



Houghton Regis Town Council

Scheme of Delegation

Date of Approval:	Town Council 18 th April 2016
Date of Review:	24 th May 2017; 3 rd July 2018; 15 th May 2019; 20 th July 2020, 12 th May 2021, 18 th May 2022, 17 th May 2023

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Council and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. **Responsible Financial Officer**

The Town Clerk shall be the Responsible Financial Officer to the Council and shall be accountable for the Town Councils 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:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing pecuniary interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by a Primary local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign summonses to attend meetings of the Council.
- 2.1.8 To receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council.
- 2.1.9 Ensure compliance with all legal requirements impacting upon the business of the Council

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

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee.

- 2.2.3 Day to day supervision and control of any staff employed by the Council, for example, to recruit staff, manage development and training needs, record and monitor absences, approve leave arrangements and handle informal grievances and disciplinary matters;
- 2.2.4 Undertake training or attendance at Conferences as previously authorised within budget.
- 2.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with specific directions/policy given by the Council from time to time.

3. Council

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

- (i) Setting the Precept;
- (ii) Borrowing money;
- (iii) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation and approving Terms of Reference for the Council's Standing Committees;
- (iv) Making, amending or revoking By-laws;
- (v) Making of Orders and entering into Contracts under any Statutory powers;
- (vi) Matters of principle or policy;
- (vii) Nomination and appointment of representatives of the Council to any other authority, organisation or body;
- (viii) Any proposed new undertakings;
- (ix) Prosecution or defence in a court of law;
- (x) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a committee;
- (xi) Approval of the Annual Return (Statement of Accounts) (at no later than the June Council meeting);
- (xii) Appointment or dismissal of the Town Clerk;
- (xiii) Any other matters not otherwise devolved/delegated to a Committee of the Council.

4 Standing Committees

Standing Committees are authorised to act at all times in accordance with their Terms of Reference as agreed by Council. In the event of a dispute regarding where authority for a specific issue may lie it will be the decision of Council which will determine.

5 Sub-Committees and Working Groups

Sub-Committees and Working Groups may be formed by resolution of the appropriate Standing Committee at any time but before being established a written report must first be prepared with evidence to the committee outlining why such sub-committee/working group is necessary and why the work cannot be undertaken by the committee itself. It will be for the standing committee to formally approve the terms of reference of such sub-committee/working party.

6 Delegation – Limitations

Committees, Sub-Committees and Working Groups shall, at all times, act in accordance with the Councils Standing Orders, Financial Regulations and this Scheme of Delegation 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.