

# 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.

The Town Clerk is authorised to make routine resourcing decisions, where time impact is less than a day or cost is less than £500, and it is in the public interest to do so, with relevant reporting back at a future Council meeting

- 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.