



Scheme of Delegation incorporating Committee Terms of Reference

**This Scheme of Delegation forms part of the
Councils Standing Orders and Financial Regulations.**

This Scheme of Delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other Officers within the Council.

This Scheme of Delegation authorises the Standing Committees and Sub-committees of the Council to act within the delegated authority in the specific circumstances detailed.

This Scheme of Delegation will be reviewed by the Full Town Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Version History:

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Document Status: Adopted January 2024

Date of review: May 2025 (To be reviewed annually and re-adopted at the Annual Council Meeting)

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1. DISCHARGE OF THE SCHEME

1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
2. One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or council members.
3. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
4. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
5. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.
6. This Scheme of Delegation is in accordance with Featherstone Town Council's Standing Orders.

2. THE POWER TO DELEGATE

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities

1. Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority
2. Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise directs, the Committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
3. Any arrangements made by a local authority or Committee under this section for the discharge of any functions by a Committee, Subcommittee, Officer or Local Authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
4. Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

5. A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. OFFICER'S CONFLICTS OF INTERESTS

1. Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk and/or Chairman of the Council.
2. Where an employee is unsure whether an interest should be declared, they should speak to the Town Clerk and/or Chairman of the Council in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in disciplinary action being taken which could lead to dismissal.
3. Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council subject to the provisions contained within their contracts of employment.
4. All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
5. Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk and/or Chairman of the Council. Any approval granted by the Town Clerk and/or Chairman of the Council shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4. COUNCIL RESERVED POWERS AND SAFEGUARDS

1. Each Committee has delegated authority to decide matters within their terms of reference as incorporated within this delegation scheme except for the following matters, which are to be resolved only by the Full Council:
 - a) To appoint the Chairman and Deputy Chairman of the Town Council
 - b) To amend and re-adopt the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council adopted policies and procedures.
 - c) Approval of the budget and setting the precept
 - d) Approval of the Annual Return and Audit of Accounts
 - e) Considering the external auditor's report made in the public interest.
 - f) To determine the Council's Corporate Priorities.
 - g) To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - h) Filling of any vacancies occurring on any committee of the Council during the Council year
 - i) To adopt the schedule of meetings for the ensuing year.
 - j) Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met)
 - k) Adopting and revising the council's code of conduct.
 - l) Addressing any recommendations in any report from the internal or external auditors
 - m) Appointment or nominating Council representatives to outside bodies
 - n) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant committee.
 - o) To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
 - p) To determine matters involving expenditure for which budget provision is not made or where budgets may be moved to other budget headings or to an earmarked reserve as appropriate in accordance with the Financial Regulations.
 - q) To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
 - r) To determine any matters referred to it by a Committee in accordance with Standing Orders.
 - s) Approval of borrowing
 - t) To determine matters which do not fall within the remit of any Committee
 - u) To receive statutory reports from the Town Clerk/Responsible Financial Officer
 - v) To consider all other matters which must, by law be considered by Full Council
2. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
3. In accordance with the Standing Orders, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least 8 councillors of the Council, or by a motion moved in pursuance of the recommendation of a committee or a Sub-Committee.
4. Members will be advised by the Committee Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will

then record the decision as “RESOLVED”. If it is not, then the minutes will show the decision as “RECOMMENDATION”. The Committee Clerk will then add the recommendation to the next full council agenda meeting where the item can be discussed in full by the Town Council and voted on and ratified by members.

5. In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

5. DELEGATION TO COMMITTEES AND SUB-COMMITTEES

1. The following matters are delegated to the Council’s Committees and Sub-Committees to make decisions on behalf of the Council. The delegated decision-making by Committees and Sub-Committees must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Council.
2. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
3. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
4. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis. Where authority has been delegated to a committee to appoint non-councillors this will be included within the Committee’s terms of reference.
5. The Council and each Committee are authorised to establish Sub-Committees and working groups and to appoint advisers as and when necessary to assist in its work:
 - a) A Committee can arrange for the discharge of any of its delegated powers to a sub-Committee. The delegated powers will be decided by the Committee at the time it is formed detailing the delegated powers. The collective decision-making responsibilities in the Committee and sub-committee are limited by the terms of reference of the parent Committee.
 - b) The appointment of members to a Sub-Committee shall comprise of members appointed to the parent committee. The chairman of a committee or Sub-Committee may be elected by the committee from among its members.
 - c) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.

