



# PETERLEE TOWN COUNCIL SCHEME OF DELEGATION

Reviewed & amended June 2017

## EXPLANATORY NOTE

This scheme of delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other Officers within the Council. These delegations are necessary for the effective day to day running of the Council and to prevent every decision having to come to a Council meeting for agreement. This scheme of delegation will be reviewed by Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Ian Morris

Town Clerk

# PETERLEE TOWN COUNCIL

## FINANCIAL REGULATIONS

### Table of Contents

1. Introduction.....	2
2. Extent of Delegation .....	2
3. General Matters .....	2
4. Financial Matters .....	4
5. Staffing Matters.....	6
6. Property Matters .....	7
7. Urgency .....	7
8. Emergency Planning.....	8
9. Procedural .....	8
10. Health and Safety at Work Act 1974.....	8
11. Legal Proceedings .....	8
Appendix 1: Authorised Officers Signatory List .....	0
appendix 2: Debit Card Authorisation Proforma .....	0

## **1. INTRODUCTION**

- 1.1. The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.
- 1.2. The Town Clerk may delegate these duties and powers to other Officers within the Council as per the Authorised Signatories list in Appendix 1, or as otherwise required following prior approval by Council or the relevant Committee.

## **2. EXTENT OF DELEGATION**

- 2.1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2. The Town Clerk will exercise these powers in accordance with:
  - approved budgets
  - the Council's Standing Orders and Financial Regulations
  - the Council's Policy Framework and other adopted policies of the Council
  - all statutory common law and contractual requirements
- 2.3. The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 2.4. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
  - such authorisations being in writing
  - only be given to an Officer below the delegating officer in the organisational structure
  - only being given where there is significant administrative convenience in doing so
  - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
  - such authorisation not being prohibited by statute.
- 2.5. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

## **3. GENERAL MATTERS**

- 3.1. The Town Clerk is authorised to:

- 3.2. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 3.3. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 3.4. Institute and appear in any legal proceedings authorised by the Council.
- 3.5. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Peterlee).
- 3.6. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned and the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
- 3.7. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman and a resolution of appropriate Committee.
- 3.8. Deal with day to day matters relating to the use of office accommodation space.
- 3.9. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Peterlee organised by the Town Council.
- 3.10. Manage all of the Council's services including:
  - Shows and events
  - Parks & Cemeteries
  - Facilities Management including Shotton Hall and the Helford Road Pavillion
  - Services agreed under contract for other authorities and bodies
  - Websites and social media accounts relating to the council and council activities
- 3.11. In consultation where appropriate with the relevant Chairman, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.

- 3.12. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 3.13. To apply for planning consent for the carrying out of development by the Council.
- 3.14. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee.
- 3.15. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- 3.16. To respond to complaints made under the Council's complaints procedure and to make such ex gratia payments in settlement of such complaints as are considered justified, subject to ratification by an appropriate Committee.
- 3.17. To manage, monitor and review the Council's internal control procedures.
- 3.18. To manage, monitor and review the Council's Corporate Risk Management Strategy.

#### **4. FINANCIAL MATTERS**

- 4.1. The Town Clerk is authorised to:
- 4.2. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 4.3. Operate the Council's banking arrangements including arranging overdrafts.
- 4.4. Incur expenditure up to a maximum of £2,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
- 4.5. Pay all accounts properly incurred.
- 4.6. Pay all subscriptions to organisations to which the Council belongs.
- 4.7. Make all necessary arrangements for the provision of an internal and external audit service for the Council.

- 4.8. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.9. Incur expenditure on revenue items within the approved estimates and budgets.
- 4.10. Incur expenditure on capital schemes within the Council's approved capital Programme.
- 4.11. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 4.12. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 4.13. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - the cost not exceeding the approved estimate
  - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
  - all the requirements of the Council's Financial Regulations being complied with.
- 4.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 4.16. Authorise action for the recovery of debts.
- 4.17. Write-off debts up to the level set by the Council.
- 4.18. Maintain a Register of Assets and Inventory of Equipment.
- 4.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 4.20. Make all necessary arrangements for the Council's insurances.

## **5. STAFFING MATTERS**

- 5.1. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
- 5.2. Appointments to posts including apprentices.
- 5.3. Employment of temporary employees.
- 5.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 5.5. Management of staff performance.
- 5.6. Control of discipline and performance, including the power of suspension and dismissal.
- 5.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 5.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
- 5.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 5.10. Approve payment of overtime.
- 5.11. Agree minor variations to the condition of employment.
- 5.12. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 5.13. Authorise training in line with the Council's policies.
- 5.14. Authorise the provision of uniforms or protective clothing.
- 5.15. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 5.16. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.

