



SCHEME OF DELEGATION

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1. DISCHARGE OF THE SCHEME

- 1.1 The Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.2 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every two years and when there are staffing changes.
- 1.3 Those with delegated responsibility are referred to by job title, Clerk (Proper Officer).
- 1.4 One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.5 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.6 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 Inside of reserved powers (see 5 below) in an emergency the Clerk is empowered to carry out functions of the Council.
- 2.4 Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.2 The Clerk and Committees have the responsibility to act within the Council's approved policies, procedures, and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Clerk must make a formal declaration about council contracts which they have a financial interest.
- 4.2 Where the Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the full Council:
- Appointment of the Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council policies
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Budget.
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To set the Precept.
 - To make bylaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

7 DELEGATION TO COMMITTEES

Staffing Committee

Membership: 4 Councillors

Quorum: 3 Councillors

Meetings: When required, to ensure that Tickhill Town Council complies with the requirements of employment law and follows best practices in providing good working conditions for staff

Terms of Reference:

The list below outlines the types of authority that may be delegated to this committee. To ensure clarity and avoid any ambiguity, the specific elements of delegation are defined in the Staffing Committee's Terms of Reference.

The Staffing Committee may be responsible for the following:

- 1) Recruitment of Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development
- 4) Review of staff contracts, grievance, and discipline policies every two years
- 5) Management of rights relating to leave, time off and illness
- 6) To ensure that the Clerk has everything required for managing other staff
- 7) To ensure the health and safety of all staff and carry out risk assessments
- 8) To keep up to date with developments in employment law
- 9) The Staffing Committee will serve as the disciplinary or grievance panel
- 10) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

8 DELEGATION TO CLERK

(a) Clerk

1. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
2. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
3. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
4. The authority to sanction and authorise payment of overtime so long as the

costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.

5. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
6. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
7. Power to act on own initiative to implement the Council's policies and objectives.
8. Power to take appropriate steps to ensure the Council does not exceed its powers.
9. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
10. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
11. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
12. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
13. As Proper Officer the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
14. The Clerk, in consultation with Councillors, to make comment on planning applications submitted to Tickhill Town Council by City of Doncaster Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities,
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

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