

DOWNHAM MARKET TOWN COUNCIL



SCHEME OF DELEGATION

DATE & MEETING IMPLEMENTED	12th November 2019	
DATE OF REVIEW		
SIGNED	Cllr Hayes, Mayor	

1. Introduction

- This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.
- The Committees, Sub Committees, Working Groups, Advisory Groups and Strategy Groups of Downham Market Town Council (unless stated) do not have any general delegated authority but are able to act in accordance with their mandate and make recommendations to the full council.

2. Matters Reserved for Finance Committee

- Approval of payment of the monthly schedule of accounts?
- Consideration and approval of grants and donations in accordance with Grant Policy to be approved by Full Council.

3. Matters reserved for Planning Committee

- Responding to planning consultations from NCC, BCKLWN or Secretary of State

4. Matters reserved for Human Resources Committee

- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Town Clerk.
- Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required

5. Matters reserved for full council

The following matters are reserved to the Council for decision:

- Elect a Chair and Vice Chair, and appoint councillors to Committees and Working Groups and outside organisations, Working Groups and Strategy Groups to elect their own Chair and Vice Chair
- Setting the Budget
- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Appointment of the Internal Auditor
- Making, amending or revoking Standing Orders, Financial Regulations, policies or this Scheme of Delegation
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups Working Groups or Strategy Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- Approval and review of matters of policy relating to administration, facilities, risk, and corporate management
- Any proposed new undertakings / function / contracts of the Council
- Agreeing and monitoring of an annual Action Plan.

- Consideration of requests for expenditure outside of the Council's approved budget
- Responding to consultations both national and local not including planning matters.
- Receive and respond to complaints as set out within the Compliments/Complaints Policy
- Consider statutory demands from electors e.g. allotments, parish polls
- All other matters which must, by law, be reserved to the full Council

6. Proper Officer

Delegated actions of the Town Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised by law to:

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- Authorisation to call any extra meetings of the Council or any Committees as necessary.

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Undertake the duties of the "Head of Paid Service".
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council and as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Mayor.
- Act on behalf of the Council in an urgent situation in consultation with the Mayor and/or Deputy Mayor and report back to Council as soon as practical
- Approve emergency expenditure of up to £2,500 in consultation with the Mayor if possible.
- Approve general expenditure of up to £500, together with expenditure as set out within the Council's approved budget, but nothing paid unless goods are supplied or work completed.
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)

- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities

7. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Create press releases and reports.
- Control input on website and social media
- Have contact with media.
- Respond to public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to complaints as per complaints/compliment policy
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Mayor (if available), lead the Council's response in the case of a major emergency
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document
- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the Town Hall) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation.

8. Responsible Financial Officer

The clerk also acts as the Responsible Finance Officer. In a period of extended absence, the Town Council will need to appoint someone else to the role as required by law. The Responsible

Financial Officer shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation