



NELSON TOWN COUNCIL

SCHEME OF DELEGATION TO COUNCIL, COMMITTEES & OFFICERS

This Scheme of Delegation authorises Council Officers, the Proper Officer and Responsible Finance Officer (which may be one and the same person), Standing Committees and Sub-Committees of the Council to act within delegated authority in the specific circumstances detailed.

Adopted by Nelson Town Council on

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Order and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

- 2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities
 - (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority
 - (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
 - (3) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, subcommittee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
 - (4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
 - (5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3 OFFICERS CONFLICTS OF INTEREST

- 3.1 Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest
- 3.5 Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4 COUNCIL RESERVED POWERS & SAFEGUARDS

- 4.1 Each Committee has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
- To appoint the Chair and Vice Chair of the Council
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - Approval of Budget and setting the precept
 - Approval of the Annual Return and Audit of Accounts
 - To determine the Council's Corporate Priorities.
 - To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - Filling of any vacancies occurring on any committee of the Council during the council year
 - To adopt the schedule of meetings for the ensuing year.
 - Declaring the eligibility of the General Power of Competence
 - Approve any grant in excess of £1,000 or a single commitment in excess of £20,000
 - The appointment to or co-option on a committee or sub-committee of a person (on a strictly non-voting basis) who is not a member of the Council or committee

- Addressing any recommendations in any report from the internal or external auditors
- Appointment or nominating Council representatives to outside bodies
- Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the Finance and General Purposes committee
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- To determine any matters referred to it by a Committee in accordance with Standing Orders.
- Approval of borrowing
- To determine matters which do not fall within the remit of any Committee
- To receive statutory reports from the Town Clerk/Responsible Financial Officer
- To consider all other matters which must, by law be considered by Full Council

4.2 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

4.3 Matters delegated to Committee may be referred to full Council at the request (written or verbal) of two Members of the Council prior to the resolution of the matter.

4.4 In accordance with Standing Order 7 the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months. The written notice whereof bears the names of at least 10 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

4.5 Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes. This item can be discussed in full by the Town Council.

4.6 In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

5 DELEGATION TO COMMITTEES

- 5.1 The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they be deemed the acts and proceedings of the Council.
- 5.2 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 5.3 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 makes a recommendation to Council.
- 5.4 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council
- 5.5 The Council and each Committee is authorised to establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the committee at the time it is formed detailing the delegated powers.
 - The work of a working group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
- 5.6 The Standing Committees shall be:
1. Environmental Improvements Committee
 2. Events, Promotional & Marketing Committee
 3. Finance and General Purposes
 4. Personnel Committee
 5. Unity Wellbeing Committee
- 5.7 Committees will be formed by means of a committee preference form circulated prior to the Annual meeting. Where more than enough members apply for a committee, a ballot will take place.
- 5.8 The Chair and Vice-Chair of the Council will be ex-officio on all committees but may only exercise one voting right on each committee.

(A) ENVIRONMENTAL IMPROVEMENTS COMMITTEE

Membership: Eight Town Councillors and Ex-officio

Non-Cllr: Borough Council Chief Executive for Environmental Services (non -voting)
Two County Councillors (non-voting)

Quorum: Three Town Councillors with voting rights

Meetings: Quarterly (or as and when required)

Terms of Reference:

- (i) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- (ii) The Committee will confirm the non-voting co-opted members at it's first meeting of the Civic year for the ensuing year.
- (iii) Non-voting participants may be invited to meetings of the Committee as and when required.
- (iv) To work with the Borough and County Council on improving the Environment of Nelson.
- (v) To provide information in the form of posters and leaflets on Environmental issues and projects.
- (vi) To work with schools and relevant community groups to improve the Environment of Nelson.
- (vii) To agree and submit external funding bids for Environmental Projects.
- (viii) To provide and maintain all recreation grounds and pavilions, open spaces and play areas in the control of the Council
- (ix) Manage other land (eg County Council verges) which the Council (on the recommendation of the Committee) accepts temporary responsibility for
- (x) To oversee provision of dog and litter bins, refuse and litter picking issues
- (xi) To provide and maintain bus shelters, seats, noticeboards, litterbins and dog waste bins
- (xii) To consider any maintenance and repair works on footpaths and public rights of way. This should not include pavements on the highway.
- (xiii) To consider issues relating to community and public transport services
- (xiv) To consider issues relating to traffic calming and signage, car parking, street lighting and other highway matters, subject to any recommendations to full council
- (xv) To oversee the management of the Allotments sites owned by the Council and managed by the Allotments Society and to consider an annual repairs, maintenance and improvements programme for ringfenced allotment monies to be used on allotments sites only

