

AMMANFORD TOWN COUNCIL DELEGATIONS

(1) General

Where powers or duties have been delegated to a Committee it shall be competent for that Committee in turn to assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub-Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee (or Council) for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

(2) Chair's powers

(a) The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.

(b) That (a) above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.

(3) Delegation to the Town Clerk

(a) Specific Delegations

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

- To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
- The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including (without prejudice to the generality of the foregoing) dealing with correspondence and handling complaints and requests for information.
- The management and letting of the Town Council's facilities.
- The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishments providing the estimated cost has been included in the current revenue budget.
- The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
- The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
- The delegation of staff to attend courses, seminars etc. relevant to their position with the Council subject to a quarterly report to the Personnel Committee.
- The exercise of virement within a Committee's budget, according to need. Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Chair or Deputy Chair and to report back to the next appropriate Council meeting.

(b) Further Delegations

The Council may from time to time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chair. Such delegation will be clearly minuted and revised accordingly.

(4) Delegations to the Responsible Financial Officer

- To be and carry out the functions of the Responsible Financial Officer under the Local Government Act 1972, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year.
- To make arrangements to pay the salaries and wages of employees of the Council.