

# **Chair's Permission to Act Terms of Reference**

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## Chair's Permission to Act Between Meetings

### Introduction

Chair's action is the procedure by which the chair of the board can take unilateral decisions, bypassing usual processes, in specific circumstances of urgency.

### 1.0 Terms of reference

- 1.1 Approve the application of nationally recommended pay rises to the Trust (where this falls outside the timing of scheduled meetings).
- 1.2 Approve the signing/issue of settlement agreements outside the authority of CEO.
- 1.3 Approve requests/recommendations discussed at board level where an adjustment(s) to proposals have been requested. This will prevent proposals needing to be resubmitted to a future board meeting where timing is a factor.
- 1.4 Removal or suspension of Chair of LAB (appointment would remain with full Board).
- 1.5 Suspension of member of the Executive (CEO, DCEO, DoE, DoP).
- 1.6 *Finance*: Awarding of contracts where Directors' approval is required (where this falls outside the timing of scheduled meetings).
- 1.7 *Operations*: approval of capital works and/or variations to approved capital works where a decision is needed before the next planned meeting.
- 1.8 *Reputational risk*: permission to act if waiting could damage the reputation of BDMAT.
- 1.9 Urgent ad / hoc matters which need approval before the next planned board meeting.