- d) The Standing Committees shall be:
- 1) Administration & Finance
 - 2) Environmental & Transport Network Committee
 - 3) Events
 - 4) Community Centre Management Committee
6. Committees will be formed by means of a Committee preference form circulated prior to the Annual meeting. Each Councillor will be automatically appointed onto each committee.
7. Appointment of Councillors (or non-councillors) to Committees, Sub-Committees and working groups shall continue on an annual basis until the next annual Council meeting held in May.
8. The Chair and Vice-Chair of the Council will be a full member of each standing Committee in their capacity as Ex-Officio but only one voting right will be exercised on each Committee. The Ex-Officios are entitled to be summoned to attend Committee meetings, receive agendas and background papers and speak at meetings.
9. **Definition of “Oversee”** in regard to the Scheme of Delegation for each Committee:
- **‘To monitor and supervise the responsibilities of officers for a given area and provide instruction or direction or recommendations to officers when appropriate. This will include committees receiving appropriate reports and information from officers in order to make informed decisions’.**

A) ADMINISTRATION & FINANCE COMMITTEE

Membership: All Town Councillors with voting rights (Reference Minute 342/16)

Quorum: Three Town Councillors

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: To be held monthly, as agreed at the annual meeting of the council.

Purpose of the Committee: The committee is established to oversee and regulate financial matters, and this shall include the following responsibilities.

The committee is established to consider, oversee and promote events on behalf of the Town Council or supported by the Town Council and this shall include the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the Annual Meeting of the Council. Ex-Officios are not permitted to be a Chair or Vice-Chair of a committee.
- 2) In the circumstances where the Chair and Vice Chair of the committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the committee members present to Chair the meeting. Ex-Officios are not permitted to be temporary Chair.
- 3) To approve and sign the draft minutes of the committee and sub-committee(s) in accordance with the Standing Orders.
- 4) To annually review any subscriptions, service level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money and where required, consult with the relevant committee.
- 5) To approve the use of a variable direct debit which shall be renewed by resolution of the council at least every two years in accordance with the Financial Regulations.
- 6) The Town Clerk and the committee will provide direction, governance and an audit and scrutiny function in all financial aspects and as required in accordance with the Financial Regulations including but not limited to payments authorisation and bank reconciliations.
- 7) To ensure that there is adequate insurance cover in place for the council assets and an appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which is to be determined annually by the Council.
- 8) To annually review the Council's Corporate Risk Assessment in accordance with the Risk Assessment policy and recommend to Full Council to adopt.
- 9) To be responsible for ensuring the Town Council's budget process is carried out in accordance with the requirements set out in the Financial Regulations.
- 10) To be responsible for the Town Council resources including the office accommodation occupied by the Town Council.
- 11) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 12) Monitor contractual matters relating to the Town Council's work.

Sub-Committees

- 1) To appoint Sub-Committees as and when required:
 - a) The sub-committee must comprise three members of the parent Committee and cannot exceed the responsibilities placed on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a Sub-Committee shall be agreed upon by the parent Committee at the time the Sub-Committee is appointed and the collective decision-making responsibilities in the Committee or Sub-Committee must not exceed the terms of reference of the parent committee.
 - c) The Chairman of the sub-committee may be appointed by the parent Committee at the time the Sub-Committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the Committee and Sub-Committees.

Financial Delegation and Responsibility

- 1) To monitor the income and expenditure of the council and committees to oversee that it does not overspend its budget in total and to receive the budget monitoring financial reports. The committee is not responsible for the close control of another Committee's spend. Any income or expenditure that is not the responsibility of another Committee shall be the responsibility of the Finance Committee.
- 2) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 3) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 4) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this committee in accordance with the Financial Regulations.

B) EMPLOYMENT SUB-COMMITTEE

Membership: The quorum of the Committee shall comprise of four elected Members of the Council.

