

### Scheme of Delegation

Under the Local Government Act 1972 s 101, the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

This Scheme of Delegation authorises the Proper Officer, Responsible Financial Officer, Town Keeper Manager and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed below:

#### **Proper Officer**

The Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- To receive declarations of acceptance of office
- To receive and record notices disclosing personal and prejudicial interests
- To receive and retain plans and documents
- To sign notices or other documents on behalf of the Council
- To sign summonses to attend meetings of the Council
- To sign on behalf of the Council any document to give effect to any decision of the Council

In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- To manage the Council's facilities, property and assets
- Day to day administration of services
- Day to day supervision and management of all staff employed by the Council
- To act on behalf of the Council as a designated officer with respect to complying with policy and legislation
- To instigate and authorise the repair and maintenance of Town Council equipment, property or assets within agreed budget
- To purchase equipment and supplies to be used by staff or contractors to repair or maintain Town Council equipment, property or assets within agreed budget
- To dispose of Town Council equipment or assets with an estimated worth of less than £500

- Authorisation of routine expenditure within the agreed budget
- Emergency expenditure up to £10k outside the agreed budget
- Determine the Town Council's insurance requirements on the Council's behalf
- Make all necessary arrangements for the Council's insurances

The Clerk has delegated powers to make specific decisions and grant approvals in accordance with council policies such as memorial benches, signage and event decorations.

Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

### **Responsible Financial Officer**

The Responsible Financial Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and as such is specifically authorised to:

- Operate the Council's banking arrangements
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Incur expenditure on revenue items within the approved estimates and budgets
- Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments
- Authorise action for the recovery of debts
- Write-off debts up to the level set by the Council
- Maintain a Register of Assets and Inventory of Equipment

### **Town Keeper Manager**

The Town Keeper Manager for the Council shall be responsible for regularly inspecting all Town Council fixed assets and to initiate and supervise all matters of control and maintenance associated with this function.

The Town Keeper Manager shall also work with the Town Clerk and will have delegated power:

- To recommend to the Council appropriate budget provisions for the current and forthcoming financial years
- To carry out the annual Risk Assessment with consultant and bring to the attention of the Town Council any identified health and safety risks

### **Events & Media Co-ordinator**

The Events and Media Co-ordinator for the Council shall be responsible for co-ordinating community engagement activities and a programme of arts and cultural events, and to initiate and supervise all matters of control associated with this function via the events committee.

### **Town Council**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Levying or issuing a precept
- Borrowing money
- Approving the Councils annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the Councils Code of Conduct
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)

- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- To approve the annual report and arrangements for its publication
- Budgetary control
- Recommendation of financial requirements
- To consider and determine all grant applications
- To review and accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - the cost not exceeding the approved estimate
  - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
  - all the requirements of the Council's Financial Regulations being complied with.
- Matters properly referred from other Committees within the requirements of Standing Orders
- To deal with any other relevant issue arising from the implementation of best value legislation, and other matters which may be delegated to it by the Council from time to time

### **Planning**

The Full Council shall consider and determine the following matters:

- To comment on planning applications received from the local planning authority
- Licensing matters
- To make representations in respect of appeals against the refusal of planning permission
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To deal with any other planning related matter referred to the Council
- To deal with any licensing matters referred to the Council

- To comment on behalf of the Council on Local Plans, Regional Plans and any other Plans or Studies as considered appropriate
- To comment and where appropriate, work on public footpaths and bridleways

### **Personnel**

Council shall consider and determine the following matters:

- Staff establishment
- HR Consultant to annually review and update personnel policies and procedures including:
  - Salaries
  - Conditions of service
  - Consideration of staffing reviews

A Grievance Sub-committee will be formed and is delegated to make decisions on the behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters in accordance with the Councils grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

An Appeals Sub-committee will be formed and is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by grievance sub-committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process

To ensure as far as possible that such matters as appraisal, grievance, disciplinary and capability issues are dealt with professionally and in accordance with employment legislation, all members of the Grievance Sub-committee and Appeals Sub-Committee must agree to undertake training in these matters.

Sub-Committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.

Working Groups/Parties Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that formed it.

### **Urgent Matters**

1) In the event of any matter arising which requires an urgent decision, the Town Clerk shall consult the Chair and Vice Chair of the Council and with the concurrence of those member(s), shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

2) Before exercising the delegated powers granted by paragraph (1) above, the Town Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting, in accordance with Standing Orders and where a meeting is so summoned, shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

Any action that is taken must be recorded in writing and made available for inspection by any member of the Council.

Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

### **Priorities & projects**

Council to produce annual priorities with milestones and outcomes for staff to develop and deliver within the council business plan.

Clerk may develop and apply for funding to deliver priorities and projects, as well as bring to the attention of Council any new opportunities that arise.

### **Delegation – Limitations**

- The Town Council does not have the power to delegate a decision to an individual Councillor
- Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time

A Committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.