Financial Delegation & Responsibility:

- (i) To be responsible for any budgets delegated by Full Council
- (ii) To agree and approve expenditure for projects and match funding bids for Environmental projects within agreed financial budgets
- (iii) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committees terms of reference
- (iv) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation
- (v) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget
- (vi) To assemble and submit to the Finance and General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(B) EVENTS, PROMOTIONAL & MARKETING COMMITTEE

Membership:	Eight Town Councillors and Ex-officio
Non-Cllr:	Non-councillors will have no voting rights
Quorum:	Three Town Councillors with voting rights
Meetings:	Quarterly (or as and when required)

Terms of Reference:

- (i) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- (ii) The Committee will confirm the non-councillors appointed to it's committee at its first meeting of the Civic year for the ensuing year.
- (iii) Non-voting participants may be invited to meetings of the Committee as and when required.
- (iv) To consider an annual programme of events to be held or supported by the Town Council with detailed budget requirements for each event identified; and to provide a report to Full Council for consultation on the annual event programme.
- (v) To organise and promote events, entertainments, the arts, recreational matters tourism by or on behalf of the Town Council and in liaison or partnership with external bodies
- (vi) To have delegated authority to use external sources for any or all parts of each event, such as promotion and publicity of the Town Council and its services.
- (vii) To be responsible for organising and promoting each council event in consultation with the delegated Events Officer who will be the lead person/organiser of each event on behalf of the Town Council.
- (viii) To consider and recommend to Full Council the number and types of Christmas Lights to be provided each year (if required).
- (ix) To ensure that the existing Christmas lights have been maintained and inspected in accordance with Health and Safety requirements
- (x) To provide a report to Full Council of any additional requirements for the Christmas Lights Switch On event.
- (xi) To consider and recommend to Full Council any additional budget requirements for the Christmas Lights and Christmas Light Switch On event.
- (xii) To oversee the procurement of the Christmas lights contract and to provide a report to Full Council
- (xiii) To be responsible for the publication of the annual town council newsletter in conjunction with the Town Clerk. Members of other committees are required to provide an input on their committee and ward work subject to approval.

Event Management & Control:

- **Responsible Officers:** In the absence of Council's Delegated Officer, the Chair of Events Committee or representative will take remedial action if advised of an unsatisfactory arrangement or situation by an Officer with responsibilities. E.g. Police, Fire, Medical Services, Emergency Planning, Environmental Health, Highways, Safety, Security, Traffic and Transport Officers.

- **Unacceptable Situations:** This applies to any situation which could arise relating to traffic management, crowd control, public order, illegal activities, hazards relating to Health & Safety and public well-being or to ensure that the Council complies with legislation relating to any event where the Council may exercise control.
- **Liaison Meetings:** In the absence of the Delegated Events Officer, the Chair of Events & Leisure may give undertakings during liaison meetings (prior to the event day) with Officers as outlined in paragraph (A) above relating to potential situations described in paragraph (B), which may arise at a future date, where expenditure may be incurred in amelioration and providing that any potential additional costs to the Council have been agreed with the Proper Officer prior to that meeting.
- **Urgent action:** On the event day, remedial action available to the Chair of Events & Leisure arising as a result of conditions relating to paragraph (A) in situations outlined in paragraph (B) will include down-scaling, curtailing or cancellation of the event or any other action necessary within the resources available for that event (e.g. redeployment or contracting of staff).
- **Advice:** The committee may make recommendations to the Council's Delegated Events Officer which must be taken into consideration.

