



## Credition Town Council

### Scheme of Delegation

#### 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 Mid Devon District 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) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- (i) All other matters which must, by law, be reserved to the full Council.

#### 2

<b>Audit</b>	Responsibility for maintaining a continuous internal audit system	Full Council
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
<b>Budgetary Control</b>	Recommending the annual Budget and resolutions for level of precept	Full Council
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council



<b>Byelaws and local legislation</b>	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
<b>Capital Expenditure</b>	Recommending capital works and resourcing their implementation	Full Council
<b>Car Parking</b>	Commenting on all matters relating to the management of public car parks in the town	Full Council
<b>Cemeteries</b>	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
<b>Financial Matters</b>	Managing the Council's financial affairs	Full Council
<b>Legal Proceedings</b>	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
<b>Street Naming</b>	To name new streets	Full Council

### 3 Delegation to Committees

- 3.1 The matters listed below are delegated to the Council's Committees, Sub-Committees, or Working Groups. 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.
- 3.2 Where a Sub-Committee or Working Group 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.

<b>Service Area</b>	<b>Function</b>	<b>Committee</b>
<b>Agency Agreements</b>	Recommending agency agreements and joint working practices	Council Affairs Committee
<b>Allotments</b>	See Land Management	Environment Committee



<b>Arts</b>	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Town Strategy Committee
<b>Civic Events</b>	Organising Civic Events	Council Affairs Committee
<b>Christmas Events</b>	Co-ordinating and facilitating Christmas in Crediton Events	Christmas in Crediton Sub-Committee
<b>Committee and Member Support</b>	Recommending the annual calendar of meetings	Full Council
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Council Affairs Committee
	Managing all committee and member functions	Council Affairs Committee
<b>Community Support</b>	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Town Strategy Committee
<b>Complaints</b>	Monitoring the complaints procedure	Council Affairs Committee
<b>Constitution</b>	See Committee and Member Support	
<b>Conservation</b>	Commenting on proposals for the creation or modification of conservation areas	Town Strategy Committee
<b>Culture</b>	See Arts	
<b>Development Control</b>	Commenting on planning applications referred to the Council for comment	Town Strategy Committee
<b>Electoral Matters</b>	Initiating requests for boundary reviews and commenting during the course of such reviews	Council Affairs Committee
<b>Entertainments</b>	See Arts	
<b>Environment</b>	See Heritage	
<b>External Consultation and Representation</b>	Commenting on consultation documents from other bodies	Town Strategy Committee
<b>Floral Display</b>	To co-ordinate the provision of floral displays within Crediton	Environment Committee
<b>Grants</b>	Award of general revenue grants to local organisations and groups	Grants Sub-Committee
	Award of cultural activities grants	Grants Sub-Committee



<b>Heritage</b>	Dealing with general matters affecting the historic environment and heritage of Credition Town	Town Strategy Committee
<b>Highways</b>	Commenting on proposals for highways maintenance and repairs and associated matters	Town Strategy Committee
	Commenting on highway policies	Town Strategy Committee
<b>Insurance</b>	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Council Affairs Committee
<b>Land Management</b>	Managing and maintaining Council's Buildings	Town Strategy Committee
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Environment Committee
	Managing, maintaining and monitoring demand and availability of allotment gardens	Environment Committee
<b>Planning Policy</b>	Commenting on proposed revisions of the Mid Devon District Local Plan and other service-specific long-term planning documents	Town Strategy Committee
<b>Play Areas</b>	See Land Management	
<b>Policy Issues</b>	Recommending and reviewing Town Council policies	Council Affairs Committee
	Assisting in the development of new policies or changes in policy	Council Affairs Committee
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Town Strategy Committee
<b>Public Lighting</b>	Commenting on matters affecting public lighting provision or maintenance in the town	Town Strategy Committee
<b>Public Toilets</b>	Commenting on matters affecting public toilet provision in the town	Town Strategy Committee
<b>Public Transport</b>	Making observations on matters affecting public transport in and around the town	Town Strategy Committee



<b>Publicity</b>	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Council Affairs Committee
<b>Public Footpaths</b>	Making observations on matters affecting public footpaths in and around the town	Parish Paths Sub-Committee
<b>Rights of Way</b>	See Public Footpaths	
<b>Risk Management</b>	Managing the Council's risk management practices and procedures	Council Affairs Committee
<b>Sports Grounds</b>	See Land Management	
<b>Staffing</b>	Recommending changes to the Council's approved staffing establishment	Council Affairs Committee
	Reviewing and monitoring the Council's employment arrangements	Council Affairs Committee
<b>Standing Orders</b>	See Committee and Member Support	
<b>Street Lighting</b>	See Public Lighting	
<b>Town Clerk and Proper Officer</b>	Recommending the appointment of the Town Clerk and Proper Officer	Council Affairs Committee
<b>Traffic Issues</b>	Making observations on matters affecting traffic management proposals in and around the town	Town Strategy Committee
<b>Trees</b>	Managing tree planting schemes	Environment Committee
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Environment Committee
<b>Twinning</b>	Making arrangements for twinning visits and activities including liaison with twinning societies	Council Affairs Committee

## 4 Delegations To Officers

- 4.1 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.



4.2 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.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Town Clerk
<b>Communications</b>	To deal with all press and public relations on behalf of the Council	Town Clerk
<b>Documents</b>	To sign documents on behalf of the Council	Town Clerk
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
<b>Emergency Planning</b>	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Mid Devon District Council	Town Clerk
<b>Finance</b>	To administer the Council's bank balances	Town Clerk
	To maintain adequate insurance cover for the Council's activities and property	Town Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Town Clerk
	To authorise the payment of accounts	Town Clerk
	To write-off outstanding debts in accordance with Financial Regulations	Town Clerk
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk
<b>Information and Communication Technology</b>	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk



<b>Land and Property</b>	To purchase necessary goods and Supplies	Town Clerk
	To maintain the Council's offices and Property	Town Clerk
	To deal with day to day matters in relation to the allotments functions, including the implementation of allotment terms, conditions and rules, allocation of allotment tenancies, issuing of non-cultivation notices and notices to quit.	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Town Clerk
	To devise planting schemes for the various open areas for which the Council is responsible	Town Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Town Clerk
<b>Lettings</b>	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
<b>Meetings</b>	Arrange and call meetings of the Council, its Committees and Sub-Committees	Town Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Town Clerk
<b>Members Support</b>	To deal with requests from Members	Town Clerk
<b>Motor Vehicles and Plant</b>	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Town Clerk
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Town Clerk



<b>Staffing</b>	Management of all employees, including the authority to take disciplinary action , excluding termination of employment under agreed procedures	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service	Town Clerk
	To engage temporary or seasonal workers and determine their wages and conditions of service	Town Clerk