

ST. ANNE'S ON THE SEA TOWN COUNCIL

SCHEME OF DELEGATION – Updated and agreed by Council on 16th April 2019

DELEGATIONS TO COMMITTEES

1 COUNCIL FUNCTIONS

1.1 The matters listed below are the responsibility of the full Council:

- (a) Adopting and changing the Council's Standing Orders, Financial Regulations and Powers and Duties of Committees;
- (b) Approving, adopting or making material changes to the Council's policy framework;
- (c) Approving the Council's Budget and the level of its precept levied on Fylde Borough Council.
- (d) Authorising borrowings;
- (e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations;
- (f) Appointing Council representatives to outside bodies;
- (g) Confirming the appointment of the Town Clerk
- (h) Receiving and determining recommendations made by Committees
- (i) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- (j) All other matters which must, by law, be reserved to the full Council.

2 DELEGATIONS TO COMMITTEES

2.1 The matters listed below are delegated to the Council's committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

2.3 That, with the exception of comments on planning applications, delegated authority will not be exercised if 3 Councillors or more vote against a proposal before a Committee which will then be referred to the Council for a decision.

Service Area	Function	Committee/Officer
Agency Agreements	Recommending agency agreements and joint working practices	Policy and Resources
Allotments	Managing Shepherd Road Allotments	Managing Committee /RFO
	Managing Blundell Road Community Allotments	Delegated to the RFO
Audit	Maintaining a continuous internal audit system	Policy and Resources
	Receiving and considering District Audit reports and monitoring implementation of recommendations	
	Internal review of accounting records	Scrutiny Panel
Budgetary Control	Recommending the annual Budget and resolutions for level of Precept	Policy and Resources
Byelaws and local legislation	Recommending the making, amendment or adoption of byelaws	Policy and Resources
	Recommending the sponsoring of local legislation	
	Enforcing byelaws including instituting legal proceedings	
Capital Expenditure	Recommending capital works and sourcing the funding	Policy and Resources
Car Parking	Commenting on all matters relating to the management of public and street parking facilities in the town	Planning
Civic Events	Organising Civic Events	Delegated to Town Clerk/RFO
Committee and Member Support	Recommending annual calendar of meetings	Policy and Resources/Council
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	
	Managing all committee and member functions	
Complaints	Monitoring the Complaints Procedure	Policy and Resources
Conservation	Commenting on proposals for the creation or modification of conservation areas	Planning
Constitution	See Committee and Member Support	Council

Service Area	Function	Committee/Officer
Development Control	Commenting on planning applications referred to Council for comment	Planning
Electoral Matters	Initiating requests for Community Governance Reviews and responding to proposals for electoral changes	Policy and Resources
Environment	Commenting on all matter within the built environment	Planning
	Initiating improvements	Relevant Working Group reporting to Policy and Resources
External Consultation and Representation	Commenting on consultation documents received from other bodies	Various committees
	Dealing with casual appointments to serve on outside bodies	Policy and Resources
Financial Matters	Managing the Council's financial affairs	Policy and Resources
Grants	Award of grants to community organisations	Neighbourhood Plan Delivery Committee/ Policy and Resources
Insurance	Arranging and maintaining insurance cover in respect of Council assets and against all other matters	Town Clerk
Land Management	Managing and maintaining buildings in the ownership of the Council	Policy and Resources
	Maintaining the areas of amenity land, play areas, recreation ground and open space belonging to or the responsibility of the Council	Neighbourhood Plan Delivery Committee
Legal Proceedings	To institute, defend or settle judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required	Policy and Resources
Performance Matters	To set and review performance targets	Policy and Resources
Planning Policy	To comment on reviews of development plans affecting the town	Planning
	Delivery of Neighbourhood Plan	Neighbourhood Plan Delivery Committee
Policy Issues	Recommending and reviewing policies	Policy and Resources
	Assisting in the development of new policies or changes in policy	All Committees

Service Area	Function	Committee/Officer
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Town Clerk/Policy and Resources
Publicity	Managing the Council's public relations activities and the content and circulation of the newsletter	Town Clerk
Public Footpaths	Making observations on matters affecting public footpaths in and around the town	Public rights of way Working Group – reporting to Neighbourhood Plan Delivery Committee
Public Transport	Making observations and representation of matters affecting public transport in and around the town	Neighbourhood Plan Delivery Committee
Rights of Way	See Public Footpaths	Neighbourhood Plan Delivery Committee
Risk Management	Managing the Council's risk management practices and procedures	Policy and Resources
	Reviewing risks in relation to areas under the control of individual Committees	All Committees
Staffing	Recommending changes to the Council's approved establishment and reviewing and monitoring employment arrangements	Policy and Resources
Standing Orders	See Committee Member and Support	
Town Clerk and Proper Officer	Recommending the appointment of the Town Clerk and Proper Officer	Policy and Resources
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the town	Neighbourhood Plan Delivery Committee
Trees	Making observations applications for works to trees in existing or proposed Tree Preservation Orders	Neighbourhood Plan Delivery Committee
Twinning	Liaising with the Town Twinning Association in arranging for joint activities to and by towns twinned with St. Anne's	Policy and Resources

Approved and adopted at Council meeting on

3 DELEGATIONS TO OFFICERS

3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.

3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	RFO
Communications	To deal with all press and public relations on behalf of the Council	Town Clerk
Documents	To sign documents on behalf of the Council	Town Clerk/RFO
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council and to liaise with this officer regarding the conduct of elections	Town Clerk
Finance	To administer the Council's bank balances	RFO
Finance	To maintain adequate insurance cover for the Council's activities and property	Town Clerk
Finance	To act as Responsible Finance Officer for the purposes of the Accounts and Audit Regulations	RFO
Finance	To authorise the payment of accounts	RFO
Finance	To report to the appropriate Committee the proposed writing off of bad debts	Town Clerk/RFO
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
Governance	To ensure an effective system of Governance of the Town Council, including	Town Clerk

Service Area	Function	Officer
	reporting of Governance to the Internal and External Auditor	
Information and Technology	To be responsible for the provision and management of information and communication technology provided by the Council including the replacement of equipment included in approved budgets	Town Clerk
	To be responsible for the Council's website including its security and content	
Land and Property	To purchase necessary goods and supplies within the delegated budget	Town Clerk
	To maintain and manage areas of amenity land, play areas, recreation ground and open space in accordance with agreed maintenance plans	
Lettings	To approve casual letting of Council properties in accordance with agreed charges	Town Clerk
Members Support	To deal with request for administrative support from Members in connection with their duties	Town Clerk
Proper Officer	To act as Proper Officer as defined in Standing Orders	Town Clerk
Staffing	To undertake the duties as Head of the Paid Service	Town Clerk
	To implement national pay awards and conditions of service	
	To review salaries and report to the Council	
	To review Council structure and make recommendations to the Council	