



Scheme of Delegation

Approval date: 01/04/2026	Approved by: Board
Applies to: Board Members, committees, and officers exercising delegated powers on behalf of the Board.	Linked Documents: Finance Regulations
Frequency of review: 3 years	Next review date: April 2029

This Scheme of Delegation defines how the Board discharges its statutory responsibilities under the Land Drainage Act 1991 by delegating certain functions to Committees, the Chairman and Vice Chairman, the Clerk & Engineer, and other officers.

1. Chairman and Vice Chairman

- 1.1 The Chairman and Vice Chairman of the Board shall be elected in accordance with the Board’s Standing Orders.
- 1.2 The Chairman shall not act as, nor hold the duties of, the Clerk & Engineer or any employed officer. No Board Member may act in the capacity of Clerk.
- 1.3 The following responsibilities are delegated jointly to the Chairman and Vice Chairman of the Board:
 - To review and provide recommendations to the Finance Committee on staff remuneration matters during the annual budget setting process. This includes consideration of inflationary adjustments informed by the ADA White Book. Final approval rests with the Finance Committee and the Board through the overall budget.
 - To participate in the recruitment and appointment of new staff within pre-agreed budgets.
 - To jointly consider and authorise staff disciplinary or dismissal matters, in accordance with employment legislation and with the support of the Clerk & Engineer. All such decisions must be documented in writing and reported to the next Board meeting.
 - To jointly support the Clerk & Engineer in authorising enforcement actions and issuing notices in respect of breaches of the Land Drainage Act 1991 and/or Board Byelaws.
 - The Chairman, or in their absence the Vice Chairman, may represent the Board at external meetings and events, reporting back to the Board as appropriate.
- 1.4 The following sections outline the delegations of authority across the governance structure of the Board. Matters that are reserved for the Board are listed first, followed by those delegated to Committees and then to individual officers.



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2. The Board

2.1 The following matters are reserved to the full Board for decision and cannot be delegated. The Finance Committee may make recommendations on these matters, but final approval rests with the Board:

- Election of the Chairman and Vice Chairman of the Board, in accordance with Standing Orders.
- Appointment of Members to the Finance Committee. Members appointed to the Finance Committee shall have served at least one full term on the Board to ensure continuity and informed financial oversight.
- Approval of appointments to any other Board Committee or Sub-Committee.
- Approval of the Board's long-term objectives and strategic direction.
- Setting and levying of Agricultural Drainage Rates and Special Levies.
- Approval of the borrowing of any money and the repayment of any loans.
- Approval of the Board's Annual Accounts and Annual Return.
- Approval of annual and revised estimates, budgets, and financial plans.
- Approval of any significant changes to accounting policies or practices.
- Approval of changes to the Board's Byelaws (pursuant to Section 66 of the Land Drainage Act 1991).
- Approval of changes to Standing Orders and Financial Regulations.
- Approval of Board meeting minutes and reports.
- The making of any Orders under statutory powers.
- Oversight of internal control and risk management, including approval of the Board's Corporate Risk Register and Health & Safety assurance arrangements.
- Approval of the dates, times, and venues for Board meetings.

3. Finance Committee

3.1 The Finance Committee shall operate in accordance with its Terms of Reference and shall exercise its delegated powers in line with the Board's Financial Regulations, Standing Orders, and approved policies and procedures.

3.2 The Finance Committee shall comprise not fewer than six Members of the Board. The quorum shall be the greater of three Members or one third of appointed Committee Members.

3.3 Members appointed to the Finance Committee shall normally have served at least one full term on the Board, to ensure continuity and informed financial oversight. The Board may, by resolution, appoint a Member with relevant financial or governance expertise notwithstanding this requirement.

3.4 Minutes shall be taken by the Office Manager, or another officer designated by the Clerk, who is not a Member of the Committee. Draft minutes shall be circulated promptly and confirmed at the next Committee meeting.



