



SCHEME OF COMMITTEE DELEGATION

(including Council & Committees Terms of Reference)

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1. Scheme of Delegation Introduction

1.1 By this Scheme of Delegation, the Council in pursuance of its powers under the following legislation;

- section 101 of the LGA 1972 Local Government Act
- section 15 of the LGA 2000 Local Government Act
- General Power of Competence Localism Act 2011

Along with the extent of their respective powers authorising the Proper Officer (Town Clerk) and Responsible Financial Officer / Deputy Town Clerk, Standing Committees of the Council to act with delegated authority in the specific circumstances detailed in this document.

1.2 The intention of the Scheme of Delegation is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that Officers are given authority over the day-to-day administration and operation of the Council. St Neots Town Council is accredited with the General Power of Competence.

1.3 The delegations in the Scheme are subject to any limitations imposed by law, the budget and the Council's Standing Orders and Financial Regulations.

2. Proper Officer (Town Clerk) – Duties and Powers

2.1 The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

2.2 The Proper Officer of the Council has statutory duties which are set down in legislation.

2.3 The Town Clerk is 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 from Councillors of Disclosing Interests
- iii) Receive, Retain and process plans and documents
- iv) Sign notices or other documents on behalf of the Council
- v) Sign and issue summonses to attend meetings of the Council and Committees
- vi) Give public notice of the time, place, and agenda at least three clear days before a meeting of the Council or Committees

- vii) Convene a meeting of the Council for the election of a new Mayor and Deputy Mayor of the Council.
- 2.4 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 and operation of services, together with routine inspection and control.
 - ii) Day to day supervision and control of all staff employed by the Council.
 - iii) Authorisation of routine expenditure within the agreed budget.
 - iv) Emergency expenditure up to £5,000 outside of the agreed budget, with reporting of any expenditure to the Full Council as soon as practicable. In all cases such expenditure must be reported to the Chair of the Council and Chair of Finance & Governance Committee.
 - v) Project Manage and associated expenditure on projects approved by the Council and up to budget approved.
- 2.5 Delegated actions of the Town Clerk shall be in accordance with Legislation, Standing Orders, Financial Regulations and this Scheme of Delegation and Committee Terms of Reference with directions given from the Council.
- 2.6 Delegated Authority is given to Council Officers to make decisions on behalf of the Committees, in the case of the Town Clerk on behalf of full Council, on urgent matters between meetings. These decisions are to be made after consultation with Councillors.

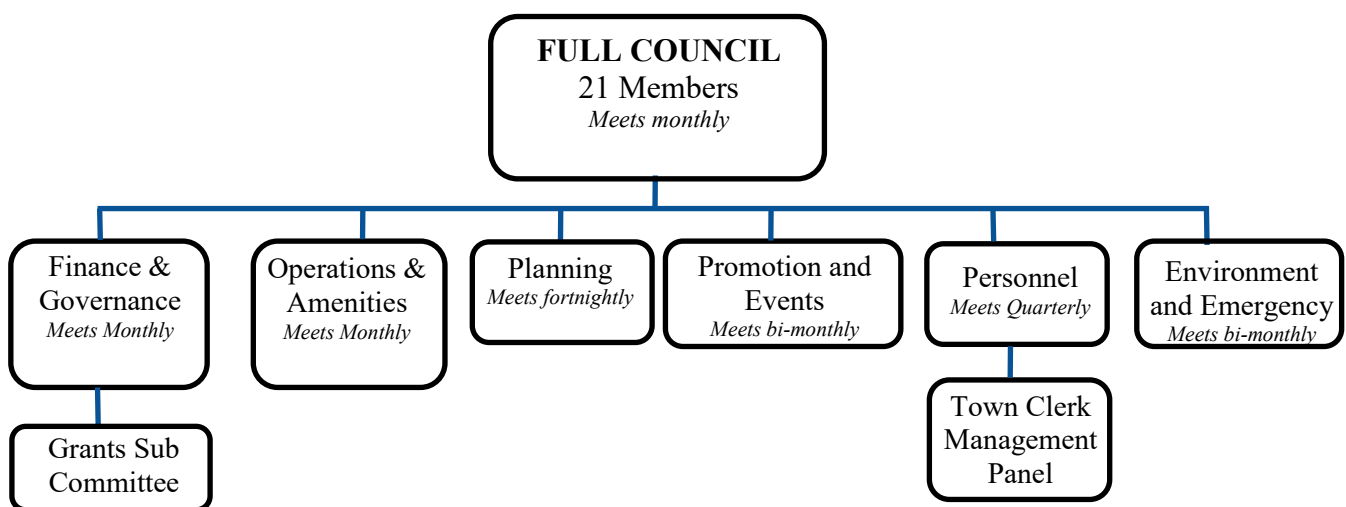
3. RESPONSIBLE FINANCIAL OFFICER

- 3.1 The Responsible Financial Officer (RFO) within the meaning of the Accounts and Audit Regulations 1996 and subsequent legislation shall be responsible for the Town Council accounting procedures and financial governance in accordance with the Council's Financial Regulations in force at any given time.
- 3.2 The RFO has delegated authority for day to day responsibility for;
- Fiscal Governance
 - Accounts Management
 - Budget & Financial Monitoring / Predictions
 - Insurance
 - Financial Risk Management
 - Internal Financial Controls
 - External & Internal Audits
 - Payroll and Pensions Administration
 - VAT
 - Performance of Finance Team
 - Financial Transparency

