

# CANVEY ISLAND TOWN COUNCIL

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## **SCHEME OF DELEGATION**

The Councils scheme of delegation authorises the Proper Officer, Responsible Financial Officer, and committees of the Council to act with delegated authority in specific circumstances.

### **Council**

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Setting the final budget and the Precept.
- Approving accounting statements and the annual governance statement.
- Borrowing money.
- Writing off bad debts.
- Declaring eligibility for the General Power of Competence.
- Making, amending, or revoking Standing Orders or Financial Regulations.
- Making, amending, or revoking by-laws.
- Making of orders under any statutory powers.
- Making banking arrangements.
- Nomination and appointment of representatives of the Council to any other authority, organisation, or body.
- Prosecution or defence in a court of law.
- Addressing recommendations in any report from the internal or external auditors,

### **Proper Officer**

The Town Clerk shall be the Proper Officer of the Council and as such has specific responsibilities which are detailed in the Councils Standing Orders.

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

To authorise the payment of items only in the following circumstances:

- If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and Responsible Financial Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Finance Committee;
- An expenditure item authorised under 5.6 of the Financial Regulations (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council / committee; or
- fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council / committee.
- To authorise normal budgeted items of works up to the value of £5,000 in exercise of ANY of the Councils functions within the agreed budget without referral to the relevant Committee

Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and with directions given by the Council.

### **Responsible Financial Officer**

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

### **Committees**

All committees have delegated power to act on behalf of the council within their terms of reference except for the Policy & Finance committee.

Each committee must always consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, and any disability), Crime and Disorder, Health and Safety and Human Rights

Responsibilities common to all committees:

- To be responsible for compiling its annual budget.
- To be responsible for compiling its four-year plan as part of the annual budget. No additions will be made once approved by Full Council and new projects will be considered in the next budget year.
- To present and obtain approval for its annual budget from the Full Council.

A committee may refer matters on which it has delegated authority to the Council for a final decision if it so wishes.

Other standing sub-committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the sub-committee is formed by means of a minute detailing the terms of reference.

### **Working Groups/Parties**

Working groups/parties may be formed by resolution of the Council or a committee at any time. The work of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the committee that agreed its formation.

### **Urgent Matters**

There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council which, does not admit of delay. Such authority shall only be exercised after consultation with the Town Mayor or Deputy Town Mayor, and the Chairman or Vice Chairman of the committee within whose terms of reference the particular function lies, unless they cannot be contacted and the urgency is such that action is paramount.

### **Delegation - Limitations**

Committees and sub-committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

Any action taken under delegated powers must be reported to the Council or its committee at its next available meeting confirming the actions taken and the reasons.