



Scheme of Delegation & Committee Structure

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.

2019-20

**Adopted by Full Council at Annual Meeting in April 2019
Amended at Full Council 4 June 2019**

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

4 Standing Committees, Sub-committees and Working Groups

Standing Committees have delegated plenary 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.

Sub-Committees

Sub-committees may have delegated plenary 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 any relevant legislation. The sub-committees have no delegated spending authority and at the present time,

Working Groups

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

5 Committee Structure

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

The minutes of each committee are to be reported to and received by the full council at the next meeting of the council.

Finance Committee

The committee will consist of up to 10 members.

The Finance Committee shall be delegated to make decisions on behalf of the Council on all day to day matters concerning Finances and Planning subject to a spending limit on any one item of £20,000. This includes:

- i Overseeing of the use of financial and technological resources of the Council
- ii Monitoring the Council's capital and revenue budgets
- iii Approval of variations, overspends and virements within budget in accordance with Financial regulations
- iv Making recommendations to the Council on budget and precept requirements
- v Advising on the financial implications and potential risk of proposed new policies or development of existing policies
- vi Preparing an annual financial risk assessment for approval by the Council
- vii Advising Council on borrowing policy, investment and treasury management
- viii Monitoring the performance of all funds invested on a regular basis
- ix Supervising the Council's insurance arrangements
- x Supervising and making recommendations to Council about its banking arrangements
- xi Seeing all fees and charges
- xii Considering reports on outstanding debts due and to undertake recovery or write off
- xiii Ensuring that the financial regulations are reviewed annually and that a review of the effectiveness of the council's internal controls is undertaken annually and both are presented to Council for approval
- xiv To be responsible for the preparation of a three year financial plan to be developed in parallel with the council's three year strategic plan (the two plans together with the budget forming the council's overall corporate business plan).

Planning Committee

The committee will consist of up to 18 members.

The Planning committee shall be delegated to:

- i 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 major developments (5 dwellings or larger)
- ii Make responses to any planning policy consultations
- iii To make 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

HR 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)

The Human Resources Committee shall be delegated to make decisions on behalf of the Council in all day to day matters concerning Human Resources subject to a spending limit on any one item of £20,000. This includes:

- i Arrangements for the employment and dismissal of permanent staff (within the agreed staff structure)
- ii Review of terms and conditions of service
- iii Supervision of arrangements for hearings for grievance, disciplinary and capability matters
- iv Management of the human resources budget
- v Management of health and safety at work

The Human Resources Committee shall also be delegated to make recommendations to full council on the following matters:

- i Human Resources policy matters
- ii Health and Safety at Work policy matters
- iii Changes to staff establishment and approval of the HR structure
- iv Expenditure over £20,000 on a single item

(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.)

HR Sub-Committee

The Human Resources Sub-committee shall consist of the Chairman of the Council, the Chairman of the HR Committee and a third member of the HR Committee. The Human Resources Sub-committee shall be delegated to undertake the day to day performance management and annual performance appraisal of the Town Clerk and shall report to the HR Committee on these matters as required.

Newton Leys Pavilion Committee

The Committee shall consist of up to 8 members of the council and up to 4 advisory non councillor members.

The purpose of the Newton Leys Pavilion Committee is to manage and maintain the Newton Leys Pavilion and the adjoining playing fields at Newton Leys.

The committee shall be delegated:

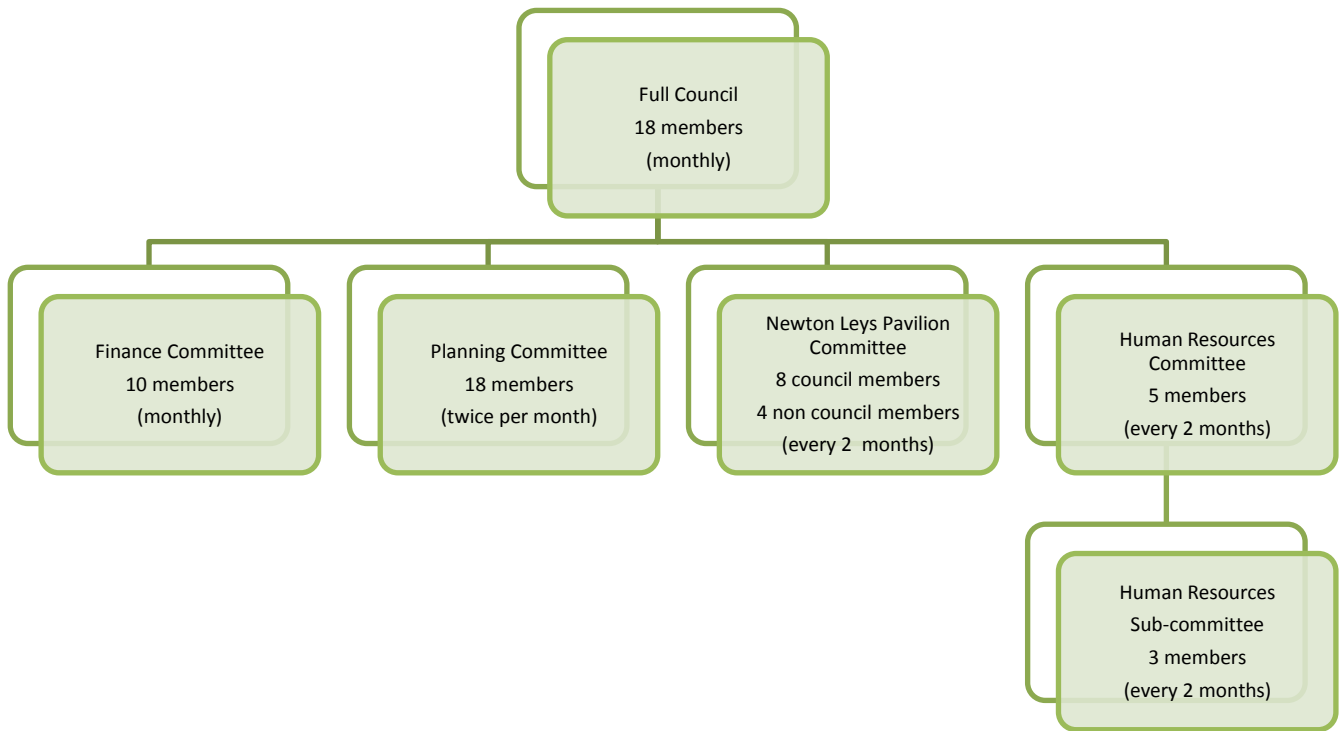
- i to develop policy statements for consideration and approval by full council setting out the Town Council's policy position with regard to the assets listed above
- ii to develop and update an annual business plan and budget for the Newton Leys Pavilion building and the Newton Leys playing fields for consideration and approval by full council
- iii to make necessary decisions on behalf of the council during the snagging period since the handover of the Pavilion building and car park and to liaise with Taylor Wimpey and their project managers and contractors accordingly
- iv to make necessary decisions on behalf of the council during the completion and handover of the playing fields at Newton Leys and, during the first year of operation, to liaise with Taylor Wimpey and their project managers and contractors accordingly
- v to approve quotations and estimates for work connected to Newton Leys Pavilion provided all costs remain within the budget approved by the council
- vi to 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 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 and of the Council/

6 Committee Structure



14.6.2019