4. DELEGATED COMMITTEE POWERS

- 4.1 Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's/Working Group's) delegated powers. The minutes will then record the decision as "Resolved".
- 4.2 If the matter is not within the Committee's delegated powers, then the minutes will show the decision as "Resolved to Recommended", and the matter will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council. In any case where a committee (or Sub-committee) Chairperson and Deputy Chairperson is either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A delegated power need not always be exercised.

5. COMMITTEE STRUCTURE



6. TOWN COUNCIL

TERMS OF REFERENCE

MEMBERSHIP: All COUNCILLORS (21)

QUORUM: Seven

MEETING FREQUENCY: Monthly (August Break)

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions which can not be delegated:-

- The power of raising loans and setting the precept
- The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- Appointment of Mayor and Deputy Mayor
- Appointment of Committees and the Chairperson thereof
- Appointment of Representatives on Outside Bodies
- Annual Subscriptions
- Standing Orders as to the conduct of the Council's business
- The Committee Structure including terms of reference, membership etc.

7. FINANCE & GOVERNANCE COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: Three

Reports to: Full Council

Meeting Frequency: Ordinarily on a Monthly basis

1. The Committee comprises of at least seven members and has full delegated powers.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The Committee will ordinarily meet on a monthly basis.
4. To propose, monitor and review such projects as the Committee considers necessary to achieve the Council's long term aims and objectives.

5. To monitor payments with budget heads.
6. To receive quarterly updates from the Responsible Finance Officer on the budget to date and to review the income and expenditure against the approved budget.
7. To monitor and review the management of the Council's financial assets, the financial health of the Council, and the total level of expenditure of the Council, reporting to Full Council as necessary.
8. To inform the Council generally as to its financial and economic policies and the allocation and control of its financial resources. In doing so the Committee is to undertake the risk assessment required to determine the level of the resources.
9. To make recommendations to Council on:
 - a) the annual estimates of revenue and capital expenditure.
 - b) Town Council year end accounts.
 - c) The level of prices for Town Council services.
10. Review the Health & Safety Policies and any management systems.
11. To monitor the performance and effectiveness of the external and internal auditors, and to make recommendations to the Full Council concerning the re-appointment, where appropriate.
12. To consider and advise the Full Council on the appointment and terms of engagement of the internal audit service and the audit fee.
13. To report to the Full Council the Committee's recommendations on issues relating to risk management and internal controls.
14. To consider the annual financial statements, the auditor's formal opinion, members responsibilities and the statement of internal control in accordance with audit regulations.
15. To review the representation of the external auditors, the annual report of the internal auditors and management response to both documents.
16. To oversee the Council's policy on fraud and irregularity, including being notified of any action taken under the policy.
17. To ensure that all losses have been properly investigated and that the internal and external auditors have been informed when necessary.

18. To ensure that satisfactory arrangements are in place to promote economy, efficiency and effectiveness.
19. To monitor the implementation of agreed audit-based recommendations.
20. To review internal auditors audit needs assessment and the audit plan, to consider major findings of internal audit investigations and managements response, and promote co-ordination between internal and external auditors. The Committee is to ensure that the resources made available for internal audit are sufficient to meet the needs.
21. To review the Council's Risk Register and to oversee corporate risk management.
22. The Committee is authorised by the Council to investigate any activity within its terms of reference and to seek any information it requires from any employee, and all employees are directed to cooperate with any request made by the Committee.
23. To review and consider all Council polices concerning Council governance and make recommendations to the Council on the adoption of new policies, or amendments to exisiting policies.

8. GRANTS SUB-COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: All Members of the Finance and Governance Committee

Quorum: Three

Reports to: Finance and Governance Committee

Meeting Frequency: Ordinarily meets quarterly

1. The Grants Sub-Committee comprises those members that sit on the Finance and Governance Committee.
2. The Chairperson and Deputy Chairperson of the Finance and Governance Committee will act as Chairperson and Deputy Chairperson of the Grants Sub-Committee.
3. The Sub-Committee will meet at least three times a year.
4. The Sub- Committee will consider grant applications made to the Council and allocate the grants budget to local community groups within the town and to those that benefit the town. The Committee may vire amounts between the three grant category headings if required.