Quorum: Three Town Councillors

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: As agreed at the annual meeting of the council.

Purpose of the Committee: To ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health & safety. The staffing committee will have the following duties and shall be empowered, within the current structure, to :

- 1) To appoint the Chair of the Town Council as the day-to-day contact support for the Town Clerk (Line Manager), to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the committee Chair (or another member of the Personnel Committee) will act as the day-to-day contact support (Line Manager).
- 2) Recruit and select replacement staff, with the exception of the post of Parish Clerk/Responsible Financial Officer ('RFO');
- 3) Recruit and short-list applicants for the post of all permanent and temporary staff posts in liaison with the Town Clerk. The successful short-listed applicants to be interviewed by an Interview Panel appointed by the Council. A recommendation from the Interview Panel will be submitted to the Council to ratify the appointment of Parish Clerk/RFO;
- 4) Make a recommendation to Council for the procedure for assessment after the completion of the probationary period for new employees;
- 5) Conduct the assessment after completion of the probationary period of a new Parish Clerk/RFO;
- 6) Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure. The Staffing Committee to elect a Staffing Appeal Committee (who are not current members. Terms of Reference: Staffing Committee 2 members of the Staffing Committee). The Staffing Appeal Committee to report its final decision to the Staffing Committee;
- 7) Deal with any staff grievance in accordance with the Council's Grievance Procedure;
- 8) Review contracts, staffing policies and procedures;
- 9) Consider and implement any changes which are required to comply with employment law, health and safety law and terms and conditions of service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC);
- 10) Approve requests within the training budget for personal development training and health and safety requirements;
- 11) Review job descriptions, person specification, staff establishment (including promotion regrading, redundancies and fixed term contracts) and to approve all contracts of

employment for existing posts;

- 12) Consider and recommend pay awards to the Administration and Finance committee. The Committee must have some regard for the recommendations to the Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC).
- 13) To oversee and implement pay awards, increments and payroll and pension management including payroll service level provision.
- 14) To authorize overtime for staff in exceptional circumstances subject to budget parameters and/or receive notification from the Town Clerk where overtime has been authorized for staff in accordance with their delegated authority. This is to include time worked at events.
- 15) Review staff pension arrangements and make recommendation to Council where appropriate;
- 16) Manage long-term sickness and incidents at work in the lines with the Council's Absence Management Policy ;
- 17) Work to determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and to make any necessary recommendations in respect thereof to Council;
- 18) Ensure that all staff have an annual appraisal;
- 19) Ensure that the Council is kept up to date with developments in employment law. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice;
- 20) To oversee any process leading to the dismissal of staff (including redundancy)
- 21) Undertake training identified from time to time to support their role as the Council's Staffing Committee; and
- 22) Manage any issues referred to the Committee by the Council.

The Town Clerk has delegated powers to:

- a) Manage attendance, short-term sickness absence, return-to-work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed Council policies;
- b) Carry out annual staff appraisals, supervision interviews, and training requirements. The Chairman of the Staffing Committee and the Chairman of the Council to carry out the Parish Clerk's staff appraisal and report to the Staffing Committee; and
- c) Undertake staffing interviews accompanied by a Staffing Committee member for any issues where it is deemed necessary.

Sub-Committees (Grievance, Disciplinary and Appeal Panels):

- 1) To appoint a grievance or disciplinary Sub-Committee comprising no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures. The members appointed must not have previously been involved in the case.
- 2) To be responsible for any appeals which must be heard by a panel of three members of this committee who have not previously been involved in the case. There may be insufficient

members of this committee who have not previously been involved. If so, the appeal panel will be appointed by the Full Council which may include staffing committee members not previously involved in this case.

- 3) The Standing Orders shall regulate the proceedings of the committee and Sub-Committees.

C) GRANTS SUB-COMMITTEE

Membership: All Town Councillors with voting rights (Reference Minute 342/16).

Quorum: Three Town Councillors

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: As agreed at the annual meeting of the council.

Purpose of the Committee: To decide on Grant applications received.

