



NORTH WALSHAM TOWN COUNCIL

Delegation Scheme

Council delegations to Officers and Committees

1 Introduction

This Delegation Scheme outlines the authority of the Council and delegated authority given to the Town Clerk, Responsible Finance Officer, Lead Officers and Committees.

Matters are delegated by the Council to Officers and Committees, for decisions to be made on behalf of the Council. The delegated decision making must be exercised in accordance with the law, the Council's Standing Orders, Financial Regulations and as described in the Committees' Terms of Reference. Where matters are delegated, they are, as is legally permissible, deemed the acts and proceedings of the Council.

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

The Council and all Committees are authorised to establish Sub-Committees, Working Groups and Advisory Groups. These groups do not have any delegated authority and will report their recommendations back to the Council or Committee that formed them.

2 Council

Lead Officer - Clerk to the Council

The following matters are specifically for decision by the Council, notwithstanding that the appropriate committee may make recommendations for the Council's consideration.

- Election of Council Chair (Mayor) and Council Vice Chair (Deputy Mayor)
- Set up, amend or disband any Committee, including their Sub Committee/Working/Advisory Groups
- Election of Councillors to Committees.
- Confirm the adoption of the General Power of Competence (every election year)
- Appointment of Council representatives to external organisations
- Adoption of, or amending of, all policies including Standing Orders, Financial Regulations (as recommended by P&G, F&G committees)
- Set dates of future Council meetings
- Appointment of an Internal Scrutineer
- Appointment of an Internal Auditor
- Approval of monthly scheduled payments
- Approval of Annual Governance Return & Year End Accounts (as recommended by F&G Committee)
- Approval of the Annual Budget and Precept (as recommended by the Finance Committee)
- Co-option appointment should a Councillor vacancy occur
- Appointment/Dismissal of all Council employees (as recommended by P&G)
- Leases and Contracts
- Borrowing money
- Consider expenditure outside the Council's approved budget
- Make, amend or revoke By Laws
- Any new undertakings and functions of the Council
- Consider statutory demands from electors (surveys)
- In case of long-term absence of the Town Clerk appoint a Responsible Finance Officer

3 Proper Officer

The Town Clerk is the Proper Officer and Clerk to the Council, they have delegated authority to undertake the following matters on behalf of the Council:

- Receive declarations of acceptance of office & copy of Register of Interest
- Oversee day to day supervision and management of all staff employed by the Council.
- Issuing and updating employment contracts
- Respond to correspondence requiring a response from the Council
- Act on behalf of the Council in an emergency/urgent situation.
- Approve emergency expenditure in the case of Health & Safety
- Agenda and minutes format and content
- Final decision on Agenda items for all Committees
- Authorise routine expenditure within the agreed budget
- Authorise Staff Training within agreed budget
- Annual Subscriptions
- Management of all IT requirements including replacing equipment, purchasing software or facilities
- Authorised controller of CCTV
- Appraisals, in consultation with the Personnel Committee
- Delegated Powers during the annual August recess
- Any other matters delegated by the Council

4 Responsible Finance Officer (RFO)

The Responsible Finance Officer is the Town Clerk, they are responsible for the Council's accounting procedures, in accordance with the Accounts & Audit regulations in force at any given time:

- Administer the Councils bank balances
- Pay salaries of Council employees
- Ensure monthly returns are made to HMRC and Norfolk Pension Fund
- Complete Quarterly VAT returns
- Overall responsibility of the Petty Cash
- Acquire adequate insurance for assets and activities (for recommendation to Finance & Grants)
- Manage budgetary control
- Provide quarterly comparisons to the Council
- Manage fixed Assets
- Prepare the annual budget and precept (for recommendation to Finance & Grants Committee)
- Complete the Annual Government Return (for recommendation to Finance & Grants Committee)

5 Office of the Town Council

The Council authorise the Office to:

- Make day to day decisions necessary for the smooth running of the Office
- Deal with matters resolved by the Council and Committees
- Prepare and publish Council and Committee Minutes and Agendas
- Notify the Returning Officer of any Councillor vacancies
- Respond to all forms of correspondence
- Deal with general/informal complaints
- Reply to Freedom of Information requests within 20 working days (Data Protection Officer)
- Place Freedom of Information Disclosure Logs on the website