Financial Delegation & Responsibility:

- (i) To be responsible for any budgets delegated by Full Council
- (ii) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committees terms of reference
- (iii) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation
- (iv) To ensure that expenditure incurred under Officers delegation for events is reported at the subsequent meeting and recorded in the minutes in accordance with the Scheme of Delegation
- (v) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget
- (vi) To assemble and submit to the Finance and General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(C) FINANCE AND GENERAL PURPOSES COMMITTEE

Membership: 8 Councillors and Ex-officio

Non-Cllr: Non-councillors cannot be appointed on this committee as it regulates and controls the finances of the Council.

Quorum: Three Town Councillors with voting rights

Meetings: Monthly

Terms of Reference:

- (i) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- (ii) To consider and authorise all applications for grants and sponsorship up to £1,000 submitted to the Council in accordance with the grant criteria
- (iii) To oversee the ward grant funding applications approved by the Clerk/RFO in accordance with the grant criteria
- (iv) To consider where appropriate alternative external funding on council projects on request by a committee or Council
- (v) To recommend the appointment of the internal auditor to Full Council
- (vi) To oversee the work of the Responsible Financial Officer
- (vii) To review and approve the monthly expenditure payments list for the Council for compliance of Financial Regulations
- (viii) To annually review any subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money
- (ix) To oversee all matters relating to internal and external audit.
- (x) To be responsible for ensuring there is adequate insurance cover in place for council assets and appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which it to be determined annually by the committee
- (xi) To annually review the council corporate risk assessment in accordance with the risk assessment policy and recommend to Council for adoption
- (xii) To review annually the council asset register and asset register policy and to ensure that a physical review of the Assets is carried out on an annual basis.
- (xiii) To appoint an 'Internal Controls' working group to review the effectiveness of internal control to part comply with section two of the annual governance statement, to be carried out twice a year (once every six months). The working group is to ensure that an adequate and effective system of internal controls is in place to secure the integrity of finance and any other information, including the introductions of effective systems of risk management. The working group will be required to provide a report to the committee once this has been carried out.
- (xiv) To appoint a working group to carry out the effectiveness of internal audit. The review should take place at least once every three years and also in the year of any change of internal audit provider or Responsible Finance Officer. Any review should balance the Council's internal audit needs and usage. It should be designed to provide sufficient assurance for the Council that standards are being met and that the work of internal audit is effective.
- (xv) To recommend to Council the approval of the Annual Return (sections one and two) inclusive of the financial statements and supporting documentation
- (xvi) To be responsible for ensuring that no tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance

and General Purposes committee, together with any consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.00

- (xvii) To be responsible for the engagement of specialist Consultants and Advisors, subject to a limit of £500 and a business case to support the proposal provided by the relevant committee / Council
- (xviii) To consider all policy and governance documents affecting Town and Parish Councils and keep committees up to date on implications.
- (xix) To be responsible for formulating a vision and strategy for Nelson Town Council's aims and objectives and where possible, develop a 3-5 year plan and recommend to Council to adopt
- (xx) To review Standing Orders and Financial Regulations as and when it appears necessary or at least every three years and make recommendations to full Council
- (xxi) Unless prohibited by Statute to exercise the remaining powers and duties of the Town Council in respect of the Council's financial, legal and administrative matters

Budget Process:

- (i) To confirm the appointment of the Budget Working Group (BWG) which shall comprise of the Chair and Vice Chair of the Council and the Chair and Vice Chair of the committee. The working group shall meet in November
- (ii) The BWG will consider the draft budget prepared by the RFO which will include all committee budgets, grants levels and figures from the principal authority) for the following year
- (iii) The BWG is required to present the draft council budget to the committee for consideration by the 30 November in the presence of the RFO
- (iv) The committee may request a second version of the budget to be prepared by the BWG but must reach agreement on a draft budget to be recommended to Council no later than it's January /February meeting. The budget must disclose the amount of precept (if any) to be levied by the Town Council

Financial Delegation & Responsibility:

- (i) To be responsible for any budgets delegated by Full Council
- (ii) To be responsible for all budgets not allocated to committees or delegated officers
- (iii) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committees terms of reference
- (iv) To be responsible for the Highways budget and approve any highway related projects subject to the maximum ceiling of £15,000 in accordance with the Financial Regulations (any projects exceeding £15,000 are to be recommended to full Council for approval.
- (v) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation
- (vi) To ensure that expenditure incurred under Officers delegation for events is reported at the subsequent meeting and recorded in the minutes in accordance with the Scheme of Delegation
- (vii) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget
- (viii) To assemble and submit to the Finance and General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(D) PERSONNEL COMMITTEE

Membership: 8 Councillors and Ex-officio

Non-councillor: Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters

Quorum: Three Town Councillors with voting rights

Meetings: Quarterly meetings (or as required)

Terms of Reference:

- (i) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- (ii) To appoint a member of the committee or the Chair of the Council as the day to day contact support for the Town Clerk, to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the committee Chair (or another member of the Personnel committee) will act as the day to day contact support.
- (iii) To review staffing structures and levels and make recommendations to the Council.
- (iv) To receive reports from the Town Clerk for the management of other Council employees and to oversee the management of the Clerk
- (v) To agree and review annually contracts of employment, job descriptions and person specifications for employed staff.
- (vi) To review contracts for the Handyman scheme contractor and appoint a member of the Committee to liaise with the Clerk who is responsible for authorising additional contracted work subject to budget parameters
- (vii) The Clerk will have the authority to authorise additional overtime for staff in exceptional circumstances subject to approved budget parameters
- (viii) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme which is created, designed and monitored by the Personnel Committee
- (ix) To review staff salaries and terms of conditions and make recommendations to Council. The committee must have regards to recommendations to Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC).
- (x) To appoint from its membership a recruitment panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- (xi) To review health and safety at work for all Council employees.
- (xii) To consider any staffing matters referred to the Committee by the Council.
- (xiii) To review all Council policies that relate to staff employment on an annual basis.
- (xiv) To ensure the Council complies with all legislative requirements relating to the employment of staff

Grievance, Disciplinary and Appeals Panels/Sub-Committees:

- (i) To appoint a grievance or disciplinary sub-committee comprising of no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures.
- (ii) To be responsible for any appeals which must be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staffing committee to be appointed by full Council.

Financial Delegation & Responsibility:

- (i) To be responsible for any budgets delegated by Full Council
- (ii) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation
- (iii) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget
- (iv) To assemble and submit to the Finance and General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.

(E) UNITY WELLBEING MANAGEMENT COMMITTEE

Membership: 8 Councillors and Ex-officio

Non-councillor: The County Councillor of the electoral district for Unity Hall (non-voting)

Quorum: Three Town Councillors with voting rights

Meetings: Bi-Monthly

Terms of Reference:

- (i) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- (ii) The Committee will confirm the non-councillors appointed to its committee at its first meeting of the Civic year for the ensuing year.
- (iii) To oversee the management contract with Calico Ltd
- (iv) To oversee the management for the running of the Unity Hall, including room and hall hire and the Unity Well Being café, ensuring that there is an adequate effective management system in place.
- (v) To ensure that appropriate building management and service contracts are in place in accordance with health and safety and other legislative requirements
- (vi) To oversee the management of the Unity Hall tenants
- (vii) To ensure that contracts are in place for the Unity Hall tenants and are reviewed annually
- (viii) To review the room and hall hire fees on an annual basis
- (ix) To promote the amenities of the Unity Hall
- (x) To actively seek new ways to encourage more local groups and companies to make use of the facilities on offer
- (xi) To agree and submit where possible external funding applications for the Unity Hall. Where match funding is required, this matter is to be referred to Council for consideration

Financial Delegation & Responsibility:

- (i) To be responsible for any budgets delegated by Full Council
- (ii) To agree and approve expenditure for projects and match funding bids for Environmental projects within agreed financial budgets
- (iii) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committees terms of reference
- (iv) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation
- (v) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget
- (vi) To assemble and submit to the Finance and General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year

8 DELEGATION TO OFFICERS

The Town Clerk shall be the Responsible Financial Officer to the Council. Specific delegations to officers are set out below. Delegated actions for officers 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.

