

Bromley Mencap Station Road Training Centre

Scheme of Delegation

Introduction

This Scheme of Delegation outlines the governance arrangements and the distribution of responsibilities and authority within Bromley Mencap, a charity providing Ofsted regulated education among other services. It ensures compliance with legal requirements and best practices in educational governance.

1. Governance Structure

- **Board of Trustees (BOT)**
 - Overall accountability for the charity.
 - Ensures compliance with legal and regulatory requirements.
 - Sets strategic direction and approves policies.
 - Appoints the Chief Executive Officer (CEO).
- **Chief Executive Officer (CEO)**
 - Overall management of the charity.
 - Implements strategic plans and policies across all services.
 - Reports to the Board of Trustees.
 - Delegates specific responsibilities to the Employment & Education Services Manager (EESM) and other senior staff.
- **Employment & Education Services Manager (EESM)**
 - Reports directly to the CEO.
 - Manages the Curriculum and Quality Manager (CQM).
 - Oversees the education provision and other related services.
 - Reports to the CEO on educational and employment services.
- **Curriculum and Quality Manager (CQM)**
 - Reports directly to the Employment & Education Services Manager (EESM).
 - Direct responsibility for the education provision.
 - Implements educational strategies and policies.
 - Manages educational outcomes and day-to-day running of the educational provision.
 - Reports to the EESM on educational matters.
- **Senior Management Team (SMT)**
 - Supports the CEO and EESM in operational management.
 - Oversees specific areas such as curriculum, finance, and student welfare.
 - Reports to the CEO and EESM as appropriate.
- **Committees**
 - **Education Committee**

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- Monitors educational standards and student progress.
- Reviews curriculum and teaching quality.
- Monitors compliance within regulatory frameworks.
- Reports to the Board of Trustees.
- **Finance and Resources Committee**
 - Oversees financial management and resource allocation.
 - Ensures effective use of funds.
 - Reports to the Board of Trustees.
- **Facilities Manager**
 - Reports to the deputy CEO.
 - Responsible for the oversight of the charity's facilities.
 - Manages building repairs, maintenance, and compliance with health and safety/fire regulations.
 - Ensures the physical environment is safe, secure, and conducive to learning.
 - Reports to the deputy CEO on facilities and compliance issues.

2. Roles and Responsibilities

- **Board of Trustees**
 - **Strategic Oversight**
 - Sets vision, mission, and strategic priorities.
 - Approves long-term plans and budgets.
 - **Policy Approval**
 - Reviews and approves key policies, including safeguarding, health and safety, and finance.
 - **Performance Monitoring**
 - Monitors overall performance, including educational outcomes and financial health.
 - Conducts regular reviews of CEO performance.
 - **Risk Management**
 - Identifies and mitigates risks to the charity.
 - Ensures effective safeguarding measures are in place.
- **Chief Executive Officer (CEO)**
 - **Operational Leadership**
 - Implements the strategic plan across all services.
 - Manages overall operations and staff.
 - **Delegation**
 - Delegates education-specific responsibilities to the EESM and CQM.
 - **Reporting and Accountability**
 - Reports to the Board of Trustees on performance and key issues.
 - Prepares overarching reports for Ofsted inspections.
- **Employment & Education Services Manager (EESM)**
 - **Management**

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- Oversees the Curriculum and Quality Manager and other education-related staff.
 - Ensures effective delivery of education services and alignment with strategic goals.
- **Reporting and Accountability**
 - Reports to the CEO on educational and employment services.
 - Prepares reports for Ofsted inspections with input from the CQM.
- **Curriculum and Quality**
 - Oversees curriculum development and teaching standards.
- **Student Welfare**
 - Ensures student welfare and support services are effective.
- **Curriculum and Quality Manager (CQM)**
 - **Educational Leadership**
 - Directly responsible for the education provision.
 - Ensures high-quality teaching and learning.
 - Manages student admissions and progress.
 - **Policy Implementation**
 - Ensures educational policies approved by the Board are implemented effectively.
 - **Reporting and Accountability**
 - Reports to the EESM on educational performance.
 - Provides specific reports for Ofsted inspections.
- **Senior Management Team (SMT)**
 - **Support and Advisory**
 - Advises the CEO on specific operational areas.
 - Implements agreed strategy and oversees delivery of services.
 - **Financial Management**
 - Supports financial planning and monitoring.
- **Committees**
 - **Education Committee**
 - Reviews and evaluates educational performance.
 - Monitors implementation of educational policies.
 - **Finance and Resources Committee**
 - Reviews financial statements and budgets.
 - Oversees resource management and allocation.
- **Facilities Manager**
 - **Facilities Management**
 - Responsible for the oversight of building repairs, maintenance.
 - Ensures the charity's facilities are safe, secure, and compliant with all relevant regulations.
- **Health and Safety Compliance**
 - Implements and monitors health and safety policies.

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- Conducts regular safety checks and ensures fire safety procedures are in place.
- **Reporting and Accountability**
 - Reports to the deputy CEO on facilities management and compliance issues.

3. Delegation of Authority

Function	Board of trustees	CEO	EESM	CQM	Facilities Manager	SMT	Committees
Strategic planning	Approve	Propose/ implement	Advise	Advise	N/A	Advise	N/A
Policy approval	Approve	Propose / implement	Implement	Implement	N/A	Advise	Review
Budget approval	Approve	Propose/ manage	Manage	Manage	N/A	Manage	Review
Financial management	Monitor	Manage	Support	Support	N/A	Support	Oversee
Educational standards	Monitor	Oversee	Oversee	Implement	N/A	Oversee	Review
Safeguarding	Approve / Monitor	Implement	Implement	Implement	N/A	Oversee	Review
Facilities Management	Monitor	Oversee	Support	Support	Implement / Manage	Oversee	Review
Health and safety compliance	Monitor	Oversee	Support	Support	Implement / Manage	Oversee	Review
Staff appointments	Approve key roles	Manage	Manage	Support		Support	N/A
Performance review (CEO)	Conduct	N/A	N/A	N/A		N/A	N/A
Performance review (EESM)	Monitor	Conduct	N/A	N/A		N/A	N/A
Performance review (CQM)	Monitor	Monitor	Conduct	N/A		N/A	N/A
Risk Management	Approve / monitor	Propose / Implement	Implement	Implement		Support / propose/ implement	Oversee
Ofsted preparation	Oversee/ monitor	Lead	Lead	Lead		Support	Review

4. Reporting and Communication

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- **Board of Trustees Meetings**
 - Quarterly meetings to review performance, approve policies, and make strategic decisions.
 - Minutes are recorded and distributed to all trustees.
- **CEO Reports**
 - Regular reports to the Board of Trustees on overall charity performance.
 - Annual report including self-evaluation for Ofsted.
- **EESM Reports**
 - Regular reports to the CEO on educational and employment services.
 - Specific reports for Ofsted inspections with input from the CQM.
- **CQM Reports**
 - Regular reports to the EESM on educational performance and issues.
 - Specific reports for Ofsted inspections.
- **Committee Meetings**
 - Regular meetings as per terms of reference.
 - Reports to the Board of Trustees.
- **SMT Meetings**
 - Weekly meetings to discuss operational issues and identify service improvement.
- **Facilities Manager Reports**
 - Regular reports to the CEO on facilities management, including building maintenance, repairs, and compliance with health and safety/fire regulations.

5. Review and Amendments

- The Scheme of Delegation will be reviewed annually by the Board of Trustees.
- Amendments can be proposed by any member of the Board and must be approved by a majority vote.