

DOVECOTES TENANT MANAGEMENT ORGANISATION



Scheme of Delegated Responsibility (SODA)

Version Control

Version	Date	Summary of Changes	Author / Reviewer	Approved By
1.0	03.07.26	Initial draft prepared for Board review and approval.	Chief Officer	Board
1.1	August 2026	Minor administrative amendments, formatting updates, or review of comments recorded.	Chief Officer	Board / Policy Owner
2.0	15 September 2026	Full policy review or material amendments following legislative, regulatory, operational or governance changes.	Chief Officer	Board

Scheme of Delegated Responsibilities

This scheme sets out who may make decisions on behalf of the TMO and how financial accountability is controlled.

Introduction & Purpose

The purpose of this Scheme of Delegated Authority is to clarify which decisions are reserved for the TMO Board of Management, which are delegated to its sub-committees, and which are delegated to the TMO Chief Officer and staff.

The ultimate accountability for the TMO rests with the Board. However, to ensure efficient day-to-day operation, the Board delegates specific operational powers.

Core Principle: Any matter not explicitly delegated within this document or the TMO's Constitution remains reserved for the Board

Alignment with Governing Documents: This Scheme must be read alongside the TMO Constitution, Articles, Rules, Management Agreement, Financial Regulations and approved policies. Where there is any conflict, those governing documents, legislation or regulatory requirements shall take precedence.

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Matters Reserved to the Board

- Approve strategy, business plans, budgets and major policy changes.
- Approve annual accounts, statutory filings and Companies House returns.
- Approve staffing structure, senior appointments, pay frameworks and HR policies.
- Approve unbudgeted or high-risk expenditure outside delegated limits.
- Approve contracts, commitments or decisions creating significant legal, financial or reputational risk.
- Approve the Scheme of Delegation, Financial Regulations and any amendments.

Function / Decision Area	TMO Board	Sub-Committee (e.g., Finance)	TMO Chief Officer	Department Managers
Strategy & Governance				
Changes to TMO Constitution/Rules	Approve (via AGM/SGM)	Recommend	Review / Advise	N/A
Approval of Strategic/Business Plan	Final Approval	Review	Draft / Recommend	N/A
Signing MMA (Management Agreement)	Final Approval	N/A	Negotiate / Advise	N/A
Financial Management				
Annual Budget Approval	Final Approval	Review/Recommend	Draft / Propose	N/A
Capital Expenditure (Unbudgeted)	>£25,000	Up to £25,000	Up to £10,000	Up to £5,000
Operational Expenditure (Budgeted)	> £30,000	Up to £30,000	Up to £20,000	Up to £500 (Petty Cash/Minor)
Writing off Bad Debts / Recharge	>£2,500	£2,500	£1000	N/A
Housing Management				
Allocations & Lettings (per policy)	N/A	N/A	Oversight	Process /Recommend / Action / Approve
Eviction / Legal Action (Notice to Quit)	N/A	N/A	Oversight	Process /Recommend / Action / Approve
Anti-Social Behaviour (ASB) Legal Action	N/A	N/A	Oversight	Investigate / Record

Repairs & Maintenance				
Day-to-Day Repairs (Budgeted)	Approve >£25,000	>£25,000	up to £20,000	up to £10,000
Major Works / Planned Maintenance Contracts	Approve > £25,000	Review / Tenders	Approve < £25,000	Approve up to £10,000
Emergency Out-of-Hours Repairs	Oversight	N/A	Full Authority	Full Authority (Urgent)
Human Resources				
Staff Structure / Creation of Posts	Final Approval	Review / Recommend	Propose	N/A
Recruitment: TMO Manager	Approve (Panel)	N/A	N/A	N/A
Recruitment: All Other Staff	Oversight	N/A	Approve	N/A
Disciplinary Action (Dismissal)	Approve (Appeals)	N/A	Approve	N/A

Delegated Responsibility by Role

Role	Delegated Responsibility	Accountability
Board	Sets strategy, approves budgets and retains oversight.	Collectively accountable.
Chair/Vice Chair	Leads meetings and urgent decisions.	Reports decisions to Board.
Treasurer	Monitors finance, controls and payments.	Reports financial assurance to Board.
Chief Officer	Manages operations, staff, budgets and service delivery.	Accountable to Board.
Staff	Deliver services within approved procedures.	Accountable to line manager.

Financial Spend Accountability

Function / Spend Area	Approval Limit	Approval Required	Controls
Operational spend	Up to £500	Department Managers / Seniors	Petty cash / minor spend only.
Operational spend	Up to £20,000	Chief Officer	Must be budgeted.
Operational spend	Up to £25,000	Finance Sub-Committee	Review and approval required.
Operational spend	Over £25,000	Board	Board paper and minute.
Capital / unbudgeted spend	Up to £5,000	Department Managers / Seniors	Escalate if outside budget.
Capital / unbudgeted spend	Up to £10,000	Chief Officer	Escalate if outside budget.
Capital / unbudgeted spend	Up to £25,000	Finance Sub-Committee	Review and recommendation.
Capital / unbudgeted spend	Over £25,000	Board	Board approval required.
Bad debt / recharge write-off	Up to £1,000	Chief Officer	Evidence retained.
Bad debt / recharge write-off	Up to £2,500	Finance Sub-Committee	Reported to Board.
Bad debt / recharge write-off	Over £2,500	Board	Board approval required.
Day-to-day repairs	Up to £10,000	Department Managers / Seniors	Budgeted repairs only.
Day-to-day repairs	Up to £20,000	Chief Officer	Budgeted repairs only.
Day-to-day repairs	Up to £25,000	Finance Sub-Committee	Review and recommendation.
Major works / planned maintenance	Up to £10,000	Department Managers / Seniors	Budgeted repairs only.
Major works / planned maintenance	Below £25,000	Chief Officer	Tender review as required.
Major works / planned maintenance	£25,000 and above	Board	Board approval required.
Emergency repairs	Urgent safety works	Chief Officer / Staff	Make safe and report.

Procurement thresholds: contracts above £10,000 require at least three competitive quotes; contracts above £50,000 require a formal competitive tender and Board approval.

Financial Control Principles

- Spend must be lawful, approved, budgeted and evidenced.
- No person may approve their own expense claim.
- Conflicts must be declared before approval.
- Procurement must be fair, transparent and proportionate.
- Payments must have clear audit trails.
- Unbudgeted spend must be escalated.
- Suspected fraud must be reported immediately.
- Acting Up: In the absence of the TMO Chief Officer, delegated authority passes to the designated Senior Officer, provided this has been formally recorded in writing.

Reporting and Review

- Delegated decisions must be recorded.
- Financial approvals must be retained.
- Budget monitoring must be reported to Board.
- Breaches must be escalated to Chair and Board.
- This scheme must be reviewed with Financial Regulations.

Date Adopted	Review Required	Initials
DRAFT 03.07.2026	July 2028 or earlier if legislation, Companies House requirements, TMO Rules or internal policies change	Draft for Board review and approval
15 September 2026	November 2027	Board /NR / GC