



# Saltash Town Council



Policy/Procedure:

Scheme of Delegation DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	5 DRAFT	Approved by	
Date	March 2021	Date of approval	
Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&F	Review date	As Required

Version History			
Date	Version	Author/Editor	Comments
March 2021	5 DRAFT	SE	Update
November 2020	4	AJT	Appendix added re Covid-19
Feb 2020	3	SE	Update
May 2019	2	SB	Increased monitory values in line with new Committee Structure
May 2013	1	RL	Re-approved (new Council)
March 2011	1	RL	First adoption

Review Record					
Date	Type Review	of	Minute number	Summary of actions	Completed by
			14/19/20		
10/02/2020	Annual Review			Updated Petty Cash Amount	SE

Document Retention	
Document retention period	Until superseded

## **SALTASH TOWN COUNCIL SCHEME OF DELEGATION**

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified, and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager)
3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme.
4. This scheme shall lapse after the 1st full meeting of the Council following each set of Town Council Elections commencing in May 2013, unless re-approved by the Council with or without amendments.
5. Any reference to the Town Clerk in these documents will apply to the Assistant Town Clerk if and only if:
  - a. The Town Clerk is not reasonably contactable due to leave, illness etc.  
**AND**
  - b. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

### **Section A Financial**

The Clerk shall have sole delegated authority **and in his absence the Assistant Town Clerk shall have sole delegated authority** to:

- a. maintain and defray a petty cash float to a limit of **£350** for the purpose of defraying operational and other expenses, in line with Financial Regulation 6.19a;
- b. incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£1,000**, in line with Financial Regulation 4.6. The Clerk shall report the action to the appropriate Committee Chairman and Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a budget head approved by the Policy and Finance Committee or the Council;

- c. Carry out the dispersal of Section 106 Money held by the Council, when authorised according to procedures already agreed by the Council.

The Town Clerk shall have delegated authority himself **and in his absence the Assistant Town Clerk shall have delegated authority** to authorise members of staff to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

- d. If within budget up to **£10,000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman and Mayor or in their absence that of the Deputy Mayor. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P&F (Office) budget, no such approval will be necessary.

- e. If within budget, up to **£20,000** only where that item has been resolved by the relevant Committee or Sub-Committee and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman and Mayor or in their absence that of the Deputy Mayor.
- f. Monies over **£20,000** or not within budget only where that item has been resolved by the relevant Committee or Sub-Committee with an agreed spend or maximum spend.

Items spent under d. or e. will be reported back to the following meeting of the relevant Committee or Sub-Committee.

- g. The Town Clerk shall have delegated authority and delegated authority to authorise members of staff with the agreement of the Chairman of P&F, or in their absence that of the Vice Chairman of P & F, Mayor or Deputy Mayor, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under Council regulations and where necessary for the efficient running of the Council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by full Council.
- h. **The Service Delivery Manager shall have delegated authority for the procurement of the Council's Service Delivery Department if within budget, up to £1,000, reporting back to the Chairman and Vice Chairman of Committee by means of the departments weekly progress report.**
- i. **Line Managers shall have delegated authority for the procurement of their department if within budget, up to £200.**
- j. **Line Managers shall have delegated authority to authorise staff training for team members up to the value of £200, reporting back to the Personnel Committee.**

- k. Finance Officer shall have delegated authority to transfer monies in relation to everyday cash flow between Barclays Active Saver to Barclays Current Account. This will be reported to Full Council within the monthly bank account receipts & payments reports.

## **Section B Personnel**

- a. All matters detailed in adopted personnel policies of the Council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:
  - i. The Clerk's authority to appoint staff where carried out in line with policy.
  - ii. Resolution of grievance and disciplinary matters.
  - iii. The authorisation of discretionary leave.
  - iv. Appraisal and exit interviews etc.
- b. The following functions shall be delegated to the Personnel Committee:
  - i. The line management of the Town Clerk by the Chairman, or Vice Chairman dealing with routine issue.
  - ii. The confirmation of progression along pay scales, and successful completion of probationary periods and recommendation not to progress staff or to approve completion of probation shall be recommended to full Council.

## **Section C Other**

- 1. The Clerk shall have sole delegated authority to:
  - a. exercise overall responsibility for Health and Safety;
  - b. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
  - c. waive charges for Guildhall room hire;
  - d. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
  - e. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.

2. The Town Clerk shall have delegated authority in consultation with the Mayor, or in their absence the Deputy Mayor, to:
  - a. Make any temporary arrangements necessary for the good running of the Council not falling under the Clerk's day to day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or full Council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
  - b. Commence the election or co-option procedure for vacancies in the town Council in accordance with legislation and Council procedures.
  
3. The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, and the Chairman of P&F, or in their absence the Vice Chairman, to
  - a. Decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the town Council on future developments.
  
4. The Town Clerk shall have delegated authority with the agreement with the Mayor or appropriate Committee Chairman, or in their respective absence the Deputy Mayor or Committee Vice Chairman to:
  - a. Send out Press Releases. In all cases the Mayor, or in their absence the Deputy Mayor, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Mayor or Deputy Mayor does object: in that instance they must be authorised by Full Council.

Note: Power C/4a shall also apply to the Chairman/Vice of the Neighbourhood Plan Steering Group, and any other Sub-Committee or Working Group of the Council granted this power by Full Council. However other delegated powers to Committees do not automatically apply.

## Version History

Date	Details
September 2018	Note: Words imputing the masculine gender only shall include all other genders and vice versa.

## **Appendix 1: Covid-19 Emergency Scheme of Delegation**

Saltash Town Council delegates authority to the Clerk as the Proper Officer in consultation with the Mayor and Deputy Mayor and/or Chairman and Vice Chairman of the relevant committee to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the Members of the Council.

All decisions will be ratified by Members at the next available Council meeting and a register will be published on the Town Council website.

The Emergency Scheme of Delegation will operate in conjunction with the existing Scheme of Delegation only whilst the Government restrictions imposed under the Coronavirus Act 2020 are in place.

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