5. The Sub-Committee can award grants of up to £5,000. Any grant applications exceeding £5,000 will be considered and a recommendation made to Full Council.

9. OPERATIONS & AMENITIES COMMITTEES

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: Three

Reports to: Full Council

Meeting Frequency: Monthly

1. The Committee comprises of at least seven members and has full delegated powers within its approved budget.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The committee ordinarily meets on a monthly basis.
4. To maintain and improve all assets, buildings and services owned by the Town Council and to instigate additions where appropriate.
5. To produce and manage a programme for the maintenance and replacement of Town Council-owned assets.
6. To review the play area inspection report to ensure that the sites are fit for purpose. To enhance play parks and investigate grants to provide new play equipment.
7. To monitor the management arrangements for the cemeteries and closed church yards.
8. To consider additional service provision to meet the needs of the town.
9. To review the maintenance of the allotments and to endeavour to provide adequate allotment provisions.
10. To consider and recommend items for submission as the Council's annual Local Highways Improvement Fund bid(s) each year.
11. To produce a budget and to recommend this to the Finance Committee in accordance with the Council's Financial Procedures.
12. The committee shall review, monitor and maintain the footway lighting provided by the Town Council as well as all street furniture including litter bins, seats and planters.

13. The committee shall take action to enhance the environment of the town and shall use the planting budget allocated on an annual basis to make provision for horticultural decorations within the town.

10. PLANNING COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: Three

Reports to: Full Council

Meeting Frequency: Ordinarily meets Fortnightly

1. Membership shall consist of at least seven members taken from all district wards and has full delegated powers.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of the Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the Committee in a council year.
3. The Committee shall receive and consider all planning applications received from the Local Planning Authority. Having due regard to all material considerations it shall make appropriate comments and recommendations to the Local Planning Authority.
4. The Committee shall receive and consider all street naming applications received from Huntingdonshire District Council's Technical Consultancy Officer.
5. Should a Committee oppose an application it will state valid planning reasons for such objection in its response to the Planning Authority and will provide evidence in support of the Committee's comments.
6. The Committee should also comment on how individual applications conform to general planning policies and guidelines including the St Neots Neighbourhood Plan and the general well-being of the Town.
7. At least one member of the planning committee should attend each Development Management Panel of the Local Planning Authority where a planning application relating to St Neots is to be considered and speak, presenting the Committee's objection or support for each application.
8. Should a proposed development be deemed by the Planning Committee to present a significant impact on the town as a whole then it can be referred to Full Council.

9. The Committee will review and respond as necessary to all policy, strategy and planning documents and consultation by the Planning Authority with regard to any potential impact on the well-being of the town.
10. The Committee shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development management enforcement matters in the town.
11. The Committee shall make such observations and recommendations as it sees fit to the Local Planning Authority in respect of planning policy matters.

12. PROMOTION AND EVENTS COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP:	Minimum of 7 Members
Quorum:	Three
Reports to:	Full Council
Meeting Frequency:	Ordinarily meets bi-monthly

1. Membership shall consist of at least seven members and have full delegated powers within its approved budget.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. The Committee shall monitor all town events, including event reviews and feedback.
4. The Committee shall consider what events the Council runs and the resources which will be required to run them.
5. The committee shall consider the content and distribution methods of the Council's communications within the scope of the Communications Strategy.
6. The committee shall set short and long-term strategies for the Council's websites in line with the Council's Communications Strategy.
7. The Committee will produce a budget and to recommend this to the Finance Committee in accordance with the Council's Financial Procedures.

13. ENVIRONMENT AND EMERGENCY COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: 3 Members

Reports to: Full Council

Meeting Frequency: Usually Bi-monthly

Role of the Committee: Following the declaration of a Climate Emergency Resolution the overall purpose of this committee is to act as a strategic committee, working in partnership with other committees to put in place a Climate Action Plan and make recommendations and advise the Council on actions the Council can take to fulfil its Carbon Neutral and environmental ambitions.

1. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
2. The role of the committee will be to develop and advise the Council on an appropriate Climate Action Plan key deadlines for St Neots Town Council to reach net zero by 2030.
3. To review the Council's operations/assets and consider where biodiversity improvements could be implemented and included with the Action Plan.
4. To help identify high level strategic direction, opportunities, and goals that will reduce or offset the Council's carbon footprint and can be implemented practically.
5. To identify and lead on partnership working opportunities with other Councils and organisations which further the Council's environmental and carbon neutral ambitions.
6. To explore third-party funding opportunities which will help the Council deliver on environmental projects.
7. To represent the views and needs of relevant community organisations of community members to enable SNTC reach net zero.
8. To assist with engagement of the wider community on the agreed SNTC Climate Action Plan.