1. The maximum grant allocation is £500.00.
2. Total grants for the year to be in accordance with the budget set for the Sub-Committee at the start of the year by the Administration & Finance Committee.
3. All grants awarded are to be agreed as under the terms and conditions of the applications.
4. Any grant exceeding the limit in the financial regulations must be recommended to the Full Town Council for approval.

D) EVENTS COMMITTEE

Membership: All Town Councillors with voting rights (Reference Minute 342/16)

Quorum: Three Town Councillors

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: To be held a minimum of 4 times per year, as agreed at the annual meeting of the council.

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- 1) The Committee will approve its own minutes from the previous meetings which are to be presented to the Council at the following Council meeting.
 - 2) The Committee will approve the Working Party minutes.
 - 3) To oversee the co-ordination of community events including the Town Gala, Seaside in the Park; Christmas lights Switch On; Santa Day; Relaxed Santa Day and other events agreed by the committee in accordance with the agreed budget and delegated by Full Council.
 - 4) To deal with any Civic Events i.e Civic Carol Service
 - 5) To promote events, entertainments, the arts, recreational and tourism matters by or on behalf of the Town Council and in liaison or partnership with external bodies and in consultation with the delegated Town Clerk/Town Council Administrator who will be the lead person/organiser of each event on behalf of the Town Council.
 - 6) To have delegated authority to use external sources for any or all parts of each event in relation to health and safety, promotion, and publicity.
 - 7) To invite non-voting participants such as various local groups and organisations to the meetings as and when required.
 - 8) The Committee will ensure that all statutory legislation of the Council is observed for Health & Safety insurances, First Aid and Road Closures.
 - 9) To consider an annual programme of events to be held or supported by the Town Council with detailed budget requirements for each event identified, and to provide a report to Full Council for consultation on the annual event programme as part of the budgeting requirements for the following financial year.
 - 10) To oversee Event Management and Control:
 - a) **Responsible Officers:** In the absence of the Town Clerk/ Town Council Administrator, the Chair of the Events Committee or representative will take remedial action if advised of an unsatisfactory arrangement or situation by an Officer with responsibilities. E.g. Police, Fire, Medical Services, Emergency Planning, Environmental Health, Highways, Safety, Security, Traffic and Transport Officers.
 - b) **Unacceptable Situations:** This applies to any situation which could arise relating to traffic management. crowd control, public order, illegal activities, hazards relating to Health & Safety and public well-being or to ensure that the Council complies with legislation relating to any event where the Council may exercise control.
 - c) **Liaison Meetings:** In the absence of the Town Clerk/Town Council Administrator, the Chair of Events may give undertakings during liaison meetings (prior to the event day) with Officers as outlined above relating to potential situations described above, which may arise at a future date, where expenditure may be incurred in amelioration and providing that any potential additional costs to the Council have been agreed with the

relevant officer prior to that meeting.

- d) **Urgent action:** On the event day, remedial action available to the Chair of Events arising as a result of conditions in situations outlined above, will include down-scaling, curtailing or cancellation of the event or any other action necessary within the resources available for that event (e.g. redeployment or contracting of staff).
- e) **Advice:** The committee may make recommendations to the Town Clerk which must be taken into consideration.

Working Parties

- 1) To appoint Working Party as and when required:
 - a) The Working Party must comprise three members of the parent committee and cannot exceed the responsibilities on it by the parent Committee and the quorum shall be three.
 - b) The terms of reference delegated to a Working Party shall be agreed upon by the parent Committee at the time the Working Party is appointed and the collective decision-making responsibilities in the committee or working party must not exceed the terms of reference of the parent committee.
 - c) The Chairman of the working party may be appointed by the parent committee at the time the sub-committee is appointed.
 - d) The Standing Orders shall regulate the proceedings of the committee and working party
 - e) The Working Party must report back to the Committee for authorization of its decisions. .

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee-allocated budget.
- 5) To receive details of event expenditure incurred by an officer with delegated authority in accordance with the Financial Regulations.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this committee in accordance with the Financial Regulations.

