b>	<b>Sub-Committee’s Role</b>	<b>Specific Procedures</b>
<ul style="list-style-type: none"> <li>To ensure there are sufficient Trustees with the necessary knowledge, skills and experience in post to meet the requirements of Charity legislation and of the Constitution, and that they are able to carry out their roles and responsibilities effectively for the benefit of the beneficiaries.</li> </ul>	<ul style="list-style-type: none"> <li>To promote the interests, mission and vision of the charity to the general public and their communities whilst promoting the continues recruitment of new volunteers.</li> <li>Have present the charities governing document at every sub-committee meeting to ensure decisions are made in line with its charitable purpose and for its beneficiaries.</li> </ul>	<ul style="list-style-type: none"> <li>To refer to and comply with the procedure outlined in the governing document on the appointment of Trustees, Executive Committee and Sub-Group roles.</li> <li>To comply with the recruitment and retention policy</li> <li>For the Board of Trustees and Executive Committee to regularly share information with its Group Sub-Committees and notify them promptly of any changes.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure the appointment of a Chair, Vice-Chair and Treasurer and the minimum of members as outlined in the governing document.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the appointed members comply with their roles and duties as set out in the role descriptions and the governing document.</li> </ul>	
<ul style="list-style-type: none"> <li>To ensure the appointment and employment of specialist and/or professional persons to whom may be delegated such duties and responsibilities to meet the charity constitution and its legal and regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>To work and engage with any employed specialist or professional to meet the charities governing document, the law and regulatory requirements.</li> </ul>	

<b>Events &amp; Administration</b>		
<b>Board role</b>	<b>Sub-Committee’s Role</b>	<b>Specific Procedures</b>
<ul style="list-style-type: none"> <li>Ensure that the charity meets its commitment to its beneficiaries by approving sub-committees in order to carry out charitable activities.</li> </ul>	<ul style="list-style-type: none"> <li>Delegated authority to the group sub-committee’s to plan and run events for its beneficiaries.</li> <li>For Group Sub-Committees to have equal representation on the Executive Committee to share its charitable activities and information.</li> <li>To keep accurate records of all decision making.</li> </ul>	<ul style="list-style-type: none"> <li>For all Group Sub-Committees to appoint members (minimum of 2) to attend and update the Executive Committee and Trustees at periodic Executive Committee meetings in line with the governing document,</li> </ul>

The Board of Trustees hereby confirms and authorise the Schedule of Delegation above that sets out the respective responsibilities of Catholic Fellowship Brentwood Diocese (Charity Number 263075) Board of Trustees and its Group Sub-Committees.

Date Agreed and Approved: 9th May 2023

Board Chair Name: F. B. B. HAMILL

Board Chair Signature: Bob Hamill

Board Trustee Name: MRS E. J. MCHALE

Board Trustee Signature: E. J. McHale

Board Trustee Name: MRS. M. TODD

Board Trustee Signature: M. Todd

Board Trustee Name: \_\_\_\_\_

Board Trustee Signature: \_\_\_\_\_

Appointed CEO Name: \_\_\_\_\_

Appointed CEO Signature: \_\_\_\_\_

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