

Thame Town Council

Delegations

This scheme of Delegations authorises the Proper Officer and Responsible Financial Officer, Standing Committees and Sub-Committees of the Council to act with delegated authority in the specific circumstances detailed.

In the absence of the Proper Officer the delegated authority is passed to the Senior Officers acting as deputies to the Town Clerk in consultation with the Town Mayor.

1. Responsible Financial Officer

- 1.1 The Responsible Financial Officer to the Council shall be responsible for the Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

- 2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- i) Receive declarations of acceptance of office
- ii) Receive and record notices disclosing pecuniary interests
- iii) Receive and retain plans and documents
- iv) Sign notices or other documents on behalf of the Council
- v) Receive copies of Bye-laws made by a principle authority
- vi) Certify copies of Bye-laws made by the Council
- vii) Sign summons to attend meetings of the Council

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

- i) The day to day administration of services, facilities and assets together with routine inspection and control.
- ii) The recruitment and day to day supervision and control of all the staff employed by the Council.
- iii) Authorisation of routine expenditure within the agreed budget.
- iv) Emergency expenditure up to £5000 outside the agreed budget.
- v) To institute, defend and appear in any legal proceedings authorised by the Council.
- vi) To appear or make representations 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 residents of Thame).
- vii) To agree the terms of any lease, licence, conveyance or transfer.

- viii) The granting of easements, wayleaves and licences over Council land.
- ix) Variations of restrictive covenants of a routine nature.
- x) To consider car parking appeal letters and decide whether to pursue the payment of any Excess Charge Tickets.
- xi) To determine the Council's accounting system and the form of the accounts and supporting accounting records.
- xii) The proper administration of the Council's Financial Regulations and submitting revisions to the Council for approval.

2.3 To act as the Council's designated officer for the purpose of the Freedom of Information Act 2000.

2.4 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, Contracts and Procurement and this scheme of Delegations and with directions given by the Council from time to time.

3. Council

3.1 The following Powers will only be exercised by the Full Council:

- i) The power to issue a precept.
- ii) The power to approve schemes for local lotteries.
- iii) The determination of borrowing limits.
- iv) Consideration of the Auditor's Report.
- v) Approving the Financial Risk Assessment.
- vi) Making, amending or revoking Standing Orders, Financial Regulations or this scheme of Delegations.
- vii) Any proposed new undertakings.
- viii) Making of orders under any statutory powers.
- ix) Matters of principle or policy.
- x) Making, amending or revoking Bye-laws.
- xi) Nominating or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee.

4. Committees

4.1 Delegated powers and decisions made by the committees are determined by the Terms of Reference for each Standing Committee. Any decision made by a Committee outside of delegated powers is subject to confirmation by the Council.

4.2 Decisions taken by Sub-Committees, Working Groups and Advisory Bodies must be endorsed by their appointing Committee and by the Council **unless** they have been given delegated powers.

4.3 All decisions taken by Committee which have full delegated powers will be recorded as “RESOLVED”. At all other Committee meetings the minutes will show the decisions as “RECOMMENDED” and will then be subject to confirmation.

5. Planning Applications

5.1 The Planning & Environment Committee is given delegated powers to respond on behalf of the Council in relation to planning applications.

6. Personnel Committee

6.1 The Personnel Committee is given delegated powers to determine appeals under the Council’s Appeal Process.

7. Cheques

7.1 Any two councillors are eligible to sign cheques subject to signatures being registered with the bank and being authorised by the Town Clerk.

7.2 Nominated Senior Officers have delegated authority to authorise expenditure within budgets managed by them up to £1000.

7.3 Cheques for petty cash up to £300 can be signed by any two of the following nominated Councillors – Chairman and/or Deputy Chairman of the Policy Resources Committee and Councillors Don Butler and Nigel Champken-Woods who are readily available.

8. Extra Charge Tickets (ECT)

8.1 Appeals against car parking ECT tickets will be assessed by the Town Clerk and any two of the following: Mayor, Deputy Mayor, Chairman, Deputy Chairman Policy & Resources Committee.

8.2 Delegated authority for the Town Clerk to represent the Council in taking legal action in pursuance of the Excess Charge Tickets.

Policy & Resources Committee

Terms of Reference 2014-2015

Composition: Elected Members – 10 plus Mayor, Deputy Mayor (ex-officio)

Delegations are:

- a) Developing and reviewing the Council's strategic plan taking into consideration other relevant documents such as the Thame Neighbourhood Plan and Local Plan (Core Strategy).
- b) Ensuring the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- c) Keeping under review the policies and resources of the Council in relation to services and to advise the Council on the future developments of existing or the introduction of new services and resources including IT.
- d) Making recommendations to the Council on matters which do not fall within the powers and duties of one or more other Committees.
- e) Making recommendations to the Council on the annual financial estimates and the Council's precept as to how these should be determined consistently with the Council's general priorities and policies.
- f) Making recommendations to the Council on the capital programme – content, phasing and monitoring.
- g) Considering and making recommendations to the Council on any policy documents received from other organisations that are outside of the scope of other Committees and affect the area.
- h) Advising the Council as required on all matters affecting its scheme of administration (e.g. Standing Orders, Financial Regulations, Delegations, Risk Management) and the procedures applying to the Council and its Committees.
- i) Developing strong links with other organisations and overseeing any partnering agreements including the Tuesday Market and monthly Farmers Market.
- j) Directing and controlling insurance in respect of the Council's property, members and employees.
- k) Determining the making to individuals and organisations of all grants, allowances and loans.
- l) Reviewing the Council's financial and treasury management activities and supervising the investment of funds within the Council's control.
- m) Determining the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan and considering acquisition or disposal of assets.

