

SKEGNESS TOWN COUNCIL

DELEGATIONS LIST

COMMITTEES

Business and Resource

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 25 May 2016
To review performance and instigate investigations or in-depth reviews as required	Council 25 May 2016
To approve "in year" grant applications in accordance with the grants policy and make appropriate recommendations to Council about standard grant policy	Council 25 May 2016
To approve expenditure in line with the Financial Regulations	Council 25 May 2016
To lead on Council Communication within the Council's agreed approach	Council 25 May 2016
To approve applications in support of rate relief or grants from other organisations	Council 25 May 2016
To set up Task Groups to undertake start and finish activities – but not to delegate decision making authority to these	Council 25 May 2016

Direction and Strategy

Delegation	Source
To respond to consultations on behalf of the Council.	Council 25 May 2016
To approve applications in support of rate relief or grants from other organisations	Council 25 May 2016
To set up Task Groups to undertake start and finish activities – but cannot delegate decision making authority to these	Council 25 May 2016

Planning and Planning Policy

Delegation	Source
To make recommendations, comments and observations on Planning Applications without any referral to Council	Council 25 May 2016
To set up Task Groups to undertake start and finish activities – but cannot delegate decision making authority to these	Council 25 May 2016

Human Resources and Appointments

Delegation	Source
To undertake any consultation with staff in conjunction with the Town Clerk as appropriate (e.g. at times of reorganisation)	Council 25 May 2016
To undertake interviews and recruitment exercises (in conjunction with the Town Clerk as appropriate)	Council 25 May 2016
Ensure the Equality and Diversity is considered at all times	Council 25 May 2016
Approve the Town Clerk's Performance Appraisal conducted by Committee Chair	Standing Orders

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
Incurring expenditure in accordance with the approved budget	Council 25 May 2016
Placing orders	Council 25 May 2016
Agreeing in year contracts (i.e. that are met within the current agreed annual budget)	Council 25 May 2016
Processing approved payments	Council 25 May 2016
Receiving and responding to correspondence	Council 25 May 2016
Responding to press enquiries	Council 25 May 2016
Responding to emergencies including the incurring of unbudgeted expenditure	Council 25 May 2016
Actions required in implementing any agreed Council policy, practice, protocol, contract term or other minuted decision	Council 25 May 2016
Actions required to ensure compliance with the law	Council 25 May 2016
Actions required to minimise risk or financial loss	Council 25 May 2016
Head of Paid Service - dealing with all HR and Payroll issues accept appointment, dismissal and those otherwise set out in HR policies (for staff reporting to the Town Clerk either directly or indirectly)	Council 25 May 2016

Information Manager - dealing with all Actions to deal with issues arising under the Data Protection and Freedom of Information Act	Council 25 May 2016
Administration of the Council's banking and credit card arrangements	Council 25 May 2016
Letting and Termination of Allotment Tenancies	Council 25 May 2016
Actions and decisions relating to the efficient operation of the Council's cemetery and duties as a Burial Authority	Council 25 May 2016
Allocating of Grave Spaces	Council 25 May 2016
Sale and Granting of Burial Rights and Deeds	Council 25 May 2016
Granting Cemetery Memorial Permits and Licenses	Council 25 May 2016
Granting Street Collection Licences in accordance with policy	Council 25 May 2016
Granting Jolly Fisherman Copyright Permits	Council 25 May 2016
The decision to issue Petty Cash	Council 25 May 2016
The purchase of postage franking credits	Council 25 May 2016
Finalise and sign Coastal Community Fund Grant Applications	Council 30 November 2016 Council 11 January 2017
Negotiate and sign legal agreements in respect of the proposed Community Hub within the agreed limits.	Council 30 November 2016

Deputy Town Clerk

Delegation	Source
All duties and authority granted to the role of the Proper Officer in the absence of the Town Clerk	Council 11 January 2017
All duties and authority granted to the role of the Responsible Finance Officer in the absence of the Town Clerk	Council 11 January 2017
In the absence of the Town Clerk, any delegation made to the Town Clerk by Council	Council 11 January 2017
Any other responsibility held by the Town Clerk and specifically delegated by him to the Deputy Town Clerk	Council 11 January 2017 Town Clerk