



Schemes of Administration and Delegation for Seirbheis nam Meadhanan Gàidhlig, operating as MG ALBA

These Schemes of Administration and Delegation are required by paragraph 11.1 of the MG ALBA Standing Orders, are adopted into the MG ALBA Standing Orders by virtue of paragraph 11.4 of those Orders and are to be read in conjunction with them.

Scheme of Delegation

Part 1: Board's delegated authority to the Chair

- The Chair may generally act on behalf of the Board.
- Depending on the urgency of the matter, delegated authority relating to a particular issue will normally be approved by the Board in advance.
- From time to time it may be necessary for the Chair to take urgent action, in which case the procedure set out in the Standing Orders will apply.

Reporting mechanism

The Chair's use of delegated authority will be reported quarterly to Board meetings under the "Chair's business" standing item on the agenda.

Part 2: Board's delegated authority to its committees

- Delegated authority for each committee is contained in the remit for each committee as agreed by the Board.
- Generally, committees perform an advisory function for the Board and do not have delegated authority to make decisions on behalf of the Board unless set out in the committee's remit or unless the Board delegates a specific issue or decision to a committee.
- As per the Financial Regulations section A.4 4.5 "Budgets", the Board has delegated to the Audit & Assurance Committee authority in respect of virement (reallocation of budgets) in excess of £200,000 or 10% of budget, whichever is lower.
- Generally committees are expected to take matters as far as appropriate before making recommendations to the Board. The chair of the committee will normally have responsibility for judging when it is appropriate to bring recommendations or information to the Board: where items are routine they will stay with the committee until the final stage of decision-making; and where items are unusual, potentially contentious or relate to policy, such matters should be considered by Board at an earlier stage.

Agreed by Board on 23/11/17



Reporting mechanism

Each set of committee minutes will be presented to the next scheduled Board meeting for noting.

The Board will receive regular briefing reports on the work of each committee.

The Board will receive from each committee an annual report in Quarter 1 (April – June), including an element of self-reflection.

The use of delegated authority by committees on decisions will be reported to the Board by the Chief Executive or by the chairs of the committees.

Part 3: Board's delegated authority to the Chief Executive

Operational Plan

Authority is delegated to the Chief Executive to take all measures reasonably required for the implementation of the annual Operational Plan approved by the Board and by Ofcom, and in particular for:

- the day to day management of the annual Operational Plan budget;
- the overall organisational structure of the executive;
- the appointment of staff, subject to the consents required from Ofcom;
- the management of the pay remit and salary negotiation process within the strategies and budgetary constraints endorsed by the Board or the Chair's Committee; and
- the acquisition and disposal of property and equipment subject to limits for asset disposal as set out in B5.5.3 of the Financial Regulations.

From time to time it may be necessary for the Chief Executive to take urgent action, in which case the procedure set out in the Standing Orders will apply.

Reporting mechanism

- the Audit and Assurance Committee will receive quarterly reports from the Senior Management Team on matters including staff and running costs expenditure; and
- minutes of the Audit and Assurance Committee together with a quarterly financial report will be received by the Board for consideration.

Allocation of funds from Operational Plan budgets

Authority is delegated to the Chief Executive to:

- revise budgets up to a limit of £200,000 or 10%, whichever is the lower;

Agreed by Board on 23/11/17



- make payments within budgetary allocations in respect of proposals and projects meeting criteria which the Board has agreed;
- vary the timing of payments

In addition, the Chief Executive has more specific delegation with regard to certain finance-related functions, as set out in the Financial Regulations.

In deciding whether to exercise delegated authority, the Chief Executive will comply with the policies and decisions made by the Board, and will have regard to overall affordability and the potentially contentious nature of any particular issue.

Reporting mechanisms

The Chief Executive will report to the Board on a quarterly basis on the following:

- use of delegated authority;
- allocation of funds from budgets;
- the use of delegated authority by committees on funding decisions;
- approvals required under the Financial Regulations;

Partnership with the BBC

The Chief Executive is the chair of the Joint Management Board MG ALBA/BBC oversight board of BBC ALBA. No specific powers are delegated to the Chief Executive for those purposes.

Part 4: Matters and Decisions Reserved to the Board of MG ALBA

1. Employment of Chief Executive
2. All matters requiring the consent of Ofcom
3. MG ALBA Operational Plan (annual budgets)
4. MG ALBA Annual Report and Accounts
5. MG ALBA Corporate or Strategic Plans
6. Significant decisions regarding MG ALBA core business
7. Significant, novel, contentious or repercussive proposals
8. MG ALBA governance documents
 - a. Standing Orders
 - b. Members' Code of Conduct
 - c. Scheme of Delegation
 - d. Procurement Policy and Scheme of Tenders

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- e. MG ALBA Handbook
- 9. Terms of Trade
- 10. MG ALBA policies, including remuneration and pension policy
- 11. Significant organisation or staff restructuring

Scheme of Administration

Executive Organisation and Management of MG ALBA

The Chief Executive is responsible for the executive management of MG ALBA and is the Accountable Officer. The Chief Executive is also responsible for the operation of governance and Board administration functions.

The Chief Executive delegates responsibility and budgets to Directors in four operational areas.