E) COMMUNITY CENTRE MANAGEMENT COMMITTEE

Membership: All Members of Council

Quorum: Three Town Councillors with voting rights

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: As agreed at the annual meeting of the council or as and when required

Purpose of the Committee: The Committee is established to oversee the management of the Community Centre and other matters included in the following responsibilities:

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the Annual Meeting of the Council. Ex-Officios are not permitted to be a Chair or Vice-Chair of a committee.
- 2) In the circumstances where the Chair and Vice Chair of the Committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the committee members present to Chair the meeting. Ex-Officios are not permitted to be temporary Chair.
- 3) To approve and sign the draft minutes of the Committee and Sub-Committee(s) in accordance with the Standing Orders.
- 4) To oversee the health, safety and building compliance management and small contracts for Featherstone Community Centre, including but not limited to (under £2,000 the committee will make recommendations to Full Council for any larger contractual matters):
 - a) Risk Assessments
 - b) Pest Protection
 - c) Music License
 - d) PAT Testing
 - e) Kitchen Extraction Fan Cleaning
 - f) Roller Shutter maintenance; Security Alarms; CCTV
 - g) Fire Procedures are carried out by Featherstone Library, however copies of reports/logs should be obtained and kept on site.
 - h) Internal Signage
 - i) Disabled Access
 - j) General maintenance
- 5) To oversee the management of Featherstone Community Centre including hall hire and the office accommodation for the Town Council staff, ensuring that there is an adequate effective management system in place, to authorise any changes to improve the facilities and to recommend any changes to the Full Town Council (over £2,000).
- 6) To annually review the hire rates for Featherstone Community Centre and to recommend any price increases to the full town council.
- 7) To annually review the Terms and Conditions of hire.
- 8) To promote the amenities of Featherstone Community Centre.

- 9) Arrange for janitorial supplies for the caretaker.
- 10) To be responsible for considering any agreeing public safety initiatives on behalf of the town council or in conjunction with the principal authority or partnership with third parties for example the police.
- 11) To be responsible for reviewing and updating the emergency plan. Any significant changes to the plan are to be recommended to the Full Town Council.
- 12) To monitor the CCMC's budget for income and expenditure of hiring the building to the public.
- 13) To deal with suitable accommodation for the Citizens Advice.
- 14) To annually review the booking system for the hire of Featherstone Community Centre.
- 15) To ensure that all Health & Safety matters not covered in the lease by the Landlord is undertaken and monitored regularly as under statutory law.
- 16) To consider the lone working arrangements of staff and provision of such to ensure the safety of lone workers.

Sub-Committees

- 2) To appoint sub-committees as and when required:
 - f) The sub-committee must comprise three members of the parent committee and cannot exceed the responsibilities placed upon the parent committee and the quorum shall be three.
 - g) The terms of reference delegated to a sub-committee shall be agreed upon by the parent committee at the time the sub-committee is appointed and the collective decision-making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
 - h) The Chairman of the sub-committee may be appointed by the parent committee at the time the sub-committee is appointed.
 - i) The Standing Orders shall regulate the proceedings of the committee and sub-committees.

Financial Delegation and Responsibility

- 8) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 9) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 10) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 11) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 12) To receive the Committee's financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget.
- 13) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this committee in accordance with the Financial Regulations.

F) ENVIRONMENT & TRANSPORT NETWORK COMMITTEE

Membership: All members of the Town Council

Quorum: Three Town Councillors with voting rights

Non-Councillors: None permitted

Ex-Officio: Chair and Vice Chair of the Council but may only exercise one voting right

Meetings: As agreed at the annual meeting of the council or as and when required

Purpose of the Committee: The Committee is established to oversee the Flowers & Lights, Road Safety and Environmental issues in the Town included in the following responsibilities.

