

SGSA Board Scheme of Delegations

Introduction

1. This scheme of delegation confirms the decisions which have been reserved to authority members and describes the types of decisions which have been delegated to the Executive. These arrangements are referred to as Board delegated powers.
2. All operational and day-to-day management decisions are delegated to the Chief Executive, in line with his or her Accounting Officer responsibilities and his or her responsibilities for managing the organisation in accordance with the strategies and business plans approved by the Board.

Delegation framework

3. The Board has primary responsibility for setting the strategic aims and objectives of the SGSA and holding it to account for performance against its objectives.
4. The Chair and Chief Executive have a number of personal responsibilities as part of their office. The Chief Executive, in particular, in their role as Accounting Officer, has a number of responsibilities direct to the Department for Culture, Media and Sport and/or Parliament.
5. The Board and Accounting Officer remain accountable for their decisions, even those they have respectively delegated.
6. Any decisions delegated can be re-assumed by the Board or the Chief Executive respectively, with immediate effect.
7. Any deviation from this Scheme of Delegations must have prior authority from both the Chair and Chief Executive. Any deviations, whether with prior authority or not, should be formally reported to the next Board meeting either directly or through the Audit and Risk Committee (depending on when the first opportunity arises).

Matters reserved to the Board

8. The Board reserves the following matters to itself for decision:
 - Accountability to Parliament.
 - Approval of submissions or reports to Parliament produced by the SGSA.
 - Setting the SGSA's strategic direction.
 - Approval of the SGSA's strategy, ensuring that the SGSA's strategic direction aligns to its framework of policy and resources agreed by the Secretary of State.



- Approval of the annual business plan, including agreeing key performance indicators, and the annual budget.
 - Setting the high-level regulatory framework.
 - Approval of strategic decisions which are fundamental to the SGSA's role as a regulator and its delivery of its core statutory functions.
 - Approval of any formal public consultations that the SGSA conducts.
 - Board minutes as an accurate record of meetings.
 - Setting the SGSA's risk appetite.
9. This does not preclude the Chair or the Board deciding other matters, non-reserved, should they come to the Board for discussion or decision. The Board may decide on any matter it wishes within its legal powers.

Matters delegated to Board Committees

10. The Board has agreed the Terms of Reference for the Audit and Risk Committee (ARC) and remains responsible for agreeing any changes to them.
11. The ARC does not have delegated decision-making powers. It acts in an advisory capacity on behalf of the Board to the executive and/or are tasked with making recommendations to the Board on matters requiring Board approval.
12. This does not preclude the Board delegating a specific task or matter to either committee by resolution of the Board.

Matters delegated to the Chief Executive

13. The Board has delegated all responsibility for the day-to-day management of the SGSA to the Chief Executive, in line with his or her responsibilities as Accounting Officer and for managing the organisation in accordance with the strategic and business plans approved by the Board.
14. For the avoidance of doubt, the Chief Executive's responsibilities and delegated decision-making authority includes:
- Decisions to license grounds to admit spectators using powers granted to SGSA under the Football Spectators Act (1989).
 - All matters of organisational structure.
 - All staff appointments and associated human resources issues, including remuneration.
 - Signing off press and public statements.
 - Identification of significant issues to be considered by the Board.



15. The Chief Executive, as Accounting Officer, remains directly and personally responsible to the DCMS Permanent Secretary for safeguarding the public funds for which they have charge, under the terms of Managing Public Money.
16. The Chief Executive is accountable to Parliament for:
 - Signing the accounts and ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with any directions issued by the Treasury or the DCMS.
 - Signing the SGSA Annual Report, including the Statement of Accounting Officer's Responsibilities and the Annual Governance Statement.
 - Acting in accordance with the terms of Managing Public Money and other instructions and guidance issued from time to time by DCMS, the Treasury and the Cabinet Office.
 - Giving evidence when summoned by a Parliamentary Committee.
17. The Board authorises the Chief Executive to appoint any SGSA employee to act on his or her behalf.

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