

Overview & Scrutiny

1)Background Information

1:1 The dictionary definition of these terms are:

Overview a general review or summary of a subject:

Scrutiny the careful and detailed examination of something in order to get information about it

The terms are widely used in local authorities as part of the governance role and established in legislation as part of the local government act 2000.

1:2 In the context of Bromsgrove Bears Charity servers, the purpose as set out in the governing documnet (constitution) paragraph 7 as copied below

7) Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
 - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
 - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
 - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation

of their powers.

1:3 Bromsgrove bears set out in the operating model below the terms of delegation and roles of specific officers as copied below

Bromsgrove Bears Board of Directors operating Model

Governing documentation

The club and with it the board operate with in the constitution of Bromsgrove Bears Basketball Club CIO. This is the governing documentation for decision making and responsibilities within the club and is subject to oversight from the charity commission.

Board of directors (Trustees)

Each member of the board of directors are appointed trustees for the club and registered with the charity commission. The existing 9 members as listed below all are due to serve for 4 years, all can then be re elected at the end of their term.

The board must have a minimum of 5 and maximum of 11 trustees and can appoint non voting members to attend board meetings to advise the board on particular matters.

At the board each member has equal status, and each member has one vote if required for decision making. The chairman if votes are tied has the casting vote.

The board will act as the ultimate decision-making body for the club and will focus upon:

Policy & Strategy.

Key Decision Making.

Overview and scrutiny of managerial decisions made under delegated authority.

Management of the club

Management and day to day operations of the club will be undertaken by the relevant officers in line within their areas of responsibility and have delegated authority to act from the board subject to reporting of decisions to the board for security and for key decisions to come to the board for prior approval.

Roles & Responsibilities

Robin Hall Chairman,

- To control the formal meetings of the board,
- To prepare agenda and forward plan for the board
- To hold the casting vote at board meetings
- To act as the formal face of the club

Dawn Hall Director of Basketball

To manage all aspects of coaching for the club, including arranging for appropriate coaches for all teams, preparing of relevant training sessions, compliance with relevant health and safety, safeguarding, and basketball England regulations.

Relevant delegations will be made to Phase leaders and head coaches for day-to-day operations of the teams in the club.

Chris Gibbs Managing Director

Responsible for the day to day running of the club including payment authorisation with in the budget agreed by the board of directors and reporting of variance against this.

Managing the administration of the club including, fixtures, referees, booking of facilities, record keeping of payments, liaison with other clubs and leagues.

Management of any employee of the club.

Alison Baylis Club Secretary

Responsible for recording of meetings and key decisions , responsible of GDPR compliance for the club.

Alaina Allen Nnaji Director of IT & Deputy Chair

Responsible for IT with in the club including researching relevant products for use, acting where needed as the Chair of board meetings in the chairman's absence, lead director for organisation of summer camps and exchange visits.

Mandy Devenport Financial Director

Responsible for production of annual accounts, authorisation of payments with in the agreed budget, preparation of annual budget with Managing Director.

Hannah Thompson – Trustee,

Responsible for all medical and first aid matters with in the club

Dee Mason- Trustee

Responsible for team management across the club

Boe Gibbs Commercial Director

Responsible for all commercial arrangements for the club including sponsorships and in house legal issues.

Meeting arrangements

The Board will be scheduled to meet at regular intervals during the year aligning meeting dates to key decision making such as, budget setting , team entry, pre-season arrangements etc. on average we will meet 6 times per year.

If the situation arises additional meetings will be called and if required be held via video or telephone conferencing facilities.

Board meeting etiquette

In order to allow for full participation and understanding at meetings all agenda items will be facilitated by a written report from the lead member. These reports will be prepared at least one week in advance and circulated at this point to all board members alongside the agenda. If these reports are private and confidential then they must be labelled as such.

Minutes of the meeting will be taken by the secretary and these will in the main cover the decisions made with reference to the reports. The minutes will be published on the club website once approved at the following meeting.

Members of the board will conduct meetings with curtesy to all other members of the board and the chairman will facilitate full and relevant debate before calling for the vote to approve, alter or reject the proposal. Each proposal will be nominated and seconded by two different board members and voted upon by all members of the board.

1:4 This is consistent with the governance document (constitution) as set out below:

25) Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

2 Purpose of Overview & scrutiny meeting

- 2:1 As set out in the definition of the terms Overview a general review or summary of a subject:

This should usually be the case when examining a policy or procedure before it is agreed upon and is a vital role of every trustee to fully understand what they are agreeing to, how it complies with both charity law and guidance and its impact upon the working of the charity.

- 2:2 Scrutiny the careful and detailed examination of something in order to get information about it.

This should usually take place after a decision to gain insight and any additional information regarding the decision.

3 Arrangement of meetings

- 3:1 A request should be made at least 14 days in advance for a scrutiny of a decision.

- 3:2 This request should be made in writing or other digital format to the chairman of the charity.

- 3:3 The chairman will then notify both the person or persons who have made the decisions under delegated authority of the need for scrutiny of the decision and convene the meeting to be held.

4 Conduct at meetings

- 4:1 The chairman of the charity will act as chair of this meeting unless the chairman is being scrutinised at which point the deputy chairman will take this role or another trustee will be selected to deputise where required.

- 4:2 The person(s) who made the decision will present to the meeting the decision, reasons for the decisions and any other relevant matters pertaining to the decision.

- 4:3 The chairman will then ask for questions from the other trustees present at the meeting. The questions will then in turn be answered by the person who presented.

- 4:4 Minutes of the meeting will be taken by the secretary or in their absence by another trustee with the appropriate skills. As the meeting is not a decision making meeting as set out in the governance document (constitution) the minutes will not be published outside of the trustee board.

- 4:5 At the conclusion of the meeting any lessons learnt from the meeting will be summarised for future reference.

- 4:6 Meeting etiquette will include courteous behaviours as expected at all meetings held by trustees of the charity.

