

**PEVENSEY AND CUCKMERE WATER LEVEL MANAGEMENT
BOARD**

GOVERNANCE

SCHEME OF DELEGATION

WATER MANAGEMENT ALLIANCE

Last Review Date: 03 October 2016

Next Review Date: 30 September 2018

Version 1

Pevensey and Cuckmere WLMB has approved a schedule of reserved matters on 03 October 2016 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 Pevensy and Cuckmere WLMB has approved a [schedule of reserved matters](#) on 03 October 2016 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 and the Board’s [Financial Regulations](#), Orders, Policies and Procedures.



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2. Committee Structure and Type

- 2.1 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.
- 2.2 The Board has delegated authority to its Plenary Committees to take decisions on certain matters, which are set out in this Scheme of Delegation.
- 2.3 Terms of reference for each of the Board's Plenary Committees can be accessed by clicking on the name of the Committee, as set out in this Scheme of Delegation.

3. Scheme of Delegation

3.1 [Chairman's Committee \(Plenary Committee\)](#)

The Board hereby delegates the following plenary powers and authority to its Chairman's Committee, subject always to the exceptions reserved to the Board in the schedule of reserved matters:

- 3.1.1 To consider and determine urgent planning/byelaw applications and/or appeals that need a Board decision between meetings.



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- 3.1.2 To manage any issues arising from the Public Sector Co-operation Agreements with King's Lynn IDB, the Environment Agency and any other Risk Management Authority and make recommendations to the Board accordingly.
- 3.1.3 To take urgent decisions that could have a significant impact on the Board in the event of an emergency or period of very high rainfall/tidal inundation.
- 3.1.4 To hear and determine all appeals lodged by WLMB Employeesⁱ where the Chief Executive is precluded from doing so in law.
- 3.1.5 To take decisions which enable the Board's Chairman to fulfil their role, as set out in the Division of Responsibilities document (Chairman and Chief Executive).
- 3.1.6 To take decisions on any matter that the Board may reasonably determine from time to time by resolution.
- 3.1.7 To consider all legacy issues arising from the abolition of the former Pevensy Levels IDD and Cuckmere IDD that were previously administered by the Environment Agency and make recommendations to the Board accordingly.

3.2 [Chief Executive's Management Committee \(Plenary Committee\)](#)

The Board hereby delegates the following plenary powers and authority to its Chief Executive's Management Committee:

- 3.2.1 To take all other decisions that have not been expressly reserved to the Board in the schedule of reserved matters, or otherwise delegated to:



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- (a) the Board's Chairman's Committee (noted in its terms of reference and in the Board's Minutes), and
 - (b) any Sub-Committee of 2 or more members that is constituted from time to time by resolution of the Board (with the nature and extent of the delegated authority being specified in the Board's Minutes).
- 3.2.2 To take decisions on any related matter that the Board may reasonably determine from time to time by resolution, subject always to the exceptions reserved to the Board in the schedule of reserved matters.



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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 and Sub-Committees.

- 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 Water Management Alliance, in accordance with the Employer's HR Policies and procedures. The reporting lines of accountability are shown in the Board's Organisation Chart.



Pevensey and
Cuckmere
Water Level Management Board

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5. Certification

Pevensey and Cuckmere WLMB has agreed to introduce this Scheme of Delegation on 03 October 2016.

By Order of Pevensey and Cuckmere Water Level Management Board

Certified by Mr P J Camamile, Chief Executive

03 October 2016



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6. Scheme Notes

ⁱ Those who are directly employed by the WLMB and those that are employed by King's Lynn IDB who work exclusively for the WLMB.