

**CSP SCHEME OF DELEGATION**

1. The Scheme of Delegation (the “Scheme”) details the CSP’s responsibilities under its Royal Charter, Bye-Laws and legislation. It specifies where responsibility lies for key decisions at the CSP. Council may choose to delegate some matters to the Chief Executive, to a committee, or to an ad hoc working group. The Scheme also sets out the authority delegated to committees by Council.
2. As the CSP’s governing body, Council retains overall responsibility for ensuring that the CSP fulfils its Objects, as set out in the Royal Charter (paragraphs 2a-m), and acts in accordance with any applicable legislation.
3. The Scheme sets out:
   1. Matters reserved to Council;
   2. Matters delegated to the Chair of Council;
   3. Matters reserved to committees;
   4. Matters delegated to ad hoc working groups; and
   5. Matters delegated to the Chief Executive which may also be carried out by persons nominated by the Chief Executive

**Withdrawal of delegated power**

1. The Scheme remains in force unless it is amended or revoked by Council.

**Exercise of delegated power**

1. Where power is delegated under this Scheme, the power must be exercised in a manner consistent with the CSP’s Charter and Bye-Laws, relevant legislation, and the current CSP Strategy and corporate plan.

**Matters reserved to Council**

1. Council’s purpose is to provide leadership of the physiotherapy profession and governance of the CSP, as a professional body and trade union. Specific powers and responsibilities of Council are set out in the CSP Bye-Laws. Unless otherwise specified, Council retains these powers and responsibilities. The ‘Role of Council and Council members’ document sets out Council’s strategic role and responsibilities and Council members’ individual responsibilities.
2. Matters reserved for Council include:
   1. Ensuring compliance with the CSP’s Royal Charter and Bye-Laws and relevant legislation.
   2. Awarding or withdrawing the title of Honorary Fellow.
   3. Guardianship of membership of the CSP, safeguarding the reputation of the profession and its Chartered status.
   4. defining and agreeing the CSP’s strategic aims and corporate strategy
   5. Prescribing and publishing the subscriptions for members.
   6. Appointing the time and venue of Annual or Special General Meetings.
   7. Appointing a President and Vice-President of the CSP.
   8. Appointing a Chair and Vice-Chair from among Council members.
   9. Appointing the CSP’s Chief Executive.
   10. The financial management of the CSP, ensuring that accounts are prepared, audited and presented to the AGM.
   11. Negotiating and agreeing terms with lenders for borrowing on behalf of the CSP.
   12. Making, ensuring compliance with and periodic review of Rules and regulations governing Council and committee arrangements and business.
   13. Establishing and overseeing the regulations of the CSP’s Annual Representative Conference.
   14. Appointing members to Employment, Finance, Risk and Audit and Professional Committees as set out in committee terms of reference.
   15. Authorising ballots for national industrial action and calling for national industrial action in the event of a ballot in favour.
3. The CSP’s Standing Financial Instructions set out the delegated authority for specific financial matters. Council has agreed separately the delegated authority for decisions on income generation.
4. Council will appoint employer-nominated Pension Trustees as required.
5. For matters not described in paragraph 7 above it is for Council, usually via the Chair and Chief Executive, to determine what issues it should consider itself and what issues others can consider on its behalf. Issues directly considered by Council will be strategic, including issues which:
   1. are considered high profile, sensitive or outside existing CSP strategy; and/or
   2. have significant risks (in terms of either reputation to the CSP or the profession or financial risk).

**Matters delegated to the Chair of Council**

1. The role description for the Chair of Council sets out their responsibilities in full.

The Chair will:

* 1. Authorise action on minor, non-contentious matters falling within the responsibilities of Council.
  2. Have authority for urgent decisions where it is necessary to take a decision outside a Council meeting (known as ‘Chair’s Action’). In such cases, the Chair will consult with the Chief Executive and, where relevant, the chair of the committee, or other groups concerned with the issue.
  3. Conduct on behalf of Council the annual performance review of the Chief Executive.
  4. Have responsibility for the regular development process for Council members being conducted.

**Matters reserved to committees**

1. Matters delegated to committees by Council are set out in their individual terms of reference.
2. Council has delegated to committees decision-making powers on the following specific issue:

Recognising institutions providing physiotherapy education; accrediting courses provided by recognised institutions; appointing representatives to report on recognising institutions and accrediting courses; and withdrawing recognition and/or accreditation (Bye-Law 29) is delegated to the Professional Committee.

1. Where any matter is to be delegated to a short-life working group, it will be set out in the terms of reference of that working group.
2. All committees and working groups will act in accordance with the following principles:
   1. Horizon scanning to spot external threats and opportunities to the profession and the CSP at an early stage and planning business appropriately;
   2. Ensuring equality and diversity issues are considered in all matters;
   3. Making sure that decision making includes consideration of any national or regional issues as appropriate;
   4. Carrying out work delegated to it by Council, meeting deadlines and reporting requirements, making recommendations or decisions as required;
   5. Ensuring that an appropriate range of members’ expertise and views inform Council’s consideration of significant issues affecting or outside its current strategic priorities;
   6. Informing Council’s planning to shape the CSP’s vision and strategy;
   7. Informing and advising CSP staff and providing insight and expertise on appropriate issues;
   8. Considering and respecting the remits of other CSP committees, groups and networks; and
   9. Liaising with CSP staff to consider the impact of implementing committee decisions on CSP resources including, finance and staff implications, planning and communications.

**Matters delegated to the Chief Executive**

1. The Chief Executive is responsible for implementing the strategic objectives set by Council and the day-to-day operation of the CSP. The Chief Executive may delegate functions to other staff but will be held accountable to Council for the discharge of all functions delegated under the Scheme.
2. Council has delegated to the Chief Executive decision-making powers on the following specific issue:

Authorising holding a ballot of members for local industrial action, and calling upon members to take local industrial action in the event of a ballot in favour, is delegated to the Chief Executive (local industrial action is defined as involving one employer only). Any such decision will be reported to the Employment Committee.

*Approved by Council: 20 September 2017*

*Amended by Council: 19 September 2019*