



# NORTH WALSHAM TOWN COUNCIL

## Delegation Scheme

### Council delegates to Proper Officer and Committees

Adopted by the Council at its meeting held on 26.11.19

## 1 Introduction

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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 and Committees to the Proper Officer, 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

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### Proper 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 governance policies including Standing Orders, Financial Regulations
- Set dates of future Council meetings
- Appointment of an Internal Scrutineer
- Appointment of an Internal Auditor
- Approval of regular payments/suppliers
- 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 F&G Committee)
- Co-option appointment should a Councillor vacancy occur
- Appointment/Dismissal of all Council employees (as recommended by Personnel Committee)
- 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

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**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 the Office and 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
- Authorise Annual Subscriptions
- Management of all IT requirements including replacing equipment, purchasing software or facilities
- Authorised controller of CCTV
- Oversees all Committees and appointed Lead Officers where necessary
- 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)

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**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 Council's 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

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### **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's website and facebook page
- Maintain Town Council equipment
- Update of Policies and Procedures
- Adverts for staff vacancies and co-options
- Hold the Council's seal and apply it to approved documentation
- Recommend capital works and resource their implementation

## 6 Lead Officer

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### **Appointed by the Proper Officer, the 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 decision at 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 Committee ToR's

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- Staff – Employ temporary staff for a period not to exceed either 3 months or 30 hours per week
- Contracts – Review, power to change by up to 5hrs per week in any one year
- Salaries – Pay rises between 1 and 4 scale points (recommend to Full Council)
- Appraisals – Staff appraisals for review
- Complaints – Deal with official complaints and recommend to Full council if required
- Grievance & Disciplinary matters – deal with complaints and recommend a course of action to full Council if required
- Interviews – Select members of the Personnel Committee to form a panel
- Personnel ToR's/Policies – Review employee policies (recommend to Full Council)
- Any other matters as delegated by the Full Council

## 8 Finance & Grants Committee ToR's

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- Grants – to make a decision on the awarding of grants
- Fees – to review annual increases to Allotments, Markets, Burials and Rents

- Asset Register – to review annually (recommend to Full Council)
- Insurance – to make sure the Council is fully insured (recommend to Full Council)
- Review bank ac's – interest, changing accounts, charges, signatories
- Opening and consideration of tenders (recommend to Full Council)
- Consider following years budgets and extra items for the precept (recommend to Full Council)
- Approve year end accounts & Annual Governance Return (recommend to Full Council)
- Finance ToR's/Policies – (recommend to Council)
- Any other matters as delegated by the Full Council

## 9 Markets Committee ToR's

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- Market rent – collecting and allowing bad weather credits (Rent amount set by Finance)
- Market Entertainment
- New stalls
- Road Closure dates
- Car Boot Sales
- Street Food Markets
- Council provided pop up stalls
- Any other matters as delegated by the Full Council

## 10 Development & Amenities Committee ToR's

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- Cemeteries – upkeep, rules and regulations, forms
- Parks – maintenance, play equipment upkeep and replacement
- Amenities – grass verge maintenance, decisions, and maintenance
- Allotments – decisions and maintenance
- Events – Management of expenditure
- Approve Event Management Plans – after application form has been agreed by Council
- CCTV – management of, new equipment (recommend to Full Council)
- Street Furniture – grit, litter & dog bins, benches, notice boards, bus shelters
- Banners/Advertisements – approve display of
- Lighting – maintenance of, new equipment (recommend to Full Council)
- Trees – surveys and maintenance
- D&A ToR's/Policies (recommend to Full Council)
- Any other matters as delegated by the Full Council

