

## Steering Committee Regulation

# DELEGATION OF AUTHORITY AND MATTERS RESERVED FOR THE STEERING COMMITTEE

*Version 1.1. Adopted on 15th August 2022*

In accordance with the Constitution of the Foundation Party, the Steering Committee is responsible for ensuring that the Party delivers its mission and core purpose. It does this by setting the strategic direction for the Party, monitoring and assessing the Party's performance, and seeking corrective action if necessary.

### Delegated Authority

#### 1. Delegation from the Steering Committee to the Party Leader

- 1.1. The Party Leader is the Chief Executive Officer (CEO) of the Party. The Steering Committee delegates to the Party Leader the authority for the **political and organisational strategy and leadership** of the Party, consistent with the Party's mission and core values as defined by the Party's Constitution. The Steering Committee will hold him or her accountable for the discharge of this authority.
- 1.2. As the Party's political leader and chief spokesperson, the Party Leader shall have final responsibility, and be accountable to the Steering Committee, for individual decisions on political, campaign and public policy matters.
- 1.3. The Party Leader will report to the Steering Committee at each meeting and advise the Steering Committee (or the relevant Steering Committee Subcommittee) in a timely manner on all material matters impacting on the Party's performance and the delivery of its strategy.
- 1.4. The Steering Committee will respect and support the Party Leader's decisions and judgement within the proper exercise of his or her authority, for as long as such decisions do not violate the Party's Constitution, any regulation or policy set by the Steering Committee, this delegation policy, the schedule of matters reserved by the Steering Committee, or the law.

## 2. Delegated from the Steering Committee to the Executive Committee

- 2.1. The Steering Committee delegates to the Executive Committee the authority for the **operational and administrative management** of the Party, consistent with the Party's mission and core values as defined by the Party's Constitution.
  - 2.2. The Executive Committee is chaired and led by the Party Chairman, the Chief Operating Officer (COO) of the Party, and the Steering Committee, through the Party Leader, will hold him or her accountable for the discharge of this authority and hold the Executive Committee accountable for the discharge of its authority.
  - 2.3. The Executive Committee is authorised to make any decision, enter into any obligation, take any action and develop any activity related to operational or administrative matters that will achieve the Party's mission and public purposes, subject to any such decision or action being a reasonable interpretation of the Party's Constitution, and such a decision or action being consistent with any regulation or policy set by the Steering Committee, including this delegation policy, the schedule of matters reserved by the Steering Committee, the law, and the political or organisational strategy, goals and objectives set or approved by the Party Leader.
3. Decisions or instructions of individual members of the Steering Committee or individual directors of the company do not carry the authority of the Steering Committee, except in those instances where specific authorisation is given by the Steering Committee (such as to the Steering Committee Chair or Steering Committee Subcommittee Chairs).

### Schedule of Matters Reserved for the Steering Committee

4. In addition to those matters required to be undertaken by the Steering Committee as defined by the Party's Constitution, the following are matters expressly reserved for the Steering Committee and do not form part of the delegation to the Party Leader or the Executive Committee as set out above.
  - 4.1. Unless specifically stated within this schedule, decisions on matters set out below are required to be made by the Steering Committee at a meeting of the Steering Committee.

<b>Matter Reserved for the Steering Committee</b>
<b><i>Purpose, Values, Culture, Management and Strategy</i></b>
Approval of the Party's purpose, values, strategic aims and objectives
Approval of the Annual Plan

Approval of the Annual Leader's Report and Annual Chairman's Report
Approval of the Annual Budget and longer-term financial plan
Approval of the Rules and Procedures of the Party
Approval of the Performance Measurement Framework
Reviewing political, electoral, campaign, operational, administrative and financial performance
Assessing and monitoring political and organisational culture, against the Party's purpose, values and strategies, and seeking assurances of corrective action where needed
Any decision likely to have a major material impact on the Party, for example: major operational or strategic changes, novel financial arrangements, recruitment of or association with high profile individuals or organisations, or matters that can be seen in advance to have a significant reputational impact
<b><i>Structure and Senior Personnel</i></b>
Major changes to the corporate, control, management, branch or grassroots structure of the party/organisation
Setting the terms and conditions for Party volunteers and staff
Approval of the allocation of duties and responsibilities for the Party Leader, Party Chairman, Secretary, Party Treasurer, Field Director and other members of the Executive Committee
Approval of the appointment of Secretary, Party Treasurer, Field Director and other members of the Executive Committee as proposed by the Party Chairman
Initiating and overseeing the election of the Party Leader and the Party Chairman as determined by the Constitution
Adopting a vote of no confidence in the Party Leader and/or the Party Chairman and initiating and overseeing the subsequent confirmatory vote by the Party membership
<b><i>Financial Reports, Audits and Controls</i></b>
Approval of the Annual Finance Report and Accounts, half-yearly reports and interim management reports
Approval of accounting policies and practices, and any significant changes to them
Initiation of a formal audit and the appointment, re-appointment or removal of internal or external auditors

Approval of any tax related policy or decision that may materially affect the Party's public reputation or relationship with any tax authority

Approval of thresholds, limits and authorisation procedures for budgeted and unbudgeted expenditure

Approval of budgeted or unbudgeted expenditure that exceeds the threshold for Steering Committee approval

### ***Membership***

Setting the terms and conditions of Party membership

Approval of the Code of Conduct for Party members

### ***Candidates and Elections***

Approval of the Candidate Assessment and Candidate Selection policies and procedures

### ***Networking and Stakeholder Engagement***

Approval of new affiliations and partnerships with third party political, campaign and media organisations

### ***Communications***

Approval of announcements concerning matters decided by the Steering Committee

Approval of all external communication, including press releases, media appearances, blogs and social media on matters considered to present a high level of risk or possible reputational damage to the Party

Delegation of authority to issue an urgent announcement if required, without the need to call a Steering Committee or Executive Committee meeting

### ***Corporate Governance***

Compliance with the Political Party Elections and Referendums Act 2000 (PPERA) and the Electoral Commission

Appointment and removal of Party officers on the Electoral Commission register

Appointment and removal of company directors and company secretaries

Approval of performance evaluation procedures for the Steering Committee, Executive Committee, Policy Committee, Central Office Staff and Field Network

Undertaking of formal and rigorous annual reviews of its own performance, that of individual Steering Committee members, and Steering Committee subcommittees
Annual appraisals of the Party Leader and the Party Chairman
Delegation of Steering Committee powers
Dissolution of the Party
<b><i>Steering Committee and Steering Committee Subcommittees</i></b>
Overseeing the election of Steering Committee members
Appointment of non-elected Steering Committee members
Appointment of members and chairs of Steering Committee subcommittees
Establishment of Steering Committee subcommittees and setting their terms of reference
Receiving reports from Steering Committee subcommittees on their activities
<b><i>Policies and Statements</i></b>
Bribery Prevention Policy
Code of Conduct for Party members, officers, election candidates and representatives in public office
Data Protection and Privacy Policy
Data and IT Breach Management Policy
Expenses Policy
Health and Safety Policy
Human Resources Policy
Social Media Policy
<b><i>Miscellaneous</i></b>
Approval of and changes to this schedule of matters reserved for the Steering Committee via the same process and criteria for changing the Constitution as defined in Article 9.1 of the Constitution