



# TAUNTON TOWN COUNCIL

## SCHEME OF DELEGATION

### 1. COMMITTEES OF THE COUNCIL

1.1. The Council will appoint 3 Standing Committees:

- 1.1.1. The Finance and Governance Committee
- 1.1.2. The Community Services Committee
- 1.1.3. The Planning and Development Committee

1.2. The Council will appoint 2 Sub-Committees:

- 1.2.1. The Personnel Sub-Committee
- 1.2.2. The Grants Sub-Committee
- 1.3. The Council may determine the membership of any or all committees without the need to amend Standing Orders.
- 1.4. Any member of the Town Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chair and shall not vote.
- 1.5. Members shall be appointed to the committees in a manner which as nearly as practicable reflects the membership of the political groups represented on the Council.

## **2. FULL COUNCIL**

### 2.1. Matters Reserved For Full Council

- 2.1.1. Setting the precept and approval of the Council's budget
- 2.1.2. Approval of the Annual Accounts
- 2.1.3. Completion of the Annual Return including the Governance Statement
- 2.1.4. The making, amending or revoking of Standing Orders, Financial Regulations and this Scheme of Delegation
- 2.1.5. Adoption or revision of the Council's Code of Conduct.
- 2.1.6. Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- 2.1.7. Matters of principle or policy
- 2.1.8. Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings)
- 2.1.9. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee
- 2.1.10. The making, amending or revoking of byelaws
- 2.1.11. Authorisation as to terms and purpose for any application for Borrowing Approval
- 2.1.12. Approval of purchase, acquisition by other means, lease, sale or disposal of land and property
- 2.1.13. Dismissal of the Town Clerk
- 2.1.14. Dismissal of the RFO (if a separate post)

### **3. THE FINANCE AND GOVERNANCE COMMITTEE**

#### 3.1. Membership and Frequency of Meeting:

3.1.1. 9 members of the Council who will meet as a committee at least 4 times per year

3.1.2. Members to be appointed by Full Council each year

#### 3.2. Matters for consideration and determination:

3.2.1. All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council

3.2.2. To receive all recommendations from the Community Services committee and approve, or otherwise, all matters relating to grants and donations

3.2.3. All matters relating to Internal Audit

3.2.4. Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities

3.2.5. Health and Safety

3.2.6. Corporate Governance and Risk Management

3.2.7. Approval of Leases and Licences

3.2.8. Democratic Representation

3.2.9. Any other matter which may be delegated to it by the Full Council from time to time

### **4. THE COMMUNITY SERVICES COMMITTEE**

#### 4.1. Membership and Frequency of Meeting:

4.1.1. 9 members of the Council who will meet as a committee at least 4 times per year

4.1.2. Members to be appointed by Full Council each year.

#### 4.2. Matters for consideration and determination - the strategic management of the following for which there is a previously approved revenue budget, all matters relating to:

4.2.1. Business Services which includes the Offices, Support Services, Communications, Media management.

4.2.2. Customer Service issues

- 4.2.3. Community Services which includes Community Development
- 4.2.4. Environmental Services which includes – Facilities, Street Scene, Parks & Open Spaces, Cemeteries, allotments
- 4.2.5. Environmental Action Plan and associated matters – which includes the monitoring and delivery of any Green / Sustainability plans
- 4.2.6. All matters related to Markets of any form
- 4.2.7. All matters related to Council Events
- 4.2.8. All matters relating to the Mayoral role
- 4.2.9. Any other matter which may be delegated to it by the Full Council from time to time
- 4.2.10. Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance Committee for final consideration and determination

## **5. THE PERSONNEL SUB-COMMITTEE**

### 5.1. Membership and Frequency of Meeting:

5.1.1. 5 members of the Council who will meet as a Sub-Committee as required but at least once per year.

5.1.2. Members to be appointed by Full Council each year.

### 5.2. Matters for consideration and determination – provided they have no impact on approved budgets

5.2.1. Recommendations to Full Council concerning dismissal of the Town Clerk

5.2.2. Recommendations to Full Council concerning the dismissal of the RFO (if a separate post)

5.2.3. Approval of employment policies, in accordance with TTC's Policy Management Policy

5.2.4. Matters related to grievance, disciplinary and capability matters for the Town Clerk, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy

5.2.5. Appraisal of the Town Clerk

5.2.6. Consideration of appeal against dismissal by Senior Managers, in accordance with the Council's policies

5.2.7. Determining the procedure for the recruitment of a Clerk and RFO when required.

- 5.2.8. Recommendations to Full Council for appointment of a Clerk or RFO when required.
- 5.2.9. Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance and Governance committee for final consideration and determination
- 5.2.10. Any matter may be referred by the Committee to the Full Council or other committee for information or final approval

## **6. THE PLANNING AND DEVELOPMENT COMMITTEE**

### 6.1. Membership and Frequency of Meeting:

- 6.1.1. 9 members of the Council who will meet as a committee often enough to provide an effective response to planning applications
- 6.1.2. Members to be appointed by Full Council each year.

### 6.2. Matters for consideration and determination:

- 6.2.1. To comment on planning applications received from the local planning authority
- 6.2.2. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues
- 6.2.3. To comment on Licensing matters received from the local licensing authority
- 6.2.4. To comment on Highway Improvement and Traffic Survey requests as required
- 6.2.5. Street naming when requested
- 6.2.6. To make recommendations regarding waiting restrictions within the Town
- 6.2.7. Consideration of the Community Area Transport Group recommendations
- 6.2.8. Taunton Neighbourhood Development Plan updates
- 6.2.9. Any other matter which may be delegated to it by the Full Council from time to time

## **7. THE GRANTS SUB COMMITTEE**

### 7.1. Membership and Frequency of Meeting:

7.1.1. 7 members of the Council who will meet as a Sub-Committee as often as is required to administer the Council's Grants programme

7.1.2. Members to be appointed by Full Council each year.

7.2. Matters for consideration and determination:

7.2.1. Administration and initial assessment and recommendations to the Finance and Governance committee in relation to grant applications and in accordance with the Council's Grants Policy

## **8. OTHER COMMITTEE MATTERS**

8.1. There are no other Standing Committees or Sub-Committees, but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference.

8.2. Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes

## **9. WORKING OR STEERING GROUPS**

9.1. Working Groups may be formed by resolution of Full Council or a committee at any time.

9.2. The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, frequency of meetings, accountability & reporting and areas of interest.

9.3. Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.

## **10. TOWN CLERK**

10.1. The Town Clerk has the delegated authority to undertake the following matters on behalf of the Council.

10.2. The day to day administration and management of services and staff, together with routine inspection and control.

10.3 Day to day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless otherwise stated in other Council policies.

10.4 Final decision on staff structures and consideration of staffing reviews as well as salaries & conditions of service

- 10.5. Authorisation of routine expenditure within the agreed budget.
- 10.6. Emergency expenditure up to £50,000 outside the agreed budget, to be reported at the next Council meeting.
- 10.7. Accepting tenders for the supply of goods or services for which budget provision is available and authority delegated.
- 10.8. Submission of comments/feedback on behalf of the Town Council to notifications of Planning applications in the area, when required and in the occasion where there is an inability of the Planning Committee to meet within the required deadlines.
- 10.9. Delegated actions of the Town Clerk shall be in accordance with the Standing Orders and Financial Regulations, and with directions given by Council from time to time.

## **11. DELEGATION - LIMITATIONS**

- 11.1. Committees and Sub-Committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, byelaws or orders made and with any directions given by the Council from time to time.