Terms of Reference

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership at the first meeting following the Annual Meeting of the Council. Ex-Officios are not permitted to be a Chair or Vice-Chair of a committee.
- 2) In the circumstances where the Chair and Vice Chair of the committee are not present at the Committee then a temporary Chair will be appointed for the one meeting and voted in by the committee members present to Chair the meeting. Ex-Officios are not permitted to be temporary Chair.
- 3) To approve and sign the draft minutes of the Committee and Sub-Committee(s) in accordance with the Standing Orders.
- 4) To promote environmental awareness within the community and work with local community in partnerships to achieve environmental change.
- 5) To liaise with the Highways department at the District Council to bring matters to their attention.
- 6) Reduce the consumption of energy and water across all of our activities.
- 7) To ensure that any matters relating to road safety are dealt with quickly and correctly.
- 8) Minimise the impact of our travel by developing sustainable travel solutions both in our own operations and for the benefit of the people of Featherstone, in collaboration with other stakeholders.
- 9) To ensure that if any legal issues arise these are handled in consultation with the Council.
- 10) Continue to improve our performance to prevent all types of pollution and reduce CO2 and other harmful emissions from our activities.
- 11) Work closely with our suppliers and contractors to reduce the social and environmental impact of goods and services by considering such issues as carbon footprint, single use plastics and fair trade goods.
- 12) To examine traffic calming measures and schemes to improve the safety of residents and liaise with the District Council with any recommendations. Areas of concern may include but are not limited to:
 - Increasing and inappropriate traffic movements
 - The speed of traffic
 - Careless and dangerous driving
 - Parking

- Road layouts and surface conditions.
- 13) Investigate and prepare recommendation to the Council on matters involving road safety. In making recommendations the committee will consider all possible unintended consequences that could cause other problems.
Recommendations should seek to solve road safety problems in a manner that protects the character of the Town. In the course of its investigations the committee may consider the following actions;
 - Building a database of incidents
 - Researching possible causes and solutions
 - Consulting widely amongst residents
 - Bringing in expert advice
 - Galvanising the support of District Councillors and the local MP
 - 14) Use products and material such as paper efficiently and specify goods that, wherever possible, have minimal environmental impact in the extraction or sourcing of materials, manufacture, use and disposal.
 - 15) Minimise the production of waste from our own activities and adhere to the principles of the waste hierarchy - reducing, reusing, recycling, or composting wherever possible.
 - 16) Encourage and support installation and use of renewable energy, battery storage and low carbon technologies in the town.
 - 17) Oversee the Town Council's Featherstone in Bloom and Christmas Lights project and to liaise with AMEY and Wakefield Council on matters such as testing of streetlights prior to installation of hanging baskets and any Christmas lights.
 - 18) Protect, conserve and enhance Featherstone's natural environment and its biodiversity whilst improving our open spaces, public rights of ways and green corridors.

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To identify grant funding providers and to recommend any suitable applications to the Full Town Council for approval.
- 5) To authorise expenditure in accordance with the Financial Regulations and Committee allocated budget.
- 6) To receive the Committee financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of responsibilities or services of this committee in accordance with the Financial Regulations.

6. WORKING GROUP/PARTIES

1. The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers (LGA 1972 s.101).
2. Working Party meetings are informal and, whilst they are not open to the public, members of the public may attend the meetings subject to the terms detailing the formation of the working party.
3. The main purpose of a working group is to will carry out such investigative work as identified by the council or its Committees.
4. Meetings should have 3 Council Members to be quorate.
5. Agendas will be provided for a working party meetings and minutes shall be drawn up recording the discussions by Councillors.
6. Recommendations and actions put forward to the Council or Committee that formed it are decided by majority vote.
7. The Working Party may meet without the need to give public notice and so be able to exclude the public and press without the formality of giving adequate reasons.
8. The Chairman of a working party will be the Committee chairman unless otherwise specified.
9. The working party shall be convened by its chairman and minutes recorded of that meeting. Minutes will be taken by the Town Clerk or Town Council Administrator.
10. If urgent expenditure is necessary then this can be sanctioned through the emergency powers of the Leaders group or the Town Clerk. (Financial Regulation 4.5, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.)

G) COMMUNICATIONS COMMITTEE

Membership: All Town Councillors are invited to join the meeting

Quorum: Three Town Councillors

External Members: Invited to attend and participate in the discussions.

Members of the Public: May attend the meeting.