## 11 Media & Information Committee ToR's

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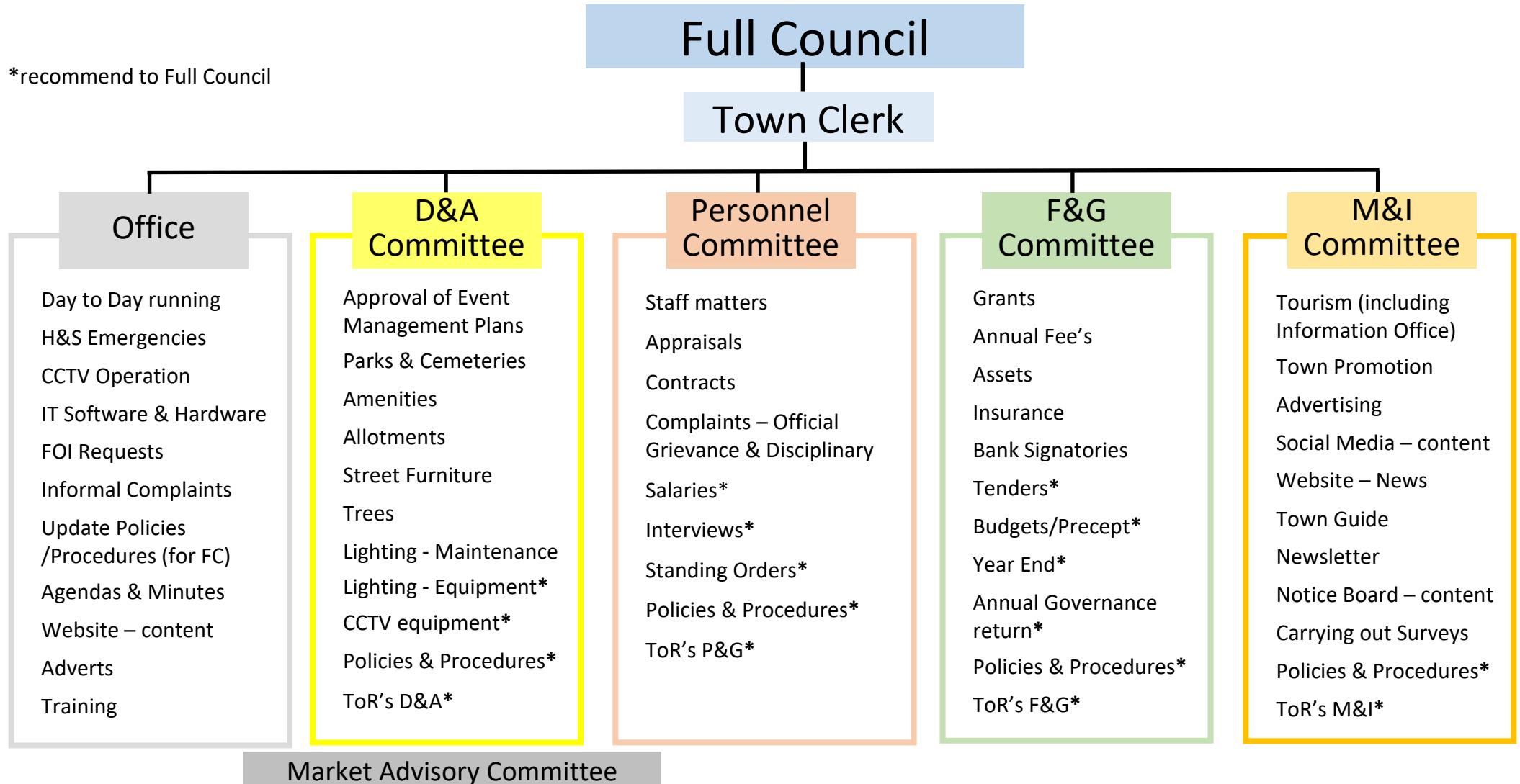
- Tourism, including contents of Information Office
- Town Promotion
- Advertising
- Website & Social media
- Town Guide – design, printing and distribution
- Newsletter – design, printing and distribution
- Press – liaising, ensuring comments are not slanderous or libellous
- Notice boards/signs – contents of and keeping contents updated
- Carrying out surveys as requested by Council
- M&I ToR's/Policies (approve at Full Council)
- Any other matters as delegated by the Full Council



# NORTH WALSHAM TOWN COUNCIL

## Structure (who has delegated responsibility)

\*recommend to Full Council



Advisory groups do not have any delegated authority and report recommendations back to Council or Committee