

SKEGNESS TOWN COUNCIL

DELEGATIONS LIST

Updated November 2018

COMMITTEES

Business & Resources

Delegation	Source
To review the quarterly Governance Report and take immediate action where required to maintain adequate Internal Control and management of risk and resources.	Council 23 May 2018
To recommend new governance policies and controls to Council	Council 23 May 2018
To review performance and instigate investigations or in-depth reviews as required.	Council 23 May 2018
To approve "in year" grant applications in accordance with the grants policy and make appropriate recommendations to Council about standard grant policy.	Council 23 May 2018
To approve expenditure in line with the Financial Regulations.	Council 23 May 2018
To lead on Council Communication within the Council's agreed approach.	Council 23 May 2018
To approve applications in support of rate relief or grants from other organisations.	Council 23 May 2018
To set up Task Groups to undertake start and finish activities – but not to delegate decision making authority to these.	Council 23 May 2018

Direction & Strategy

Delegation	Source
To develop and monitor the Council's 5-year Business Plan	Council 23 May 2018
To develop and propose new policies for approval by Council.	Council 23 May 2018

To develop and propose schemes for approval	Council 23 May 2018
To review, develop and propose long term strategies relating to the Councils responsibilities, for Council approval.	Council 23 May 2018
To respond to consultations on behalf of the Council.	Council 23 May 2018
To approve applications in support of rate relief or grants from other organisations.	Council 23 May 2018
To set up Task Groups to undertake start and finish activities – but cannot delegate decision making authority to these.	Council 23 May 2018

Planning & Planning Policy

Delegation	Source
To make recommendations, comments and observations on Planning Applications without any referral to Council.	Council 23 May 2018
To set up Task Groups to undertake start and finish activities – but cannot delegate decision making authority to these.	Council 23 May 2018
To prepare Planning Policy for consideration by the Council.	Council 23 May 2018

Human Resources & Appointments

Delegation	Source
To ratify the Town Clerk's annual appraisal undertaken by the Chairman of the committee	Council 23 May 2018
To review and propose terms and conditions of service of employees including pay and leave (in conjunction with the Town Clerk).	Council 23 May 2018
To review and propose job descriptions and person specifications (in conjunction with the Town Clerk).	Council 23 May 2018
To review and propose job advertisements for posts that report direct to Town Clerk (in conjunction with the Town Clerk).	Council 23 May 2018
To undertake any consultation with staff in conjunction with the Town Clerk as appropriate (e.g. at times of reorganisation).	Council 23 May 2018

To undertake interviews and recruitment exercises for posts reporting direct to the Town Clerk (in conjunction with the Town Clerk as appropriate)	Council 23 May 2018
To make recommendations to Council on appointments	Council 23 May 2018
To make recommendations to Council on other staffing matters	Council 23 May 2018
Ensure the Equality and Diversity is considered at all times	Council 23 May 2018

Town Clerk

Delegation	Source
All duties and authority granted to the role of the Proper Officer	LG Act 1972, Standing Orders
All duties and authority granted tot the role of the Responsible Finance Officer	LG Act 1972, Standing Orders, Financial Regulations
Any function explicitly authorised in Standing Orders, Financial Regulations, Council Policies or set out in any minuted Council decision that is still in force.	Council 23 May 2018
Incurring expenditure in accordance with the approved budget	Council 23 May 2018
Placing orders	Council 23 May 2018
Agreeing in year contracts (i.e. that are met within the current agreed annual budget)	Council 23 May 2018
Processing approved payments or those not requiring pre-approval under Financial Regulations	Council 23 May 2018
Receiving and responding to correspondence	Council 23 May 2018
Responding to press enquiries	Council 23 May 2018
Responding to emergencies including the incurring of unbudgeted expenditure.	Council 23 May 2018
Actions required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision.	Council 23 May 2018

Actions required to ensure compliance with the law.	Council 23 May 2018
Actions required to minimise risk or financial loss Dealing with all day to day HR and Payroll issues and those otherwise set out in HR policies and for appointment or dismissal of staff which do not report directly to the Town Clerk.	Council 23 May 2018
To in turn delegate functions and responsibilities to other staff but remaining responsible to Council.	Council 23 May 2018
Information Manager - dealing with all Actions to deal with issues arising under the General Data Protection Regulations and Freedom of Information Act	Council 23 May 2018
Administration of the Council's banking and credit card arrangements.	Council 23 May 2018
Letting and Termination of Allotment Tenancies	Council 23 May 2018
Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority.	Council 23 May 2018
Allocating of Grave Spaces	Council 23 May 2018
Sale and Granting of Burial Rights and Deeds	Council 23 May 2018
Granting Cemetery Memorial Permits and Licenses	Council 23 May 2018
Granting Street Collection Licences in accordance with policy	Council 23 May 2018
Granting Jolly Fisherman Copyright and Trademark Permits	Council 23 May 2018
The decision to issue Petty Cash	Council 23 May 2018
The purchase of postage stamps	Council 23 May 2018
Delegated authority (as from 2nd March 2016) to make payment, for certain utility and recurring supplies (e.g. energy, fuel, telephone, water) and any National Non-Domestic Rates, by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of delegated powers in this respect shall be renewed by resolution of the council at least every two years.	Council 23 May 2018

Temporary delegated authority to determine whether additional maintenance of public right of way be taken on.	Council 4 July 2018
Permanent delegated authority be given to the Town Clerk to determine whether these areas and any further areas be added to the grass cutting schedule.	Council 5 September 2018
The framework for future decision making in relation to the design of the building in Tower Gardens, is that any aesthetically significant decisions are referred to the property group; all other decisions be delegated to the Town Clerk.	Council 26 September 2018

Deputy Town Clerk

Delegation	Source
All duties and authority granted to the role of the Proper Officer	LG Act 1972, Standing Orders
All duties and authority granted to the role of the Responsible Finance Officer	LG Act 1972, Standing Orders, Financial Regulations
Delegated authority given to the Town Clerk by Council	Council 23 May 2018
Any other responsibility held by the Town Clerk and specifically delegated to the Deputy Town Clerk	Council 23 May 2018
That the Deputy Town Clerk is an authorised Electronic Banking Administrator in the absence of the Town Clerk or when otherwise authorised by the Town Clerk to do so.	Council 23 May 2018