



Calne Town Council

Scheme of Delegation

Version Approved

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SCHEME OF DELEGATION

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

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.

2. Proper Officer

2.1 The Director of Council Services 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 receive copies of by-laws made by the unitary authority.
- To certify copies of by-laws made by the Council.
- To sign summonses to attend meetings of the Council except any Extraordinary Meetings (these must be signed by the Chair) .

2.2 In addition, the Director of Council Services has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Council.
- Authorisation of routine expenditure within the agreed budget.
- Emergency expenditure up to £20,000 outside the agreed budget.



- 2.3 Delegated actions of the Director of Council Services 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

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Setting the Precept.
- Borrowing money.
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by-laws.
- Making of orders under any statutory powers.
- Matters of principle or policy.
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings).
- Any proposed new undertakings.
- Prosecution or defence in a court of law.
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.

4. Committees

- 4.1 The **Policy & Resources Committee** shall consider and determine the following matters:

- Allocation of Grants and Donations within the agreed criteria and budget of the Town Council.
- To confirm all financial accounting matters except the setting of the Precept or borrowing of money.
- Staffing, establishment and general matters and make recommendations to Full Council.
- To set up such Sub-Committees and Working Groups as necessary.
- Matters referred by the Town Council or those not specific to another Committee.
- To agree Service Level Agreements with external agencies.



- Administration and maintenance of the Council offices.
- To consider recommendations put forward by all Sub-Committees and Working Groups which report to Policy and Resources and to make a decision.
- All rent reviews and lease renewals of Town Council owned property.
- Seeking of grants for Town Council projects.
- Health and Safety.
- To deal with consultations which time prevents being presented to Full Council.
- To approve virements within the budget and agree roll overs.

4.2 The **Amenities Committee** shall consider and determine the following matters:

- Administration, maintenance and use of:
 - All public open spaces under town council control
 - Children's' play areas
 - Allotments
 - Cemetery, Cemetery Chapel and Lodge
 - Town Hall.
 - Beversbrook Sports and Community Facility
- Setting of fees, terms and conditions of use, and provision of equipment for areas under its control.
- Liaison with community organisations which have an interest in recreational facilities in the town.
- Vehicles and equipment within the area of its responsibilities and not under the control of any other committee.

4.3 The **Town Development and Planning Committee** shall consider and determine the following matters:

- To make observations as necessary, to the responsible authority or organisation on matters affecting the environment and public transport in the town.
- To maintain existing bus shelters and street furniture and consider provision of new items where necessary within the approved budget.
- To consider and resolve issues affecting roads, development and environment or relating to planning matters upon which the Town Council is consulted or in which the Town Council has an interest, except those issues to be referred to the Town Council.
- To oversee the CCTV system and monitoring system for Calne.



- To consider matters relating to town centre events organised either by the Town Council or other organisations.
- To liaise with Wiltshire Council on the continuing regeneration and re-development of Calne Town Centre.
- At three weekly meetings to consider all planning applications sent for consultation by Wiltshire Council and to comment on behalf of the Town Council
- To deal with requests for street naming.
- To deal with consultation on requests for street trading licences and to deal with any matters pertaining to the Licensing Act 2003.4.4 A Committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.

5. Sub Committees

5.1 The **Personnel Sub-Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- To support the Proper Officer in the appointment and management of staff.
- To consider where referred by the Proper Officer, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to all members of staff employed by the Town Council.
- To discuss with the Proper Officer, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to the Policy and Resources Committee.
- All matters affecting the appointment, discipline, salary and terms and conditions of the Proper Officer.
- To conduct on an annual basis the appraisal of the Proper Officer.
- Any other personnel matters delegated by the Policy and Resources Committee or the Town Council.

5.2 The **Appeals Sub-committee** is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by or on behalf of the Director of Council Services in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process



In order to ensure as far as possible that such matters as appraisal, grievance, disciplinary and capability issues are dealt with professionally and in accordance with employment legislation, all members of the Appeals Sub-Committee must agree to undertake training in these matters.

- 5.3 Other standing sub-committees may be formed by resolution of the Council at any time under SO 4 and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.

6. Working Groups/Parties

- 6.1 Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that formed it.

7. Urgent Matters

- (1) In the event of any matter arising which requires an urgent decision the Director of Council Services shall consult the Town Mayor and Deputy Town Mayor and other relevant Committee Chairs and /or Vice Chairs and with the concurrence of those member(s) shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- (2) Before exercising the delegated powers granted by paragraph 7 (1) above, the Director of Council Services and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- (3) Before exercising the delegated powers granted by paragraph 7 (1) above, the committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Mayor that a special meeting of the Council should be called in accordance with Standing Order 6a.



- (4) Whenever any action taken in this way, 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/or Council.

8. Delegation - Limitations

- 8.1 Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.