

Adopted by Council on 19<sup>th</sup> March 2012  
Amended and Adopted by Council on 9<sup>th</sup> May 2012  
Adopted by Council 15<sup>th</sup> May 2013  
Adopted by Council 14<sup>th</sup> May 2014  
Adopted by Council 13<sup>th</sup> May 2015  
Amended & Adopted by Council 11<sup>th</sup> May 2016  
Reviewed & Adopted by Council 10<sup>th</sup> May 2017



## **DELEGATED POWERS**

In order to formally set out the delegated powers of each Committee a framework for a scheme of reserved and delegated Powers is set out below:

### **1. Introduction and General Principles**

- 1.1 The purpose of this framework is to set out a scheme of reserved and delegated powers that are to be discharged by each Committee and its officers on behalf of Ludlow Town Council. In this introduction references to Committees include other bodies, advisory Committees and Sub-Committees established by Ludlow Town Council.
- 1.2 Ludlow Town Council has ultimate responsibility for all matters of governance.
- 1.3 Council will retain ultimate responsibility for all of its functions, even where delegated, and therefore minutes, resolutions and recommendations will be received as appropriate to enable Council to maintain a monitoring role. The scheme of reserved powers and functions (and consequential delegation) will need to be formally approved and adopted by Ludlow Town Council and any amendments within this framework will require Council's approval.
- 1.4 Council may arrange for the discharge of certain of its functions by a relevant Committee or, where appropriate, by an appropriate officer. By the same principle a Committee or an officer may delegate their own functions.
- 1.5 Unless an issue is explicitly reserved for a decision, then the relevant Committee or officer who is responsible for that particular function has the delegated power to act. An officer may, with the agreement of the relevant Committee Chair, report any matter to Council or the relevant Committee for a decision if this is regarded as necessary.
- 1.6 Where a power is not expressly reserved for a Committee, or where its delegation within in this scheme is unclear, that power is assumed to be delegated to the Full Council unless it is of an urgent nature when a decision will be made by the proper officer, the Council Officer responsible for the specific area of responsibility, the Town Mayor, the Deputy Town Mayor and the relevant Chair and Vice Chair of the appropriate Committee. All such decisions will be reported to Full Council at the next appropriate opportunity

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## **2. Action in emergencies**

The following arrangements apply where an emergency exercise of the reserved powers of Council is required.

- 2.1 In respect of each Committee, the Chair, in liaison with the Vice Chair and the Proper Officer, shall have the authority to exercise any of the powers reserved to that Committee in an emergency, provided that:
- a) Such action is taken only in exceptional circumstances, and when it would be inappropriate to wait for the next meeting of the Committee;
  - b) Consideration is given to the practicability of holding a special meeting of the committee;
  - c) The Chair consults other officers or Members with expertise relevant to the issue;
  - d) A report is made to the next meeting on the exercise of these emergency powers.
- 2.2 The structure of the scheme is:
- Matters and powers reserved to Council
  - Functions and delegated powers to be discharged by Committees
  - Functions and delegated powers to be discharged by the Proper Officer and other Council Officers as appropriate

## **3. Matters and Powers Reserved to Council**

Council reserves to itself the power of final decision in respect of the following matters.

- 3.1 To resolve changes to the Standing Orders of the Council, its Financial Regulations and other policies that relate to the functioning of the Council
- 3.2 To approve the annual budget and setting of the precept
- 3.3 To determine the overall policy direction and new initiatives to be undertaken by the Town Council
- 3.4 To approve procedures in respect of property and land transactions
- 3.5 To elect the Mayor and Deputy Mayor
- 3.6 To approve policy, on recommendation from the Policy and Finance Committee, in relation to staffing and employment
- 3.7 To ratify the suspension or dismissal of staff following recommendation from the Staffing & Appeals Committee

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- 3.8 To appoint members of Council to Committees, Sub-Committees, advisory committees and outside bodies as appropriate
- 3.9 To monitor and review the effectiveness of Council and its Committees and the delivery of services
- 3.10 To monitor and review how each Committee is discharging its responsibilities and delegated functions.

**4. Proper Officer (Town Clerk And Responsible Financial Officer)**

The proper Officer of the Council, or in his/her absence the nominated Officer, has delegated powers to:-

- 4.1 Purchase of supplies and services as per the authority as governed in the Financial Regulations
- 4.2 Carry out ongoing control and internal audit of the Council's income and expenditure
- 4.3 Approve of emergency repairs to Council buildings and equipment in liaison with Chair or Vice Chair of the appropriate Committee and the Town Mayor
- 4.4 Staff training within budget limits.
- 4.5 Line Management as per staff structure
- 4.6 Responsible for day to day management of Council business
- 4.7 Compliance with Grievance/Disciplinary procedures and/or other Protocols as agreed by Council
- 4.8 Responsible for staff appointments below SCP 23
- 4.9 Responsible for staff appointments SCP 23 and above in conjunction with the Chair and Vice Chair of Staffing & Appeals Committee, the Town Mayor and Deputy Town Mayor
- 4.10 Salary reviews and recommendations to Policy and Finance Committee
- 4.11 Periodical review of administration/staffing
- 4.12 Staff appraisals