Meetings: To be held a minimum of 6 times per year, as agreed at the annual meeting of the council.

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- 1) The Committee will approve its own minutes from the previous meetings which are to be presented to the Council at the following Council meeting.
 - 2) Reviewing, producing and editing the Council's monthly bulletin as appropriate
 - 3) The provision and updating of notice boards at specific locations to promote Town Council meetings and initiatives as deemed necessary.
 - 4) Making arrangements for the provision and maintenance of the Town Council's website
 - 5) Reviewing, producing and updating directories and visitor information if required.
 - 5) Liaising with other groups, both local and county wide as appropriate with regard to communications
 - 6) To make use of the full range of media opportunities to promote Featherstone Town Council as appropriate, including social media.
 - 7) Any other communications issues as requested by the main Council.
 - 8) The Communications Committee will examine issues in full, read reports and related materials, examine options and where appropriate obtain advice on behalf of the Full Council.
 - 9) The Communications Committee will explain the recommendations, reasons, and options to Full Council by way of a written report via the Town Clerk/Town Council Administrator
- **Responsible Officers:** The Town Council Administrator will provide administrative support for this committee and will minute the meetings.
 - **Advice:** The committee may make recommendations to the Town Clerk which must be taken into consideration.

Financial Delegation and Responsibility

- 1) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 2) To agree and approve expenditures for projects and match funding bids within agreed financial budgets falling within the scope of the Committee's delegated authority.
- 3) To consider donations and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To authorise expenditure in accordance with the Financial Regulations and Committee-allocated budget.
- 5) To receive details of event expenditure incurred by an officer with delegated authority in accordance with the Financial Regulations.
- 6) To receive the Committee's financial statements for monitoring purposes and to ensure that the Committee does not exceed its overall budget.
- 7) To assemble and submit proposals of income and expenditure for the following financial year as part of the budgeting process in respect of the responsibilities or services of this committee in accordance with the Financial Regulations

A) EVENTS WORKING PARTY

Membership: All Town Councillors are invited to join the meeting

Quorum: Three Town Councillors

External Members: Invited to attend and participate in the discussions.

Members of the Public: May attend the meeting.

Meetings: As agreed at the annual meeting of the council or as and when required

Purpose of the Working Group: To undertake research and consider options for all Town Council events.

Scope:

- i. Obtain quotations from organisations such first aid, stewarding, attractions etc. and make recommendations to the Events Committee.
- ii. To review charges at events at make recommendations to the Events Committee.
- iii. To approve any advertising materials.
- iv. To discuss site plans and visit locations to ensure adequate facilities are available.
- v. To discuss the overall event with ideas from members for further investigation by the office staff.
- vi. To arrange a traffic management and temporary tolling road closure plan for any events which require a road closure.
- vii. To obtain licenses and permissions associated with the event planning.

Documentation:

- 1) To ensure that notes of the working group meetings are made available and presented to the Events Committee meetings with any recommendations to be agreed.

B) PRECEPT WORKING PARTY

Membership: All Town Councillors are invited to join the meeting

Quorum: Three Town Councillors

External Members: Invited to attend and participate in the discussions.

Members of the Public: May attend the meeting.

Meetings: As agreed at the annual meeting of the council or as and when required

Purpose of the Working Group: To undertake research and consider options for the Town Council budget and precept for the financial. Year.

Scope:

- i. Review the budget set out by the Responsible Finance Officer.
- ii. Make any adjustments to the budget will full explanation
- iii. Consider any upcoming projects/events that will require a budget to be set.
- iv. Consider any budget proposals recommended by any of the Town Council's committees.
- v. Once the budget and precept have been agreed make a recommendation to Full Council for full approval.

Documentation:

- 2) To ensure that notes of the working group meetings are made available and presented to Full Council with any recommendations to be agreed.

C) PUBLIC ARTS STEERING GROUP

Membership: Four Members of Featherstone Town Council

Quorum: Three Town Councillors

External Members: Invited to attend and participate in the discussions

Members of the Public: May attend the meeting

Meetings: As agreed at the annual meeting of the council or as and when required

Purpose of the Working Group: To discuss the Town Council's Public Art projects and oversee the project ensuring reports are available to Administration & Finance Committee.