(a) Town Clerk

Proper Officer

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
3. The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders
4. To receive declarations of acceptance of office
5. To retain a copy of every Councillors Register of Interests
6. To deal with dispensation requests from Members of the Council
7. Power to take appropriate steps to ensure the Council does not exceed its powers.
8. The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
9. The Assistant Town Clerk will have the delegated powers to act as the Town Clerk, in the absence of the Town Clerk. The powers exercised by the Assistant Clerk in such circumstances shall be recorded in a delegations register.
10. The power to delegate any delegated powers and other powers to any member of staff as appropriate.

Day to Day Administration

11. All matters relating to the maintenance and operation of the Unity Well Being Centre
12. The day to day administration of services, together with routine inspection and control
13. The Clerk may incur expenditure on revenue items below £1,000 on behalf of the Council up to the amounts included in the approved budget
14. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
15. The authority to sanction and authorise payment of overtime in exceptional circumstances subject to advance notice given to the committee members and within approved budget parameters
16. The Clerk is responsible for authorising additional contracted work for the Handyman within budget approved parameters
17. Power to release press statements on any activities of the Council subject to prior consultation with either the Chair of the relevant committee or the Chairman in accordance with the press and publicity policy set out in the Standing Orders and the Press and Media policy
18. The power to manage, promote and co-ordinate the events agreed by the Council in consultation with the Events, Promotional and Marketing committee

19. The Clerk on behalf of the Events, Promotional & Marketing committee has delegated authority to incur event associated expenditure subject to the limit of £5,000 per event within budget approved parameters and shall report the expenditure incurred for each event under delegated powers to the Events, Promotional & Marketing committee at the next meeting
20. To retain overall editorial control of the Town Council websites and social media accounts
21. Power to act on own initiative to implement the Councils policies and objectives.
22. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.

Council Assets & Emergency Expenditure

23. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the chairman as soon as possible and to the Finance and General Purposes committee as soon as practicable thereafter.
24. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
25. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
26. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
27. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
28. The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £250.00.
29. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

Training for Officers & Members

30. Power to authorise staff to attend relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
31. The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets
32. The Town Clerk is authorised to book training courses for members of the Council in accordance with the Training, Learning and Development policy.
33. The Town Clerk is authorised to consider and approve requests from members to attend training from 'non-authorised' training providers. However, the member request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered. Where the Town Clerk refuses the training request, reasons must be provided to the member who will have the opportunity to request full Council to consider and review the Clerks decision.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law
2. The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
3. The Responsible Financial Officer will have the power to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities

(c) Catering Manager

Under the general supervision of the Clerk, the Catering manager will exercise the following:

- (i) Revenue expenditure to the maximum limit of £400 per weekly order for the functions of the Unity Well Being Café services
- (ii) Supervision of volunteers in accordance with the council policies
- (iii) To act as the appointed Fire Warden and Co-ordinator in the event of a fire in conjunction with the building fire safety regulations

(d) Consultants / Self Employed Contractors

Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

AUTHORITY	LIMIT	OFFICER	SCOPE OF DECISION MAKING
1. To incur expenditure (Financial Regulations)	Within Budget < £1,000	Town Clerk	As Proper Officer for the Council, the Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters
	<£5,000 per event and within budget <£450 per weekly order and within budget	Town Clerk Catering Manager	As the Town Clerk designated events officer who manages, promotes and co-ordinates events on behalf of the Events, Promotional and Marketing committee. Expenditure incurred under delegated powers shall be reported to the committee at their next meeting. For the Unity Well Being Café services
2. Emergency Expenditure (Financial regulation)	<£3,000	Town Clerk	Repair work or other extreme urgency work which will be reported to the Finance & General Purposes committee
3. Certification of Invoices (Financial Regulation)	All invoices	Responsible Finance Officer	The Responsible Finance Officer carries out the majority of the data input into the accounts system, they carry out another level of checks whilst analysing and coding