

# **Alconbury & Ellington Internal Drainage Board**

# **SCHEME OF DELEGATION**

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## **GOVERNANCE**

**Review date: 14 November 2023**

**To be reviewed every 3 years**

**Next review date: November 2026**

**Reviewed by: Joint Management Committee**

The Alconbury & Ellington Internal Drainage Board has a schedule of reserved matters which clearly sets out those decisions that only the Board can take. All other matters which, by definition, the Board considers suitable for delegation or may otherwise need to be dealt with between Board meetings are hereby delegated to the Committees as set out in this Scheme of Delegation, in accordance with Rules made by the Board and approved by the Secretary of State.



# Scheme of Delegation

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# Scheme of Delegation

## 1. Introduction

1.1 Alconbury & Ellington IDB has approved a schedule of reserved matters<sup>i</sup> on 16 June 2022 which clearly sets out those decisions that only the Board can take. All other matters which, by definition, the Board considers suitable for delegation or may otherwise need to be dealt with between Board meetings are hereby delegated to the Committees as set out in this Scheme of Delegation, in accordance with Rules made by the Board and approved by the Secretary of State (“the Rules”).

1.2 Each of the Committees shall fulfil its role as specified in their terms of reference. The Committees shall also exercise their delegated powers in accordance with the Rules, the Consortium Agreement and the Board’s Financial Regulations, Orders, Policies and Procedures.

# Scheme of Delegation

## 2. Committee Structure and Type

- 2.1 Alconbury & Ellington IDB joined the Bedford Group of Drainage Boards to reduce administration costs, strengthen its organisation and increase influence, without significantly reducing its autonomy and increasing its liabilities, in accordance with express powers that are set out in Section 11(5) of the Land Drainage Act 1991. The Board has delegated authority to the Joint Management Committee (JMC) to take decisions on certain matters, which are defined in this Scheme of Delegation. The JMC is a Joint Committee with plenary powers that runs the Bedford Group and the Board are [represented](#) on this Committee.
- 2.2 The Board has constituted two Plenary Committees and no Advisory Committees. Plenary Committees have the ability to take decisions on behalf of the Board, as opposed to Advisory Committees that can only make recommendations on specific matters that are reserved to the Board.
- 2.3 The Board has delegated authority to its Plenary Committees to take decisions on certain matters, which are set out in this Scheme of Delegation.
- 2.4 Terms of reference for each of the Board's Plenary Committees and the JMC can be accessed by clicking on the name of the Committee, as set out in this Scheme of Delegation.
- 2.5 The Board is also represented on a number of Joint Advisory Committees, which make recommendations to the Board on various matters. The terms of reference for each of these Committees can be accessed in the same way from the Board's Governance page on the website.

# Scheme of Delegation

## 3. Scheme of Delegation

### 3.1 Joint Management Committee

The Board has delegated the following plenary powers and authority to the JMC by statutory resolution, in accordance with the Consortium Agreement dated, subject always to the exceptions reserved to the Board in its schedule of reserved matters:

- 3.1.1 To control and direct the Shared Employees<sup>ii</sup>, that provide administrative and technical support services to the Bedford Group Member Boards and deal with all employment issues relating to the Shared Employees.
- 3.1.2 To empower the jointly appointed Chief Executive Officer to manage any Other Shared Employees and the Other Employees on behalf of the Board, as defined in the Consortium Agreement.
- 3.1.3 To administer and procure contracts for shared services, which the Bedford Group Member Boards receive.
- 3.1.4 To manage shared assets, as defined in the Consortium.
- 3.1.5 To take any other decision that has been delegated to the JMC in the Consortium Agreement.
- 3.1.6 To duly authorise the Board's representatives on this Joint Committee to take decisions on its behalf, as mandated from time to time by the Board.
- 3.1.7 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution.

# Scheme of Delegation

## 4. Implementing Policy and Decisions

- 4.1 The Board's Chief Executive shall be fully empowered to implement policy and all decisions that are taken by the Board, its Committees, Sub-Committees and the JMC.
- 4.2 The Board's Management Team and its Employees shall assist the Chief Executive in implementing Board policy and the decisions that are taken by the Board and its Plenary Committees/Sub-Committees; the nature and extent of which is set out in their Job Descriptions.
- 4.3 The Board's Chief Executive shall be fully empowered to administer the Financial Regulations and Scheme of Budget Delegation, which is embedded therein.
- 4.4 For the avoidance of doubt the Board's Chief Executive shall be fully empowered to manage the Board's employees and those of the Bedford Group of Drainage Boards, in accordance with the Employer's HR Policies and procedures. The reporting lines of accountability are shown in the Board's Organisation Chart.



# **Scheme of Delegation**

## **5. Certification**

Alconbury & Ellington IDB has reviewed and approved this Scheme of Delegation.

**By Order of Alconbury & Ellington Internal Drainage Board**

**Certified by Mr P J Camamile, Chief Executive**

**14 November 2023**

# Scheme of Delegation

## 6. Scheme Notes

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<sup>i</sup> This document is accessible from the Board's website:

[www.idbs.org.uk/information/governance/alconbury-and-ellington/](http://www.idbs.org.uk/information/governance/alconbury-and-ellington/)

<sup>ii</sup> Those employees who are shared with other Member Boards, as defined in the Consortium Agreement.

<sup>iii</sup> Those types of application that have been reserved to the Board, but which need dealing with urgently between Board meetings (the nature and extent of these types of application are recorded as a footnote in the Board's Schedule of Reserved Matters).

<sup>iv</sup> Those who are directly employed by Bedfordshire & River Ivel IDB and 'Other Shared Employees' as defined in the Consortium Agreement.

<sup>v</sup> This document is accessible from the Board's website:

[www.idbs.org.uk/information/governance/alconbury-and-ellington/](http://www.idbs.org.uk/information/governance/alconbury-and-ellington/)

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# Scheme of Delegation

## Version Control

Version	Changes made	Date
Version 1	n/a	April 2022
Version 2	Reference to Chairman and Chief Executive Committee removed as included in error.	November 2023