



Scheme of Delegation & Committee Structure

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

Adopted by Full Council at Annual Meeting in May 2018

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 £1,000.
- iv Emergency expenditure up to £1,000 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 Setting the Precept
- ii Borrowing money
- iii Authorising any expenditure over £20,000
- iv Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation

- v Making, amending or revoking by-laws
- vi Making of orders under any statutory powers
- vii Matters of principle or policy
- viii Responses to planning applications in respect of major developments (5 dwellings or larger)
- ix Responses to planning policy consultations (major)
- x Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- xi Any proposed new undertakings
- xii Prosecution or defence in a court of law
- xiii 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 can have no delegated executive powers and which report their findings to the body which created them.

5 Committee Structure

The 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 and Planning Committee

The Finance and Planning 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:

Finance

- 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
Making recommendations to the Council on budget and precept requirements
- iv Advising on the financial implications and potential risk of proposed new policies or development of existing policies
- v To prepare an annual financial risk assessment for approval by the Council
- vi Advising Council on borrowing policy, investment and treasury management
- vii Monitoring the performance of all funds invested on a regular basis
- viii Supervising the Council's insurance arrangements
- ix Supervising and making recommendations to Council about its banking arrangements
- x Seeing all fees and charges
- xi To consider reports on outstanding debts due and to undertake recovery or write off
- xii To ensure 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
- xiii To be responsible for the approval of a corporate business plan

Planning

- i To make observations on behalf of the Town Council to the responsible authority on individual planning applications save for those applications retained for full council
- ii To make observations as necessary, to the responsible authority or organisation on other matters affecting the environment and public transport in the town

HR 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 salaries 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
- iv Expenditure over £20,000 on a single item

HR Sub-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 purpose of the Newton Leys Pavilion Committee is to manage and maintain the temporary Newton Leys Community Centre, Newton Leys Pavilion and the adjoining playing fields at Newton Leys.

The committee shall be delegated:

- i to develop a draft policy statement for consideration and approval by full council setting out the Town Council's policy position with regard to the assets listed above
- ii to prepare a 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 urgent decisions on behalf of the council about the finishes and any minor matters during the construction of the new Pavilion building and car park and to liaise with Taylor Wimpey and their project managers and contractors accordingly
- iv until a revenue budget is allocated to review quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion and to make recommendations to full council about the work to be undertaken

- v once a revenue budget has been allocated to approve quotations and estimates for work connected to the fit out and completion of the new Newton Leys Pavilion provided all costs remain within the budget approved by the council
- vi to oversee the transitional arrangements as service users migrate from the existing community centre to the new pavilion
- vii to engage with the community in Newton Leys to ensure that they are consulted and involved in the arrangements and to prepare plans for publicising the use of the new facilities

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

