

1. Introduction.

The following Scheme of Delegation relates to and is based on the Standing Orders and the Governance Arrangements to which reference should also be made.

2. Decisions reserved for the Board.

Approval of the following items is reserved for the Board:

- 2.1** The Standing Orders.
- 2.2** The Governance Arrangements.
- 2.3** The Code of Conduct.
- 2.4** The Rules.
- 2.5** The Annual Budget and financial plans.
- 2.6** Corporate Strategic Plan.
- 2.7** Annual Reports and Accounts.
- 2.8** The annual general levy and complaints levy.
- 2.9** Committee Structures and Terms of Reference.
- 2.10** The establishment and composition of Determination Committees.
- 2.11** Audit arrangements.
- 2.12** Banking arrangements.
- 2.13** Insurance and indemnity
- 2.14** Contracts for goods and services.
- 2.15** Borrowing arrangements.
- 2.16** Items of capital expenditure on property including items relating to leasing of property e.g. rental expenditure.
- 2.17** Grievance and Disciplinary Procedures.
- 2.18** Appointment of senior executive staff and their remuneration.

3. Decisions reserved for Commissioners.

In addition to the above governance duties of Commissioners they also reserve operational decision making powers as follows:

- 3.1.** To decide whether a complaint is frivolous, vexatious or totally without merit
- 3.2.** To decide if any element of a complaint can be dealt with under a specified regulatory scheme.
- 3.3.** In terms of serving on a Determination Committee:-
 - the making of a determination or direction.
 - the publication of any report.

4. The Chief Executive Officer.

The Chief Executive Officer of the SLCC is the statutory Accountable Officer. The Chief Executive Officer while directly accountable to the Chairing Member and ultimately to the Commission will operate in terms of the following delegated powers and duties:

- 4.1** Operational leadership and direction of the organisation as a whole.
- 4.2** The action required to draft and implement the Corporate Plan.
- 4.2** Performance management.
- 4.3** Financial management within budget allocation.
- 4.4** Monitor QA/Service Quality.
- 4.5** Ensure the propriety and regularity of the Commissions finances.
- 4.6** Sign accounts of the expenditure and receipts of the Commission.
- 4.7** Approve expenditure claims submitted by Commissioners.
- 4.8** Prepare an annual statement of accounts.
- 4.9** Ensure that the resources of the Commission are used economically, efficiently and effectively.
- 4.10** Implement Human Resources requirements and Commission policies including the appointment of staff below senior executive level and any related remuneration arrangements, grievance procedures, disciplinary actions, training and development .
- 4.11** Represent the Commission at senior officer level with stakeholders and other relevant bodies.
- 4.12** Ensure that any delegation of appropriate authority and responsibility to staff members is accompanied by clear lines of accountability and reporting arrangements.

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