



Scheme of Delegation & Committee Structure 2021-2022

This Scheme of Delegation authorises Standing Committees and Sub-Committees of the Council and the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. The scheme should be read in conjunction with the council's Standing Orders, Financial Regulations and other relevant documents.

1 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. The Town Clerk is the Responsible Financial Officer.

2 Proper Officer

The Town Clerk shall be 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

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

- i The day to day administration of services, together with routine inspection and control
- ii Day to day supervision and control of all staff employed by the Council.
- iii Authorisation of routine expenditure within the agreed budget up to £3,000.
- iv Emergency expenditure up to £5,000 outside the agreed budget.
- v Use of any debit card issued which is restricted to a single transaction maximum value of £1,000 unless a larger amount is authorised by council or finance committee in writing before order is placed
- vi The virement of monies within budgets to a maximum of £2,000

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.

3 Council Functions

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

- i Approval of the annual budget
- ii Setting the precept
- iii Borrowing money
- iv Authorising any expenditure over £20,000
- v Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- vi Making, amending or revoking by-laws
- vii Making of orders under any statutory powers
- viii Matters of principle or policy
- ix Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);

- x Any proposed new undertakings
- xi Prosecution or defence in a court of law
- xii Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee
- xiii Making observations on behalf of the Town Council to the responsible authority on all individual planning applications including responses to planning applications in respect of major developments (5 dwellings or larger)
- xiv Making responses to any planning policy consultations
- xv Making observations as necessary to the responsible authority or organisation on other matters affecting the environment and public transport in the town arising from planning applications
- xvi Approving applications from community groups and voluntary organisation for grant funding or other forms of support
- xvii Approving a programme of community events for the year

4 Committee Structure

Committees

Standing Committees have delegated decision making powers in respect of matters specifically delegated to them. These powers must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it may make a recommendation to Council.

Advisory Committees have no delegated financial powers and may be composed of councillors and/or non-councillor members.

Sub-committees may have delegated decision making powers in respect of matters specifically delegated to them. However Sub-committees have no delegated spending authority and at the present time.

Advisory Committees and Sub-committees may make recommendations to their parent committee on matters which fall within their terms of reference.

Working Groups

All Committees have the power to create and appoint members to informal Working Groups or Task and Finish Groups which by law can have no delegated executive powers and which report their findings to the body which created them.

5 Terms of Reference of Committees

The size and membership of all committees will be determined each year at the Annual Meeting of the Town Council at which time a Chairman of each committee shall be elected.

The minutes of each standing committee will be reported to and noted by the full council at the next meeting of the council. (Sub-committee minutes will be reported to and received by the parent committee at the next meeting of the parent committee.)

5.1 Finance Committee

The purpose of the Committee is to support the financial governance of the Town Council through regular scrutiny and authorisation of financial matters within its remit.

The Committee will:

- i Contribute towards the development and implementation of the Council's policies, strategies and business plans
- ii Oversee the management of the Council's finances and authorise day to day payments and banking arrangements
- iii Assemble and submit to the Council annual estimates of income and expenditure in accordance with Council policy and any agreed financial plan and make recommendations as to the setting of the precept
- iv Oversee the Council's Corporate Governance arrangements
- v Oversee the Council's Risk Management procedures and insurance arrangements

The Committee will be delegated to make spending decisions on behalf of the Council on all day to day matters concerning the elements of the approved annual budget subject to a spending limit on any one item of £20,000.

The Committee will be delegated to make observations on behalf of the Town Council to the responsible authority on all individual planning applications including responses to planning applications in respect of minor developments (5 dwellings or fewer)

5.1i Newton Leys Pavilion Management Committee (Advisory Sub-committee of the Finance Committee)

The purpose of the Newton Leys Pavilion Management Committee is to oversee the maintenance and management of Newton Leys Pavilion and the adjoining playing fields at Newton Leys (when transferred).

The committee will:

- i develop policies and procedures for in relation to the facilities at Newton Leys for consideration and approval by the Finance Committee
- ii develop and update an annual business plan and budget for the Newton Leys Pavilion building and the Newton Leys playing fields for consideration and approval by the Finance Committee
- iii engage with the community in Newton Leys to ensure that they are consulted and involved in the arrangements and day to day management of Newton Leys Pavilion, car park and pitches

5.2 Human Resources Committee

The committee will consist of 5 members and the chairman of the council will be an ex-officio voting member (if not already a member of the committee). Given the nature of the work of HR Committee the council has determined that all members of this committee must have the benefit of

appropriate and specific HR training either provided by the Town Council and/or provided by previous employment.

The Committee will consider and oversee all matters relating to the employment and management of staff.

The Committee will be delegated to make spending decisions on behalf of the Council on all day to day matters concerning the elements of the approved annual budget allocated to this committee subject to a spending limit on any one item of £20,000.

The Committee will prepare and submit to the Finance Committee annual estimates in respect of those elements of the annual budget allocated to the committee (ie Cost Centre 501 Staff Costs)

5.2i HR Sub-Committee

The Human Resources Sub-committee will be delegated to undertake the day to day performance management and annual performance appraisal of the Town Clerk and will report to the HR Committee on these matters as required. Membership will be restricted to three including the Chairman of the Council and the Chairman of the HR Committee.

6 Urgent Matters

In the event of any matter arising which requires an urgent decision the Town Clerk shall consult the Chairman and Vice Chairman of the Council and with the concurrence of those member(s) and in accordance with Standing Orders shall have delegated power to act on behalf of the Council in line with the delegated powers granted above. Before exercising these delegated powers the Town Clerk and those members consulted shall consider whether the matter is of sufficient importance to justify recommending to the Chairman that a special meeting of the Council or a Committee shall be called.

Any action taken using this delegated power shall be recorded in writing and made available to 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 meetings of the Committee concerned or of the Council.

Adopted 13 May 2021

Committee Structure 2021-22