- Maintain Town Council website
- Maintain Town Council equipment
- Update of Policies and Procedures (for recommendation to Personnel & Governance)
- Update the Councils GDPR policies by DPO (for recommendation to Personnel & Governance)
- Staff vacancy adverts
- Hold the Councils seal and apply it to approved documentation
- Recommend capital works and resource their implementation

6 Lead Officer

The appointed Lead Officer is authorised by law to:

- Agree Agenda's for publication, in consultation with the Chair of the Council or relevant Committee
- Sign the summons for Councillors to attend meetings of the Council or relevant Committee
- Receive and record notices disclosing personal and pecuniary interests
- Receive plans and documents
- Compile minutes, being a concise, true and accurate account of the meeting
- Sign notices and other documentation on behalf of the Council or relevant Committee
- Call an extraordinary meeting in consultation with the relevant Chair (summons signed by chair)
- Deal with matters resolved by the relevant Committee

7 Personnel & Governance Committee

Lead Officer - Clerk to the Council

- Approve its minutes as a concise, true and accurate record
- Staffing matters
- Approval of all Policies/Procedures/Plans including Standing Orders (for recommendation to Council)
- GDPR procedures (for recommendation to Council)
- Deal with disciplinary and grievances complaints
- Deal with formal written complaints
- Approve employment contracts
- Set salaries and staff pay scales (for recommendation to Council)
- Assess staff appraisals
- Undertake interviews and offer employment on behalf of the Council
- Engage temporary staff in the event of long-term absence of a staff member
- Terms of Reference for the Personnel & Governance Committee (for recommendation to Council)
- Any other matters delegated by the Council

8 Finance & Grants Committee

Lead Officer - Clerk to the Council

- Approve its minutes as a concise, true and accurate record
- Review Financial Regulations (for recommendation to Council)
- Award various Grants at the agreed amount delegated by the Council
- Annual Review of Council fees (Allotments, Tennis, Cemetery, Markets, Advertising)
- Annual insurance review
- Annual review of fixed asset register
- Review and set Council budgets and Precept (for recommendation to Council)
- Review all matters relating to Year End including AGAR (for recommendation to Council)

- Review of Council bank signatories
- Open Tenders (for recommendation to Council)
- Terms of Reference for the Finance & Grants Committee (for recommendation to Council)
- Any other matters delegated by the Council

9 Planning Committee

Lead Officer - Deputy Clerk to the Council

- Approve its minutes as a concise, true and accurate record
- Submit planning responses to appropriate authority
- To respond to all consultation and take part in any discussions which could result in changes to the Local Development Framework
- To prepare statements for NNDC Development Committee
- Terms of Reference for the Planning Committee (for recommendation to Council)

10 Development & Amenities Committee

Lead Officer - Deputy Clerk to the Council

- Approve its minutes as a concise, true and accurate record
- Event Management Plan approval for all event applications
- Operate and maintain all matters pertaining to North Walsham Cemeteries
- Consideration of CCTV equipment installation (for recommendation to Council)
- Maintain Street Lights and consider any new lighting requirements (for recommendation to Council)
- Maintain Open Spaces, Public Parks and Recreation Grounds
- Maintain Garden Plots and Allotments
- Approve the purchase and or installation of any necessary Street Furniture
- All matters pertaining to the care of trees within Council's remit
- Approve the purchase and installation of rubbish, recycling and dog waste bins within budget
- Terms of Reference for the Development & Amenities Committee (for recommendation to Council)
- Any other matters delegated by the Council

11 Media & Information Committee

Lead Officer - Assistant Clerk to the Council

- Approve its minutes as a concise, true and accurate record
- Creation, content, and production of the Council's contribution to local papers (approved by Clerk)
- Creation, content and production of newsletters (topics to be agreed by Council and agreed by Clerk)
- Content of posts on social media (approved by Lead Officer)
- News on the website
- Overseeing the Information Office (report issues to Council)
- Promotion of the Town and Council (as agreed by the Clerk)
- Surveys (when delegated & approved by Council)
- Assist with the design of the Town Guide
- Content, population and updating of notice boards
- Deal with press matters in consultation with the Chair of the Council/Clerk
- Terms of Reference for the Media & Information Committee (for recommendation to Council)
- Any other matters delegated by the Council



NORTH WALSHAM TOWN COUNCIL

Structure (who has delegated responsibility)

*recommend to Full Council