- n) Making lettings or grant leases for the use of Council's facilities, including the Town Hall, by any such suitable applicants for appropriate purposes, subject to any covenants applicable and to any bye-laws, rules or regulations which the Council make or may adopt.
- o) Deciding on initiatives to promote market and publicise the Town Council.
- p) Initiating and participating in economic development initiatives.

Community, Leisure & Recreation Committee

Terms of Reference 2014-2015

Composition: Elected Members – 9 plus Mayor, Deputy Mayor (ex-officio)

Delegations are:

- a) Keeping under review the policies and resources of the Council in relation to this Committee and to advise the Council on the future developments of existing or introduction of new services under this Committee.
- b) Dealing with all matters relating to the amenities of the Council including recreation areas, parks, and public open spaces including horticulture.
- c) Having the care, maintenance, regulation and control of all the Council's buildings including the War Memorials, Town Hall, Museum and Meadow View Park.
- d) Arranging or overseeing entertainment in such parks, recreation grounds or elsewhere including themed markets at the discretion of the Council.
- e) The formation, regulation and management of the parks and recreation grounds and to take such steps as it may think desirable for carrying into effect arrangements for the layout and maintenance of lands for public parks and recreation grounds.
- f) The organisation of special events such as Thame Fairs, Christmas Event, Pensioners' Christmas Party, Remembrance Service within the programme and the budget agreed by the Council.
- g) Making recommendations on the acquisition and renewal of vehicles, equipment and plant and the discharge of all statutory duties relating to their maintenance and condition.
- h) Developing the Council's policy towards youth and the promotion of facilities for young people in the town.
- i) Overseeing the management, regulation and control of any allotments provided by the Council.
- j) Overseeing the management of the Cuttle Brook Nature Reserve
- k) Responding to consultations from other organisations on culture, leisure and recreational issues.
- l) Developing community projects and facilitating other organisations initiatives.

Planning & Environment Committee

Terms of Reference 2014-15

Composition: Elected Members – 9 plus Mayor, Deputy Mayor (ex-officio)

Delegations are:

- a) Responding to planning and licence applications where the Council is consulted with any major planning application deemed to impinge on the town to a significant degree being referred to Full Council.
- b) Responding to consultation documents regarding general land development and tree preservation.
- c) Commenting on matters relating to parking, transport, the highway, traffic calming measures and other road safety matters.
- d) Representing the Town Council's views in respect of controversial planning applications by nominating a Councillor to attend the appropriate South Oxfordshire District Council Planning meeting.
- e) Developing and reviewing an Environmental Plan for the Town and to make appropriate recommendations to the Council.
- f) Overseeing the implementation of projects authorised by the Council arising out of the proposals in the Environmental Plan.
- g) Making appropriate representations to any relevant agency in relation to any incident, event or action which in the opinion of the Council is detrimental to the environmental health of the community of Thame.
- h) Considering Local Plans, Structure Plans, Mineral Plans etc and referring to Full Council if they have any significant impact on the town.
- g) Suggesting names for new streets.
- h) Making appropriate representations to any relevant agency in relation enforcement, litter, grass verges, pavements, roads, recycling, footpaths and signs on the highway.
- i) The provision and location of street furniture such as litter bins, notice boards, bus shelters and bus stops.
- j) Making appropriate representations to any relevant agency in relation to drainage, cleaning or dealing with any pond, ditch or gutter.
- l) Ensuring local development adheres to the requirements of the Neighbourhood Plan and the district council's Local Plan and Design Statement.
- m) Overseeing adherence to the conservation area and the designated drinking area order.

- n) Making appropriate representations to any relevant agency in relation to the rights of way, footpath and cycle networks within the parish boundary.
- o) Agreeing a tree management programme and developing a tree planting scheme.

Personnel Committee

Terms of Reference 2014-15

Composition: Mayor, Deputy Mayor, Chairman of P&R, Chairman of CLR

Delegations are:

- a) Determining and making an appointment for the Town Clerk's position.
- b) Developing and agreeing personnel policies and practices in relation to salaries, grades, conditions, health & safety issues and pensions.
- c) Monitoring staff data such as sickness, TOIL.
- d) Appointing Member Panels as required under the Council's Disciplinary and Grievance Policies and Procedures.
- e) Convening a Complaints Panel when complaints are unable to be resolved and are progressed through the complaints procedure.
- f) Agreeing the Induction pack and training programme for councillors.