

## **Introduction**

This report reviews the way Wem Town Council has delegated its powers and responsibilities.

This document is one of the three major ways in which the Council regulates its affairs; the others are its Standing Orders, and Financial Regulations.

The power to delegate functions is set out in the Local Government Act 1972, s.101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level.

Therefore, the Clerk is given powers over the day to day administration of the Council, Committees to decide matters within their Terms of Reference, and other matters should be recommended to the full Council.

Whilst delegation is necessary, it is important that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next available Council meeting.

## **Town Clerk's Existing Scheme of Delegation Approved 30.5.19**

The Town Clerk has delegated powers to undertake the following :

- To undertake all duties of the Proper Officer of the Council and Responsible Financial Officer.
- To undertake day to day management of the Council's resources.
- To issue orders to staff and issue warnings to staff.
- To place orders for goods or services if they are budgeted for and conform to the Council's Financial Regulations and powers.
- To take decisions on the enforcement of Council's rules and regulations.
- To take decisions required under legislation, e.g. Freedom of Information Act, Data Protection Act, Health & Safety Acts, Occupier's Liability Acts, etc., which must be made within a time scale that does not allow for the calling of a meeting.
- To order cheque books, bank statements and other such material on behalf of the council.
- To authorise employee overtime subject to provision in the misc. staffing budget.
- To authorise the transfer of funds between the Council's accounts. To authorise the payment of salaries and wages from the payroll account. To authorise the payment of goods and services.

## **Emergency Expenditure Delegation**

- In discussion with the Mayor, Deputy Mayor, immediate past Mayor and if appropriate Committee Chairman to incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000.
- The Clerk shall report the action to full council or the appropriate committee as soon as practicable thereafter.

**Delegation Local Connection Verification 25.7.19**

- To delegate authority to the Town Clerk and Verification Committee Chairman to determine single local connection applications.

**Additional delegation made during Covid-19 Pandemic on 29.10.20 until May 2021**

In consultation with the Mayor and Deputy Mayor to approve expenditure against items in the Town Council's budget, any such payments to be reported to the Council at the next ordinary meeting.

- To extend the financial emergency delegation powers approved on 30.5.19 to a limit of £10,000.
- To delegate authority to the Clerk to act upon Government advice in relation to the following:

Holding of the Annual Meeting of the Town Council

Holding of the Annual Parish Meeting

Arrangements for the Annual Governance and Accountability Return

Implementation of any changes to the decision making process for the Town Council.

**Recommendation**

**That the existing scheme of delegation complete with additional delegation items agreed on 29.10.20 remain in place until all Covid-19 restrictions are lifted.**

**Once Covid – 19 restrictions are lifted then the additional delegated powers agreed on 29.10.20 cease.**