

## Full Council

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<b>Report Title:</b>	<b>Revised Group for Capital Project Delivery</b>
<b>Meeting Date:</b>	<b>13 February 2024</b>
<b>Contact Officer:</b>	<b>Mandy Sturdy, Town Clerk</b>

### Purpose of the Report

1. To provide information to council regarding proposed changes to the structure of the group established to deliver the community and youth project building on Southern Road Recreation Ground (SRRG).

### Action Required

2. To **consider** the Terms of Reference for the project team (working group) to deliver the capital project at SRRG which includes giving delegated authority to the Town Clerk and Operations Manager to make timely decisions.

### Background

3. As the project moves into RIBA stage four there will be times when decisions will need to be made at a pace that makes management by a council committee inappropriate.
4. Legislation dictates that authority to make decisions cannot be delegated to working groups, but delegations can be made to committees and / or council staff.<sup>1</sup>
5. To manage this project on a day-to-day basis through committee or subcommittee structure would be cumbersome and could potentially cause delay through the need for greater administration.
6. Delegation to staff means that they are performing the council's statutory powers or function on the council's behalf. Legal responsibility remains with the council.
7. This proposal is in line with Standing Order 25.4 and 25.3 to ensure each exercise of delegated authority is reported back for information at the next council meeting.
8. Staff decisions will be made in consultation with the Capital Project Delivery Team.
9. The clerk has experience acting as the client for capital projects of this value.

### Resource Appraisal

10. All decisions must not exceed agreed budgets and the staff resources required will be reduced in comparison to supporting a committee or sub-committee.

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<sup>1</sup> [Local Government Act 1972 s.101\(1\)\(a\)](#)

### **Risk Assessment**

11. A clear log of decisions and requests for change will be kept and made available to the capital project delivery team and council to ensure transparency.
12. As required, staff will take advice from the capital project delivery team before decisions are made.
13. Budget updates will be available to all councillors and shared regularly at Full Council meetings.

### **Legal Powers:**

- [Local Government Act 1972 s.101\(1\)\(a\)](#)
- Localism Act 2011 ss 1-8

### **Recommendation:**

#### ***It is recommended...***

- i) To approve the Terms of Reference for the Capital Project Delivery Team***
- ii) That in line with legislation and council Standing Orders approve the delegation of day-to-day decisions to deliver the building at the southern road recreation centre, within budget to the Town Clerk and / or Operations Manager in the absence of the Clerk.***