- 5.17. Agree to premature retirement on the grounds of duly certified ill health.
- 5.18. Terminate employment during probation and to review salary on completion of probationary periods.
- 5.19. Commission legal and professional advice on staffing matters.

## **6. PROPERTY MATTERS**

- 6.1. The Town Clerk is given authority to manage the land and property of the Council including:
- 6.2. Agreeing the terms of any lease, licence, conveyance or transfer.
- 6.3. The granting or refusal of the Council's consent under the terms of any lease.
- 6.4. Variations of restrictive covenants of a routine nature.
- 6.5. The granting of easements, wayleaves and licences over Council land.
- 6.6. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 6.7. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 6.8. Exercising responsibility for the safe custody and maintenance of the civic regalia.

## **7. URGENCY**

- 7.1. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 7.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee or Working Group are to be consulted where possible before such action is taken.



## **8. EMERGENCY PLANNING**

- 8.1. The Town Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 8.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

## **9. PROCEDURAL**

- 9.1. The Town Clerk can:
- 9.2. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 9.3. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 9.4. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

## **10. HEALTH AND SAFETY AT WORK ACT 1974**

- 10.1. The Town Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

## **11. LEGAL PROCEEDINGS**

- 11.1. The Town Clerk is authorised to:
- 11.2. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 11.3. Take Counsel's advice or instruct Counsel to represent the Council.
- 11.4. Seek injunctions and commence proceedings for the purposes of:
  - enforcement in accordance with the Council's policies
  - recovering money due to the Council
  - recovering or otherwise preserving possession of the Council's land or property
  - defending the interests of the Council
  - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.

- 11.5. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 11.6. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 11.7. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 11.8. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 11.9. Serve Requisitions for Information.
- 11.10. Prepare a draft budget for consideration by the Council.
- 11.11. Prepare the final accounts for each financial year.

**Date of Adoption**

This Scheme of delegation was reviewed and adopted by Council on 26<sup>th</sup> June 2017.

## APPENDIX 1: AUTHORISED OFFICERS SIGNATORY LIST

	DEBIT CARD <sup>1</sup>	INVOICES <sup>2</sup>	PURCHASE ORDERS <sup>3</sup>	CONTRACTS <sup>4</sup>	TIMESHEETS <sup>5</sup>
<b>Town Clerk</b>	X	X	X	X	X
<b>Deputy Town Clerk</b>	X	X	X	X	X
<b>Facilities Manager</b>	X	X	X		X
<b>Parks Supervisor</b>	X	X	X		X
<b>Sports Development Officer</b>	X	X	X		X
<b>Facilities Deputy/Assistants</b>	X	X	X		X
<b>Parks Team Leaders (SC6)</b> (in Parks Supervisor's absence only)	X		X		
<b>Parks Admin Officer/ Show Co-Ordinator</b> (for Parks/Show Budget only)	X	X	X		
<b>Mayors Secretary</b> (for Mayor's budget expenditure only)	X	X	X		

<sup>1</sup> Debit card usage is restricted to expenditure under £2,500 from an identified budget with sufficient funds and with express advance approval from relevant SMT budget holder or Town Clerk. See Appendix 2 for pro forma debit card authorisation sheet

<sup>2</sup> Invoices can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>3</sup> Purchase Orders can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>4</sup> Contracts can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>5</sup> Counter-signing of timesheets is subject to the Council's policy i.e no subordinate or peers to counter-sign timesheets.

## APPENDIX 2: DEBIT CARD AUTHORISATION PROFORMA

# Peterlee Town Council Debit Card Authorisation Sheet

The use of the council's debit card by an Officer is only authorised on the following basis:

- That there is an identified budget for the cost incurred
- That there are funds available in that budget to cover the cost incurred
- That the purchase is under £500 in value (gross)
- And that the purchase has express approval from the budget holder or Town Clerk prior to the card being used.

Part 1: Authorisation			
Name of Officer receiving Card:		Reason for purchase:	
Budget Code/Heading:		Cost Code/Heading:	
Name of Manager who has authorised purchase:		Anticipated spend: (£ amount)	
Is there funding available in the identified cost centre?			Yes/No

Part 2: Issue/Return			
Date issued:		Time Issued:	
Issued to: (sig)		Issued by: (sig)	
Date Returned:		Time Returned:	
Returned by: (sig)		Received by: (sig)	
Receipt received?			Yes/No