

## **SCOUTING IRELAND CONTRACTS POLICY**

### **1 OBJECTIVE**

The objective of the policy in respect of contracts is as follows:

- To ensure that all contracts are subject to a detailed and objective value for money review prior to signing
- To ensure that where appropriate contracts are reviewed by an external legal party in order to protect the business
- To ensure that appropriate levels of signatures are obtained in line with the relative importance of the contract within the business
- To enable a schedule of contracts to be maintained.

The Policy covers all contracts for expenditure of Scouting Ireland at Provincial and National Level and the principles here-in are applicable to the Scout Foundation Northern Ireland (SFNI); the Outdoor Adventure Store (Liffey Street) Limited and all other statutory entities of Scouting Ireland; subject to the approval of each of the entities Board of Directors of an appropriate authority matrix.

This policy covers all contracts for expenditure at Scouting Irelands' National Campsites.

Expenditure on large projects / events such as Jamborees etc are also covered by the policy.

### **2 SCOPE**

- The policy covers all contracts for the supply of goods or services over a defined period of time with any third parties regardless of their commercial value. For example this will include:
  - Customer contracts
  - Employment contracts
  - Supplier contracts, e.g. contracts for
    - Software Maintenance Contracts
    - Maintenance of machinery or equipment
- Contracts that are out of scope for the purpose of this policy include:
  - Contracts for the specific purchase of a capital item (refer to capital expenditure policy).

### **3 ADMINISTRATION**

- All contracts should be subject to a thorough review, initially by the Budget Holder in conjunction with Scouting Irelands' Financial Controller.
- Contracts (other than Employment Contracts) with an annual value of less than £10k / €10k may be signed off by the Budget Holder and Scouting Irelands' Financial Controller. A register of all contracts in this category with copies of the contract should be maintained by the Financial Controller.
- Contracts with an annual value of greater than £10k/€10k should be submitted to the National Treasurer / Chief Scout for approval.
- All contracts with an annual value of > £50k/€50k must be signed off by the National Management Committee.
- All contracts will be logged in a register held centrally in Scouting Irelands' Head Office Finance Department..

- Contracts over £10k / €10k in annual value will be included on a contract summary schedule to the relevant Board on an annual basis.
- The boards of all other entities in Scouting Ireland should approve a matrix of approval levels similar in concept to that above.
- Contracts awarded under this policy are subject to the satisfactory completion of the Contractors/Supplier Questionnaire (NT27A).

#### **4 EMPLOYMENT CONTRACTS**

- All contracts for employment in Scouting Ireland should at a minimum be approved by the NTPIC.
- Senior Management appointments must be approved by the National Management Committee.
- Contracts for employment in other entities in Scouting Ireland must be approved by the Chairperson of the Board; the National Secretary and National Treasurer.