Team	Responsible for
Finance	Financial management, financial controls, financial reporting; value for money; compliance with company policy, statutory and legal obligations; programme purchase and rights purchase contracts for the benefit of BBC ALBA; safeguarding MG ALBA’s tangible and intangible assets; general administration of the organisation.
Content	Commissioning, scheduling and presentation of BBC ALBA; audience research; LearnGaelic.
Operations	IT, broadcast technology, BBC ALBA media management and quality control, Gaelic television archive; and studio operations and facilities
Development, Marketing and Communications	Facilitation of independent production sector development; industry training; marketing; internal and external communications

Each Director is a Budget Holder with budgets assigned to each sufficient to enable the fulfilment of targets and objectives set out for their teams in the Operational Plan. Under the terms of MG ALBA Financial Regulations only Budget Holders shall have the authorisation to place orders for works, goods and services from their budgets.

Each Director prepares a quarterly dashboard setting out performance against targets for management discussion.

Agreed by Board on 23/11/17



The Chief Executive prepares a quarterly company dashboard setting out performance against targets for Board consideration.

BBC ALBA Arrangements

The Chief Executive and the Director of Finance are members of the BBC ALBA Joint Management Board (“JMB”). The Chief Executive chairs the JMB.

The Head of Service of BBC ALBA is a BBC employee. The Head of Service ensures the compliance of BBC ALBA with the terms of the Service Licence granted by the BBC Trust, BBC editorial guidelines and Ofcom regulation.

The Head of Content of BBC ALBA is an MG ALBA employee, responsible for channel audience strategy and performance. MG ALBA’s Director of Strategy & Partnerships holds this position, and is also the Budget Holder for MG ALBA in relation to MG ALBA expenditure on BBC ALBA commissioning, scheduling, presentation, programme promotion and audience research.

Full role descriptions for both roles are contained in the Collaboration Agreement.

Members of the MG ALBA’s Content Team are subject to additional employment conditions in terms of the Collaboration Agreement agreed between MG ALBA and the BBC in July 2007. Their employment contracts include a letter of appointment by the Chief Executive to “Sgioba ALBA”, the joint BBC / MG ALBA editorial team responsible for the commissioning of programmes for BBC ALBA and the scheduling and presentation of the channel. The individuals complete and maintain a declaration of personal interests in a form acceptable to the BBC and agree, in their MG ALBA employment contract, to abide by BBC editorial policy and guidelines, including a commitment to regular BBC training. In return, those MG ALBA employees are able to work within BBC systems and with the confidence of the BBC whilst remaining MG ALBA employees. Breaches of commitments to the BBC must be dealt with by MG ALBA line management only, under the terms of an agreed HR protocol.

Arrangements for the exercise of administrative and financial authority

Financial arrangements	The MG ALBA Financial Regulations set out the approvals and signatories required to authorise expenditure, certify invoices, approve expenses and make payments.
Absence of Chief Executive	During annual leave or other prolonged absence of the Chief Executive delegated authority is given to the Director of Finance, who must make a report to Chief Executive on his/her return to work on the exercise of that delegated authority.

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<p>Absence of Budget Holder (section C5, Financial Regulations)</p>	<p>If the matter relates to urgent expenditure on programmes, goods or services the Chief Executive will delegate authority to an appropriate officer so as to ensure due process and separation of roles and duties. The officer in question must provide a report to the Budget Holder on his/her return to work on the exercise of that delegated authority.</p>
<p>Absence of persons required to provide financial approvals in terms of section C5, Financial Regulations</p>	<p>The financial approvals required from the Director of Finance or his deputy may not be otherwise delegated in their absence and the Chief Executive alone will discharge that function. When the matter relates to urgent expenditure on programmes, goods or services, the provisions relating to the absence of the Chief Executive will extend to financial approvals. When the approval of the Chairperson is urgently required, in the event of his or her absence the provisions set out in section 18 of the Standing Orders apply.</p>
<p>Business Continuity Emergency</p>	<p>The Chief Executive is empowered to set aside the provisions governing Authorised Signatories and Authorisation Levels on a temporary basis in the event of an event of such urgency as to trigger a Business Continuity Emergency. In such cases the individuals nominated in the Business Continuity Plan will have authority to commit MG ALBA to expenditure not exceeding £2,000 in total.</p>
<p>Authorised Signatories</p>	<p>The following are authorised to sign contracts for the provision of programmes, goods or services on behalf of MG ALBA that have been commissioned by Budget Holders and approved by the necessary individuals identified in section 5, Financial Regulations:</p> <ul style="list-style-type: none"> • Chief Executive • Director of Finance • Business Affairs Manager (programmes only) <p>The following are authorised to sign contracts and execute deeds in relation to property, fixed assets, intangible assets:</p> <ul style="list-style-type: none"> • Chair • Chief Executive • Director of Finance

	<p>The following, following Board approval of the same, are authorised to sign contracts and execute deeds for joint ventures, partnerships and Memoranda of Understanding on behalf of MG ALBA:</p> <ul style="list-style-type: none">• Chair• Chief Executive <p>The following are authorised to sign contracts of employment:</p> <ul style="list-style-type: none">• Chair (in the case of the Chief Executive)• Chief Executive
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