

Polegate Town Council



SCHEME OF DELEGATION

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Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	31.03.25	Adopted at Full Council Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Introduction

1.1 The Council's Scheme of Delegation is designed to enable the Council to function efficiently and effectively. Without a scheme of delegation, every decision would have to be taken at a Council meeting. The scheme of delegation gives decision making powers to committees and officers to enable the council to react to circumstances and operate effectively.

1.2 Powers cannot be legally delegated to individual councillors or working groups.

1.3 Working Groups are ordinarily established to investigate and or review a particular matter then report back to the relevant committee of council with its finding which may include recommendations.

2. Matters reserved for Council

2.1 The following matters are dealt with by Council only:

- Approval of budget and setting the precept
- Approval of the Annual governance and Accountability Return (AGAR) and internal and external audit of accounts
- Authorisation of borrowing
- Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
- Making of Orders under any statutory powers
- Making, amending or revoking by-laws
- Appointment of standing committees
- Appointing council representatives to outside bodies
- All other matters which must, by law, be reserved to the Council
- All employment matters regarding the Town Clerk
- Civic and ceremonial activities
- All electoral matters
- Highway and traffic matters
- Community events
- Website
- Parking

3. Delegation to committee generally

3.1 Committees are delegated authority to make decisions in respect of matters consistent with the terms of reference for each committee. All decisions must be exercised in accordance with the law, the council's Standing Orders and Financial Regulations and any approved policy framework and budget.

3.2 For each committee, these delegated decision-making powers include:

- Creation of working groups

- Appointment of working groups members who may include non-councillors where they bring expertise or knowledge, subject to confidentiality arrangements consistent with those required of councillors.

3.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

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

4. Delegation to specific committees

4.1 Finance and Policy Committee – In accordance with the committees terms of reference, the following matters are delegated to the Finance and Policy Committee:

- Review of budget position
- Consideration of annual budget request of all standing committees for recommendation to council
- Approval and award of grants and donations
- Approval of risk management strategy
- Financial administration issues, including banking, contracts and insurance
- Leases and licenses, budget variances, amendments and virements
- Policy review and making recommendations to Council
- Legal and professional services
- Land matters
- Reviewing financial regulations

4.2 Planning Committee – In accordance with the committees terms of reference, the following matters are delegated to the Planning Committee:

- Commenting on:
 - Planning applications
 - Tree preservation order applications
 - Local and regional plans
 - Justice licenses
 - Conservation areas and listed buildings
 - Appeal notices
 - Polegate master plan
 - All other planning or highway matters the Council is consulted on

4.3 Personnel Committee – In accordance with the committees terms of reference, the following matters are delegated to the Personnel Committee:

- All staffing matters not delegated to the Town Clerk
- Consider reports on staffing matter produced by the Town Clerk

- Amending staff structure to reflect the Council's future resourcing needs, making recommendations to Council
- Compliance with Health and Safety legislation
- Consider and resolve all staff grievances in accordance with Grievance Policy
- Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy
- Consider and resolve all staff appeals concerning grievance or disciplinary matters
- Consider and resolve appeals to decisions relating to a complaint.

5. Delegation to Town Clerk

5.1 To allow the council to operate efficiently and effectively, many matters are delegated to the Town Clerk including day to day management of the council's facilities and administration.

5.2 The Town Clerk may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or the council. Similarly, for matters where the Town Clerk has no delegated power, these matters will be referred to a committee or the Council for a decision.

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

5.4 As **Proper Officer** of the Council, the **Town Clerk** has delegated authority to:

- Issue all statutory notifications
- Receive Declarations of Acceptance of Office from councillors
- Receive and record Register of Members' Interest forms
- Receive and retain documents and plans
- Hold the Council's seal and apply it to documents as approved by council
- Sign notices or other documents on behalf of the Council
- Receive copies of by-laws made by principal authority
- Certify copies of by-laws made by principal authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings.
- Advise on compliance with Standing Orders
- Manage all Council staff
- Manage the provision of Council services, buildings, land and resources
- Incur expenditure in an emergency up to £2,000 whether budgeted or not

- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Deal with matters specifically delegated by council or committee
- Take all decisions relating to the training of councillors and staff
- Appoint all employees in accordance with the council's staff structure
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the council
- Appoint casual / temporary members of staff as needed to meet the business needs of the council and within existing budgets
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the council
- Deal with all disciplinary matters and hearings in accordance with the council's Disciplinary Policy
- Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the council
- All other staffing matters
- Responsible for the overall management of all budgets in accordance with council
- Policies, including virements between budgets and earmarked reserves as required
- Authorised to issue press releases on any council activity exercised in accordance with council policy
- Overall responsibility for Health and Safety across all council owned sites
- Day to day management of land, buildings and other resources
- Project development for consideration by council
- Management of maintenance contracts
- Co-ordinate civic functions
- Co-ordinate the council's website, social media and press relations, in consultation with the appropriate councillors as required
- Ensure the council adheres to the Local Government Transparency Code
- Decisions over responses to police regarding community resolutions
- Approval of payments for the Mayor to be paid prior to approval at a full council meeting for expediency
- Appoint consultants as and when required

5.5 As **Responsible Financial Officer** of the Council, the Town Clerk has delegated authority to:

- Ensure compliance with Financial Regulations
- Ensure compliance with all financial procedures

- Determine accounting policies, records and control systems
- Manage risk management of the council
- Oversee the financial management of the council
- Report to the Finance and Policy Committee on the financial performance of the council
- Oversee the management of the budget process
- Prepare a budget for presentation to the council
- Complete the annual shut-down of the accounts system and completion of the Annual Governance and Accountability Return (AGAR)
- Report to internal and external auditor matters under Local Government Finance Act 1988 s114
- Arrange and manage the council's insurance arrangements
- Management of council salaries in accordance with contracts of employment.

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO