

# DELEGATED AUTHORITY & MATTERS RESERVED FOR THE BOARD

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## 1. OVERVIEW

This document pulls together the British Fencing (BF) rules for delegated authority, for the Chair, the CEO, specific committees and other noted volunteers. This document is the definitive statement of delegated authority within BF.

## 2. BOARD ROLES AND RESPONSIBILITIES & MATTERS RESERVED

These are described on the BF website as follows:

The Board sets the strategy for the sport, oversees the finances and partnerships, looks after the stakeholders and makes key appointments, including the CEO.

The specific responsibilities exercised by the Board are as follows:

- a) to set, monitor and review the strategy for the sport of fencing in Great Britain – with the CEO, and in consultation with Home Countries and other stakeholders
- b) to ensure that the BF operations led by the CEO matches the strategy and any failures or deviations lead to reassessment and/or remedy
- c) making sure that targets agreed with the executive are achieved and if not that appropriate remedial actions are taken
- d) to appoint the CEO (on the recommendation of the Nominations Committee); monitor and appraise his/her performance and development (see Chair duties below)
- e) to select and appoint the Chair, set his/her remuneration and monitor/appraise his/her performance
- f) to oversee and monitor the BF finances, taking any necessary actions through the AGRC or the CEO as the Accountable Officer
- g) to approve the annual accounts
- h) to make an annual report to BF members and stakeholders

- i) to ensure that the values set by the Board – “Excellence, Honesty and Respect” - are upheld properly and consistently, throughout the organisation and so far as possible the sport
- j) to oversee the development and operation of the BF international strategy, and to monitor and assist the work of the President
- k) to work effectively with stakeholders, making sure they achieve their aims and they operate harmoniously with the BF objectives and strategy
- l) to take overall responsibility for the well-being of fencing in GB, including its health, growth and development - monitoring and supporting the executive in all its actions to those ends
- m) to care for the public and member perceptions of BF and of fencing in GB, taking necessary steps in communications and PR
- n) to oversee the usage and licensing of the various BF brands, including all commercial rights (decisions on which require Board approval)
- o) to oversee BF contracts and contractual liabilities, making final decisions on who can sign specific contracts on behalf of BF
- p) to oversee the disciplinary process of BF in accordance with the Articles of Association either directly or through delegated authority to a disciplinary committee
- a) to receive reports and recommendations from time to time on any matter which it considers significant to British Fencing

All of the above are MATTERS RESERVED FOR THE BOARD.

### **3. AUTHORITY DELEGATED TO BOARD SUB COMMITTEES**

#### **3.1 TO THE AUDIT GOVERNANCE & RISK COMMITTEE:**

- a) to advise the Board on all matters relating to the annual audit of BF accounts, including the performance of the auditors and their value for money
- b) to analyse annual audits and advise the Board on the lessons for BF and its members, and any implications for budgeting
- c) to assess independent governance audits organised by Sport England and UK Sport and advise the Board on actions needed
- d) to review regularly all aspects of BF’s governance including progress made with changes agreed by the Board and advise the Board
- e) to maintain the BF Risk Register on the Board’s behalf and advise regularly on any Board or management actions needed
- f) to undertake or recommend to the CEO the undertaking of any necessary risk assessments and advise the Board

### **3.2 TO THE NOMINATIONS COMMITTEE:**

- a) identifying, assessing and recommending to the Board candidates for appointment as Directors of the Company (including appointments for the Chief Executive, Standing Committee Chairs), giving full consideration to succession planning and the leadership needs of the organisation
- b) making recommendations to the Board as to the policy on the term of appointment of Directors
- c) making recommendations to the Board on the composition of the Nominations Committee and the composition and chairmanship of the Audit Governance and Remuneration Committee
- d) reviewing regularly the structure, size and composition of the Board (including the balance of skills, experience, independence and knowledge of the Directors) and making recommendations to the Board with regard to any changes
- e) reviewing proposals for changes in responsibilities of Board members

## **4. POWERS DELEGATED TO CHAIR**

The Chair is responsible for:

- a) managing the annual programme of Board meetings, and other Board events and activities, making sure these are appropriate, relevant and effective
- b) the line management of the CEO, on the Board's behalf
- c) the effective governance of BF and the sport, through and with the CEO
- d) managing stakeholder relations, at Chair and other senior levels, all in consultation with the CEO
- e) providing leadership, consistent with the Board's strategy, and in consultation with the CEO
- f) taking the lead in strategy development and review, for and with the Board, and in consultation with the CEO
- g) monitoring and providing appropriate leadership on matters reserved for the Board

## **5. AUTHORITY DELEGATED TO THE CEO**

The Board has revoked the delegated authority of May 2009, in favour of the policy that the BF CEO is responsible for the day to day management of BF in accordance with the Board's agreed strategy and subject to the matters reserved to the Board, and the delegations to the Chair (above) and to the Committees (above and below).