Scope:

- i. To work with representatives from arts organisations and artists to discuss upcoming projects, timescales, budgets and any planning permissions that may be required.
- ii. To discuss any requirements for opening events and report back to the Events Committee for approval.
- iii. To ensure that any maintenance schedules are adhered to.

Documentation:

- 1) To ensure that the notes of the working group meetings are made available and presented to the full town council meetings with any recommendations to be agreed.

7. DELEGATION TO OFFICERS

1. The delegations to officers in this scheme should not be construed as a job description for individual members of staff. This is a Scheme that sets out specific delegations to officers to act within defined parameters on behalf of the council. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation and with directions given by the Council from time to time.
2. The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
3. The Council may at any time, following resolution, revoke any delegated authority.
4. Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

[A] Town Clerk [Proper Officer]

- 1) The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to exercise the delegations of the Proper Officer contained within the councils Standing Orders.
- 2) The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- 3) In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) The day-to-day administration of services, together with routine inspection and control in accordance with the Council's policies.
 - b) Day-to-day supervision and management of all staff employed by the Council.
 - c) Authorisation of routine expenditure within the agreed budget in accordance with the Financial Regulations.
 - d) Emergency expenditure in accordance with the Financial Regulations.
 - e) Matters specifically delegated by Council or Committee.
- 4) The Clerk has the authority to release press statements on any activities of the Council in Conjunction with the Communications Working Party.
- 5) To be responsible for editorial control of the Town Council websites and social media accounts.
- 6) The Clerk will have the authority to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Council or Committee.
- 7) The Clerk is required to identify training needs for all staff and seek approval from the Chair of the Administration and Finance Committee and/or Staffing Committee to agree on these.

- 8) The Clerk is authorised to book training courses for themselves and Council staff within the budget-approved parameters or as requested by the Chair of the Administration and Finance Committee.
- 9) The Clerk is authorised to book training courses for members of the Council as directed by the Council or in accordance with the Council's training policy for members.

[B] Responsible Finance Officer

- 1) The Responsible Finance Officer to the Council shall be responsible for the Town Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.
- 2) The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3) The Responsible Financial Officer will have the power to release any financial-related report or document to the Council or its committees in the discharge of the Responsible Financial Officer's responsibilities.
- 4) The Responsible Financial Officer shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 5) The Responsible Financial Officer shall oversee independent monthly checks of the Council's financial records. The independent checks are to be completed by two Councillors who are not members of the Administration and Finance Committee.

[C] Town Council Administrator

- 1) In the absence of the Clerk the Town Council Administrator shall be delegated the responsibility of the Proper Officer of the Council and as such is specifically authorised to exercise the delegations of the Proper Officer contained within the councils Standing Orders.
- 2) In addition, the Town Council Adminisitrator has the delegated authority to undertake the following matters on behalf of the Council:
 - a) The day-to-day administration of services, together with routine inspection and control in accordance with the Council's policies.
 - b) Authorisation of routine expenditure within the agreed budget in accordance with the Financial Regulations.
 - c) Emergency expenditure in accordance with the Financial Regulations.
 - d) Matters specifically delegated by Council or Committee.
- 3) In the absence of the Clerk, the Town Council Administrator is responsible for editorial control of the Town Council websites and social media accounts.

- 4) In the absence of the Clerk, the Town Council Administrator will have the authority to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Council or Committee.
- 5) The Town Council Administrator has the power to issue the meeting summons agenda for any Council or committee meetings under the direction of the Town Clerk in the absence of the Town Clerk.
- 6) The Town Council Administrator is given delegated authority to manage and support all administration in relation to the Council's services and activities and to support the Town Clerk to the Council in the execution of all Council business to meet the Town Council's statutory requirements. This may include attending meetings, minute taking, events management support, maintaining records, supporting the Town Clerk with day-to-day management of the Council and ensuring that all legal requirements are complied with.

[D] Consultant / Self-Employed Contractors

- 1) Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.