9. To consider the promotion of Town Council activities and actions to reduce carbon emissions, along with promoting actions taken by other organisations of groups operating within St Neots, working in partnership with P&E and Operations and Amenities Committees.
10. To consider and bring forward recommendations on an environmental or carbon reduction grant scheme.
11. To help identify strategies, opportunities, and goals to mitigate the risks of high-level emergencies.
12. To consider and bring forward recommendations on emergency planning for the Council and its services.
13. To form partnerships with blue light services, volunteer groups, and other authorities to develop a community emergency plan.
14. To help identify strategies and opportunities to support residents, organisations and community groups following major incidents.

14. PERSONNEL COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP: Minimum of 7 Members

Quorum: Three

Reports to: Full Council

Meeting Frequency: Ordinarily meets bi-monthly

1. The Personnel Committee comprises at least seven members and, in conjunction with the Town Clerk, has full delegated powers on all staffing matters within the fiscal year's budget, subject to the points below.
2. The Committee Chairperson will be elected by the Full Council at the Annual Meeting of Council. The Committee shall elect a Deputy Chairperson for each civic year at the first meeting of the committee in a council year.
3. To review staffing structure, levels and any job evaluation process with the Chairs of the Committees and the Town Clerk and then make recommendations to the Full Council.
4. To establish and review performance management systems, including annual appraisals and to make arrangements for the annual appraisal of the Town Clerk.
5. To act as provided for in the St Neots Town Council Employee Handbook including but not limited to acting as a grievance panel.

6. When required by the St Neots Town Council Employee Handbook, to appoint an Appeals Panel consisting of three members who are independent of the Personnel Committee.
7. To review personnel policy, including the St Neots Town Council Employee Handbook, and report and make recommendations to Full Council.
8. To ensure the Health & Safety at Work for all Council employees and implementation of Health and Safety Policies and Procedures.
9. To develop the Council's training policies and needs.
10. To monitor the staff budgets and make any recommendations on budget levels to Full Council.
11. To consider provisions of the National Joint Council.
12. To develop the Council's approach to apprenticeships and training programmes.
13. To consider any other matters delegated to the Committee by the Council.

15. TOWN CLERKS MANAGEMENT PANEL

TERMS OF REFERENCE

MEMBERSHIP: Chairperson of Council, Chairperson of Personnel and one appointed member from the Personnel Committee

Reports to: Personnel Committee

Meeting Frequency: Twice a year to carry out appraisals

MANAGEMENT OF THE TOWN CLERK

1. It is essential that there is a formal and regular link between the Town Clerk as the Council's senior employee and representative(s) of the Council as employer so that the needs and aspirations of the Council and the Town Clerk can be understood, discussed and objectives set and progress monitored.
2. The responsibility for line management of the Town Clerk on behalf of the Council will be shared by the Chairperson of the Council, the Chairperson of Personnel and one other appointed member of the Personnel Committee.
3. The panel will jointly undertake the Town Clerk's appraisal and will also arrange to meet with the Town Clerk to review progress and discuss any other staffing issues that either the Town Clerk or the two Chairpersons and appointed Personnel Member may wish to raise.

4. The panel will be responsible for setting the Clerk's appraisal objectives and will report back to the Personnel Committee to confirm the appraisal has been undertaken.
5. Outside of the formal appraisal and review process, it is anticipated that there will be a range of staffing related issues that the Town Clerk may wish to advise or discuss with Members both to seek a view on and to seek support on. The Chairman of the Personnel Committee will act as the employer representative and support to the Town Clerk in these circumstances should the need arise.
6. The Clerk's Management Panel will have access to professional advice in relation to the Clerk only.
7. If the Clerk is not happy with the outcome of an appraisal they should, in this first instance, discuss this with the management panel to reach an agreement. If, following discussions, the Clerk feels concerns have not been suitably resolved, then the matter should be brought to the Personnel Committee and three Members of that committee will be appointed by the committee to consider the appeal.

MANAGEMENT OF OTHER STAFF

8. The overall responsibility for the general management of staff employed by the Town Council rests with the Town Clerk as the Council's principal officer. Specific day to day management of individual Members of staff will be in accordance with arrangements described in their contracts of employment and the Council's staffing policies. Individual Members of the Council should not seek to interfere in these arrangements and any queries on this account should be raised with the Town Clerk.
9. In discharging the role the Town Clerk can, if considered necessary, seek support and guidance from Members in accordance with arrangements set out in paragraphs 3 and 5 above. Professional advice can also be accessed by the Town Clerk, on behalf of the employer.
10. In the case of long-term absence of the Town Clerk (of more than 28 days) the Terms of Reference will apply to the Deputy Town Clerk when covering the Clerk's role.