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- 3.5 The Chairman of the Board shall not serve as Chairman of the Finance Committee.
- 3.6 The Committee may refer specific matters to the Board for final decision at its discretion.
- 3.7 The Finance Committee is delegated authority to make decisions on behalf of the Board in relation to financial management and governance matters, within the framework of the approved budget, Financial Regulations, and Board policies.

The Finance Committee shall:

- Elect its own Chairman and Vice Chairman.
- Exercise in-year financial decision-making authority, including:
 - Approving budget virements above Officer delegated limits, in accordance with the Financial Regulations.
 - Approving the use of earmarked or general reserves in accordance with their defined purpose and the Board's Capital Financing and Reserves Policy, ensuring that reserve levels remain appropriate and sustainable.
 - The Committee may approve changes to the timing or delivery of projects within the approved Capital Programme, provided these do not represent a material change in policy or overall programme value.
 - Approving unplanned or additional expenditure where funding is identified through approved budgets, virements, or the use of reserves in accordance with the Financial Regulations and Reserves Policy.
 - Approving procurement waivers and contract decisions above Officer delegated limits, where these fall outside approved budgets or require Committee approval under the Procurement Policy.
- Oversee and manage all matters relating to the financial management of the Board, including:
 - Reviewing annual estimates and making recommendations to the Board.
 - Approving and scrutinising financial monitoring reports.
 - Overseeing investment income and banking arrangements.
 - Advising on, but not setting, drainage rates and Special Levies.
 - Advising on, but not authorising, borrowing.
- Oversee the Corporate Risk Register on a quarterly basis, including review of updates provided by the Clerk & Engineer, and make recommendations to the Board.
- Oversee insurance arrangements, receiving annual assurance from the Clerk & Engineer that adequate cover is in place.
- Oversee annual Health and Safety assurance reporting, receiving updates from the Clerk & Engineer and Works Manager.
- Hear appeals relating to staff grievance or disciplinary matters, provided that any Member previously involved in the original decision shall not take part in the appeal.
- Oversee internal and external audit arrangements, including review of audit findings, recommendations, and management responses.
- Prepare responses to legislative, policy or regulatory consultations for Board approval.
- Consider recommendations from the Chairman and Vice Chairman on staff remuneration as part of the annual budget setting process. The Committee shall



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review proposals, including inflationary increases informed by the ADA White Book, and make recommendations to the Board through the budget approval process.

- Consider any other matters delegated to it by the Board from time to time.

The Finance Committee shall not:

- Set or vary the Board's overall budget or rates and levies.
- Approve borrowing or loan arrangements.
- Approve any decision that would result in a material change in Board policy or strategy.

3.8 All decisions made under delegated authority shall be reported to the next meeting of the Board.

4. Other Committees or Sub-Committees

4.1 The Board may establish Committees or Sub-Committees as it considers necessary to support its functions. All Committees or Sub-Committees shall operate within approved Terms of Reference. Their decisions and actions are subject to Board approval unless specific delegated authority has been granted in advance under Standing Order 11.

4.2 The Board may also establish Standing Committees with Terms of Reference and defined delegated authority as required.

5. Clerk & Engineer

5.1 The Clerk & Engineer shall exercise delegated authority in accordance with Standing Orders, Financial Regulations, this Scheme of Delegation, and all other approved Board policies.

5.2 The Clerk & Engineer of the Board shall be the Chief Officer, Responsible Health and Safety Officer and Data Protection Officer, responsible for the day-to-day leadership, financial oversight, and operational delivery of the Board's statutory functions. The Clerk & Engineer is delegated authority to:

- Implement decisions of the Board and its Committees.
- Manage staff and resources within approved budgets.
- Procure, select and appoint contractors, consultants and suppliers for works, services and goods, including through the use of compliant framework agreements and Dynamic Purchasing Systems, provided that:
 - the expenditure is within an approved budget or capital programme;
 - the procurement is conducted in accordance with the Board's Procurement Policy and Financial Regulations; and
 - the total contract value does not exceed the approved budget for the project;
- Approve routine and emergency expenditure up to £10,000 per event, in consultation with the Chairman or Chairman of the Finance Committee.



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- In exceptional circumstances where emergency works are expected to exceed £10,000, proceed, with the agreement of the Chairman and Vice Chairman of the Finance Committee, on the basis of best value and necessity, with all such actions to be reported in full to the next Board meeting.
- Act as the Board's Data Protection Officer, Returning Officer, and enforcement lead, with Chairman support where required.
- Issue drainage rate demands, special levies and planning responses on behalf of the Board.
- Determine and approve applications under section 23 of the Land Drainage Act 1991, with routine applications capable of being delegated to Technical Officer(s), whilst retaining authority for complex or contentious cases.
- Represent the Board in liaison with statutory and regulatory bodies.
- Maintain the Board's Corporate Risk Register, reporting quarterly to the Finance Committee and annually to the Board.
- Manage the Board's insurance arrangements, ensuring adequate cover is maintained and reporting annually to the Finance Committee.
- Prepare an annual Health and Safety report for presentation to the Board, supported by the Works Manager.
- Delegate operational tasks to staff as appropriate.
- Enter into partnership agreements, memoranda of understanding, and Public Sector Cooperation Agreements within approved budgets, reporting annually to the Board on such arrangements.
- Provide assurance reports on governance, risk and compliance at least annually to the Finance Committee and Board.
- Ensure that Board papers, minutes, accounts, and other public information required by law are published on the Board's website in line with transparency requirements.

5.3 In exercising the above powers, the Clerk & Engineer shall ensure that procurement and contract award decisions are supported by an appropriate audit trail, demonstrate value for money, and are reported to the Finance Committee and/or Board as appropriate.

5.4 In the event of the temporary absence or unavailability of the Clerk & Engineer, their delegated powers may be exercised by a designated senior officer of the Board, typically the Works Manager or Finance Officer, as appropriate to their area of responsibility. Such delegation shall be made in writing and, where possible, agreed in advance with the Chairman.

5.5 In the event of longer-term absence, including illness, the Finance Committee shall determine appropriate interim arrangements, having due regard to the Board's Financial Regulations and this Scheme of Delegation. All such delegations shall be recorded in writing and reported to the Board.

6. Delegation to Staff

6.1 The Clerk & Engineer may delegate operational tasks to staff in line with their role descriptions, this Scheme of Delegation, and Board policies and procedures.



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- 6.2 All staff are authorised, under Section 64 of the Land Drainage Act 1991, to enter land within the Drainage District, survey land, and inspect drainage works as required for the discharge of the Board's functions.
- 6.3 The following senior officers are delegated authority to act on behalf of the Board within their areas of responsibility. All such authority is exercised under the direction of the Clerk & Engineer and within the limits of Board-approved budgets and policies.
- **Works Manager** – Supervises the operational workforce, leads on operational health & safety, liaises with regulators and conservation bodies, and may procure goods and services up to £5,000.
 - **Technical Officer(s)** – Provides planning responses, determines routine Section 23 applications (reporting to the Clerk & Engineer and the Board), leads on technical and environmental matters, and may procure goods and services up to £5,000.
 - **Finance Officer** – Prepares financial reports and budgets, operates financial systems, administers the rating system, payroll, pensions, and tax returns, procures goods and services up to £2,500 within approved procedures, and operates bank accounts as authorised.
 - **Office Manager** – Provides administrative and operational support, maintains records and policies, manages IT and office systems, supports onboarding, training, and communications, and may procure goods and services up to £2,500.
- 6.4 All staff are responsible for handling requests under the Freedom of Information Act 2000 and Environmental Information Regulations 2004, coordinated through the Clerk & Engineer as Data Protection Officer.
- 7. Urgent Matters**
- 7.1 In the event of any matter arising which requires an urgent decision, the Clerk shall consult with the Chairman and Vice Chairman of the Board before taking any action on behalf of the Board. Any urgent decisions shall be documented in writing, signed by the Clerk and the Chairman (or Vice Chairman), and reported to both the Finance Committee and the Board at their next scheduled meetings.
- 8. Summary of Delegated Officer Responsibilities**
- 8.1 Board Members, Committees, Sub-Committees and Officers shall, at all times, act in accordance with the Board's Code of Conduct, Standing Orders, Financial Regulations, and this Scheme of Delegation and, where applicable, any other Rules, Regulations, Schemes, Statutes, Byelaws or Orders made and with any directions given by the Board.
- 8.2 The table below summarises key operational, financial and HR delegations across Board officers. All officers are subject to the Board's approved policies and any accompanying internal procedures.

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Appendix A – Executive Functions (Delegated Officers)

Role	Key Delegated Functions	Financial Authority Limit	Leave Approval
Clerk & Engineer	<ul style="list-style-type: none"> • Day-to-day leadership, staff management, statutory functions. • Emergency spend and procurement within budget. • Determine and approve Section 23 consents (routine cases may be delegated to Technical Officer). • Lead officer for remuneration proposals – reviews and recommends to Finance Committee during budget setting (ADA White Book). • Data Protection Officer, Returning Officer, H&S lead. • Implement Board/Committee decisions; external representation. 	Routine procurement within approved budget. Up to £10,000 emergency spend per event (with Finance Chair consultation).	Approves all staff leave. Notifies Chair of own leave.
Works Manager	<ul style="list-style-type: none"> • Supervise operational workforce. • Lead on operational H&S. • Liaise with regulators and conservation bodies. • Procure goods/services within budget. 	Up to £5,000 (routine, within budget).	Agrees workforce leave. Agrees own leave with Clerk.
Technical Officer(s)	<ul style="list-style-type: none"> • Provide planning responses. • Determine routine Section 23 consents (report to Clerk & Board). • Lead on technical/environmental matters. • Procure goods/services within budget. 	Up to £5,000 (routine, within budget).	Agrees leave with Clerk.
Finance Officer	<ul style="list-style-type: none"> • Prepare financial reports and budgets. • Manage day-to-day accounting, payroll, pensions, tax. • Administer rating system and enforcement. • Operate bank accounts as authorised. 	Up to £2,500 (routine, within budget). Petty cash up to £250. Bank operation as per mandates approved by Board.	Agrees leave with Clerk.
Office Manager	<ul style="list-style-type: none"> • Provide admin/operational support. • Maintain policies, records, website. • Coordinate IT and office systems. • Support onboarding, training, comms. • Procure goods/services within budget. 	Up to £2,500 (routine, within budget).	Agrees leave with Clerk.

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Appendix B – Governance Functions (Board & Finance Committee)

Role	Key Delegated Functions	Notes / Limits
Full Board	<ul style="list-style-type: none"> • Elect Chairman and Vice Chairman • Appoint Members to Committees. • Approve long-term objectives and strategy. • Set and levy Agricultural Drainage Rates and Special Levies alongside annual budgets. • Approve borrowing/loan repayments. • Approve Annual Accounts, Annual Return, and budgets. • Approve new or revised strategic or statutory policies, with operational policies delegated to the Clerk & Engineer. • Approve meeting dates and venues. • Approve Corporate Risk Register and assurance arrangements. • Receipt and approval of internal and external audit reports and associated action plans. 	<p>Authority cannot be delegated; Committees may only recommend.</p>
Finance Committee	<ul style="list-style-type: none"> • Elect its own Chairman and Vice Chairman. • Oversight of financial management. • Review annual estimates, financial monitoring, investments, banking. • Oversight of internal/external audit. • Consider remuneration recommendations (ADA White Book) during budget setting; recommend to Board via budget approval. Prepare consultation responses for Board approval. Consider other matters delegated by the Board. • Review the Corporate Risk Register quarterly and report to the Board. • Monitor insurance arrangements and annual Health and Safety assurance reporting. • Hear appeals relating to staff grievance or disciplinary matters, excluding any Member previously involved in the original decision. 	<p>Cannot set rates/levies or authorise borrowing; reserved to the Board.</p>



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Version Control

Version	Date Approved	Summary of Changes
1.0	01/04/2026	Initial policy approved