Specifically, the CEO is the BF Accountable Officer and thus holds full accounting responsibility for all public and stakeholder funds held or managed by British Fencing.

The CEO may delegate some of his/her responsibilities to specific members of her management team, and to staff, but all such delegations must be made known to the Chair; he or she may give advice, but the decisions rest with the CEO. The terms and period of such delegations must be set down in writing and retained in a suitable Head Office file or folder.

For the avoidance of doubt, the Board's delegation of authority to the CEO includes the authority:

- a) to exercise all Board functions on the Board's behalf which are not expressly reserved or otherwise delegated to any other person or committee
- b) to act as the spokesperson for the Association within such framework as agreed by the Board
- c) to authorise all payments that form part of the day to day operational spend up to the pre-approved budgeted amounts. Additionally, the CEO may authorise annually up to £10,000 of non-budgeted expenditure (this amount to be reviewed with the Board every two years); Any further significant changes in pre-approved budget expenditure and any additional budget items must be returned to Board for approval
- d) to authenticate documents for legal proceedings
- e) to execute documents to give effect to Board decisions whether or not expressly authorised by such decision
- f) to administer the Sport England Award Agreement
- g) to administer the Youth Sport Trust Award Agreement
- h) to administer the UK Sport Award Agreement
- i) to oversee the signing, operation and completion of all BF contracts, subject to any delegation make by the CEO (with Board approval where appropriate)

## 6. POWERS DELEGATED TO BF STANDING COMMITTEES

### 6.1 TO THE INTERNATIONAL RELATIONS COMMITTEE

- a) to advise the CEO and Board on international strategy and policy
- b) to provide briefing on any issues arising from the FIE and other international bodies or groups
- c) to advise the Nominations Committee on international appointments and succession planning

- d) to advise the CEO on the UK Sport grant-aided international relations budget
- e) to help/ advise the CEO and Board on questions and issues arising with respect to the BF's international relations
- f) in consultation with the Rules committee where appropriate, to advise the BF on all proposals tabled for FIE congresses

## **6.2 TO THE INTERNATIONAL YOUTH COMMITTEE/ CADET MANAGEMENT WORKING GROUP**

- a) to manage GBR Cadet and Junior ranking schemes
- b) to manage selection schemes for international cadet and junior squads and GBR teams together with the WCP and TP teams
- c) to manage arrangements for GBR cadet team for European and World
- d) to manage U23 programme
- e) to manage squad trips to international events

(NB. On all of the above, the Committee reports to the CEO).

## **6.3 TO THE RULES COMMITTEE**

- a) to handle all matters relating to the FIE Rules, including consulting on and putting forward proposals for improvement
- b) to manage rules translation, dissemination, interpretation.

## **6.4 TO THE SAFETY COMMITTEE**

- a) to advise the CEO and Board on all aspects of safety, both routine and urgent
- b) to monitor, review and as needed update the BF Safety guidelines and regulations, and promote them
- c) to circulate advice and instructions to clubs, coaches, etc, via BF HQ (and by agreement with CEO) and deal with all queries

# **7. AUTHORITY DELEGATED TO BF WORK GROUPS**

## **7.1 TO THE GROW GROUP**

- a) to oversee the work of the Development Director and his/her team, on behalf of the BF and EF Boards

- b) to monitor, analyse and assess trends in fencing participation, both generally and in specific groups, to aid policy and programme reviews
- c) to advise both Boards on the BF/EF policies for developing participation
- d) to oversee relevant stakeholder relations

## 8. OTHER DELEGATED POWERS.

The following delegated powers remain in place:

- a) Delegated disciplinary powers to BF officials;  
[http://www.britishfencing.com/uploads/files/delegation\\_of\\_disciplinary\\_power\\_v2.pdf](http://www.britishfencing.com/uploads/files/delegation_of_disciplinary_power_v2.pdf)
- b) Delegated powers to Teddy Bourne to act as Electoral Officer for British Fencing Board elections

### Version History

Version Number	Date Updated	Updated by	Comments	Approved by Board
v0.1	Sep 2014	DT/TC	Create	
v0.2	12/09/2014	GU	BF branding and template adopted	
V0.3	9/10/2014	GU	Updated after JC comments for Oct Board Meeting	
V0.5	14/10/2014	GU	Updates after DT comment	
V1.0				15/10/2014
			Reviewed and (Re-) Approved by Board	15/03/16
V1.1	15/03/2017	GU	Rebranded and (Re-) Approved by Board	22/3/2017
V1.2	22/3/2018	GU	Removal of the Marketing Group	22/3/2018
V1.3	25/2/2019	GU	Removal of Refereeing Committee	14/3/2019