



The National  
Youth Brass Band  
of Great Britain

## National Youth Brass Band of Great Britain

### Decision Authorities Policy (NYBBGB-POL-008)

#### 1. Policy Statement

The National Youth Brass Band of Great Britain (NYBBGB) is committed to ensuring that its decision-making processes are efficient, transparent, and appropriately delegated. This policy sets out the authority limits for decision-making within the organisation, clarifies the distinction between non-standard (reserved) and standard decisions, and ensures appropriate controls through segregation of duties and oversight. It enables effective operations while maintaining accountability and alignment with NYBBGB's strategic objectives and approved budget.

#### 2. Purpose

The purpose of this policy is to define the levels of authority across the organisation and to establish a clear framework for the delegation of decisions. It supports the effective functioning of NYBBGB by ensuring that decisions are taken by those best placed to do so, with appropriate escalation and oversight mechanisms in place.

#### 3. Scope

This policy applies to all employees, trustees, volunteers, and contractors of NYBBGB who are involved in decision-making or financial transactions on behalf of the organisation.

#### 4. Decision Categories

##### 4.1 Reserved Decisions

Reserved decisions are matters that must be referred to the appropriate person or body for approval and cannot be delegated. These include:

- Approval of the strategic plan and annual budget
- Appointment or dismissal of the Chief Executive Officer

- Significant changes to organisational structure
- Entering into legal agreements or commitments above approved limits
- Approval of audited accounts and annual reports

#### **4.2 Standard Decisions**

Standard decisions are operational or business-as-usual decisions that fall within the parameters of the approved plan and budget. These include:

- Day-to-day financial and operational decisions within approved budget lines
- Routine staff management and coordination
- Programme and event delivery within scope

Standard decisions that exceed the CEO's financial limit must be referred to the Chair of the Finance Committee for agreement.

#### **5. Delegation and Escalation**

The Chief Executive Officer (CEO) holds overall operational authority, subject to the limits outlined in this policy. To support effective delivery:

- The CEO may delegate up to 80% of their authority to members of the management team
- Delegated authority must be documented and aligned with role responsibilities
- Non-standard decisions (i.e., outside of plan or budget) must be escalated to the Board unless otherwise agreed

#### **6. Segregation of Duties**

To ensure appropriate financial controls and governance, NYBBGB adheres to a principle of segregation of duties in relation to financial decision-making:

- Authority to Commit: Limited as per delegation framework
- Payment Administration: Requires joint action by the Finance Manager and a member of the Finance Committee

This ensures that no individual has sole authority over committing and executing expenditure.

#### **7. Implementation and Responsibilities**

The CEO is responsible for the implementation of this policy and for maintaining a current schedule of delegated authorities. Managers and staff must operate within their delegated limits and escalate decisions as required.

Trustees are responsible for oversight and assurance that this policy is being followed appropriately.

## **8. Monitoring and Review**

This policy will be reviewed tri-annually by the Board of Trustees or sooner if required by significant organisational or regulatory changes. Updates to the delegation framework must be clearly communicated and recorded.

Policy Effective Date: 2025-04-13

Policy Review Date: [Insert Date]

Approved by:

The Trustees of the National Youth Brass Band of Great Britain.

# Standard Decisions

Category	No.	Decision (per commitment unless otherwise stated)	Who	Limit
Resourcing	1.1	Offer employment (per annum)	CEO	£25,000
		Offer long term consultancy agreement (per annum)		£12,500
	1.2	Offer short term consultancy agreement (per annum)		£1,250
	1.3	Pay salaries and benefits		As contracted
Spending	2.1	Create credit exposure (per annum)		£12,500
	2.2	Approve employee expenses (per claim)		£2,000
	2.3	Buy goods and services		£12,500
	2.4	Hire		£65,000
	2.5	Write down / write off asset		£625
	2.6	Credit, refund, write off account		£2,000
	2.7	Rent asset (total per lease)	£6,250	
	2.8	Offer bursary or award	£2,000	

- Standard decisions are business as usual decisions that fall within the approved plan and budget
- Standard decisions above the CEO limit are to be agreed with the Chair of Finance Committee
- Non-standard decisions are to be referred to the Board unless otherwise stated
- The CEO may delegate up to 80% of their authority to a member of management team to ensure the efficient and effective operation of the Band
- Segregation of duties - Authority to Commit (per above), Payment Administration (Finance Manager plus Finance Committee member)

# Non Standard Decisions

