



# **Sleaford Town Council**

## **Scheme of Delegation**

## SCHEME OF DELEGATION

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

### **1. Proper Officer and Responsible Financial Officer - Duties and Powers**

#### **1.2 Responsible Financial Officer**

The Town Clerk is also the Responsible Financial Officer to the Council and shall be responsible for the accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and the adopted Financial Regulations of the Council.

### **2. Proper Officer**

2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to do the following in addition to any other duties set out in the adopted Financial Regulations and Standing Orders of the Council

2.1.1 Receive declarations of acceptance of office;

2.1.2 Receive and record notices from Councillors disclosing interests;

2.1.3 Receive and retain plans and documents;

2.1.4 Sign Notices or other documents on behalf of the Council;

2.1.5 Receive copies of By-laws made by the Unitary Council;

2.1.6 Certify copies of By-laws made by the Council;

2.1.7 Sign and issue summonses to attend meetings of the Council.

**2.1.8 Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**

**2.1.9 Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office**

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

2.2.1 The day to day administration of services, together with routine inspection and control.

2.2.2 Day to day supervision and control of all staff employed by the Council.

2.3.3 Authorisation of routine expenditure within the agreed budget.

2.3.4 Emergency expenditure up to £5,000 outside of the agreed budget.

2.3.5 Administration of the civic and mayoral work of the Council

- 2.3 Delegated actions of the Town Clerk 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 thereon for the Council's consideration.
- 3.1.1 Setting the Budget and Precept;
  - 3.1.2 Borrowing money;
  - 3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
  - 3.1.4 Making, amending or revoking By-laws;
  - 3.1.5 Making of Orders under any Statutory powers;
  - 3.1.6 Matters of principle or policy.
  - 3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
  - 3.1.8 Any proposed new undertakings;
  - 3.1.9 Prosecution or defence in a court of law;
  - 3.1.10 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee;
  - 3.1.11 Approving the annual return;
  - 3.1.12 Confirming eligibility to exercise the General Power of Competence

### 5. Standing Committees

- 5.1 The **Finance Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- All matters relating to Finance with the exception of those matters required by legislation or the Financial Regulations of the Council to be decided by the full Council
  - Preparation of a draft budget for consideration by the Council
  - Any other matter which may be delegated to it by the Council from time to time.
  - Delegated authority to authorise expenditure transactions over £1,000 and below £5,000 and which are within the overall budget of the Council.
  - Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.
- 5.2 The **Human Resources Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and

safety law and terms and conditions of service as laid down by the National Joint Council (NJC “Green Book”) (excluding salary level decisions, see 4 below).

- To establish and keep under review the staffing structure in consultation with the full Council
- To draft, implement, review, monitor and revise employment policies for staff.
- To administer and manage the recruitment process of new employees as set out in the terms of reference of the Committee
- Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
- To arrange the execution of new employment contracts.
- To appoint an individual or the Committee as a whole as the line manager for the Town Clerk & Responsible Financial Officer who will have responsibility for day-to-day liaison with the Town Clerk including working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the Town Clerk has sufficient time to undertake the workload and general well-being of the Town Clerk in his/her work and appraisal.
- The line manager will not have decision making powers but will report the liaison/discussions with the Town Clerk to the Human Resources Committee should any decisions be required on any issue.
- The line manager, in dialogue with the Town Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 10 below.
- To establish and review performance management (including staff appraisals, which will be held in September each year) and staff training programmes.
- To manage the process leading to the redundancy of staff.
- To monitor and address regular or sustained staff absence.
- To consider any appeal against a decision in respect of pay.
- To handle grievance or disciplinary matters (and any appeal)
- To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis each September
- To implement, monitor and review staff pension arrangements.
- Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.
- The Committee will have the delegated authority to authorise expenditure transactions over below £5,000 and which are within the overall budget of the Council.
- Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.

- 5.3 The **Planning Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- Consideration of responses to all planning applications except those referred to full Council by the Committee.
  - Preparation of recommendations to full Council on matters relating to strategic planning policies prepared by the planning authority and others (e.g. the Local Plan).
  - Supervision of the development of the Neighbourhood Plan (NP) prior to its submission to full Council approval.
  - Delegated authority to spend up to £5,000 on any single transaction on matters relating to its remit and which are within the overall budget of the Council.
  - Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.
- 5.4 The **Services Committee** shall be delegated to make decisions on behalf of the Council in the following matters:
- To receive reports on the delivery and financial performance of the services provided by the Council (i.e. allotments, cemetery, the market, recreation grounds, grounds maintenance and buildings and facilities hire) and make recommendations for improvements to the Town Clerk and/or full Council as appropriate
  - To ensure that relevant annual inspections have been carried out.
  - To review hire and rental charges on annual basis and make recommendations for changes to full Council.
  - The remit of the Committee does not extend to the day-to-day administration of services and routine inspection and control. These being the remit of the Town Council & Responsible Financial Officer.
  - The Committee will have the delegated authority to spend up to £5,000 on any single transaction on matters relating to its remit and which are within the overall budget of the Council.
  - Any proposed expenditure which is above £5,000 and/or is not within the overall budget will be sent to full Council for decision.
- 5.5 The **Sleaford Castle Advisory Committee** shall only have the power to make recommendations to the full Council in the following matters:
- To advise and bring recommendations to the full Council regarding the preservation, management, improvement and promotion of the Sleaford Castle Site.
  - The Committee will not have any delegated powers of expenditure.

**6. Sub Committees**

- 6.1 Sub-committees of the Council's committees may be formed by the committees of the Council at any time in line with the standing orders of the Council and the terms of reference of those committees. The terms of reference of any Sub-Committees will be set out in a minute detailing them.

**7. Working Groups/Parties**

- 7.1 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.

**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.

Adopted – 24<sup>th</sup> May 2023