



# Leiston-cum-Sizewell Town Council

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## SCHEME OF DELEGATION

<b>Approved</b>	<b>Introduced March 2025 Minute 213c</b>
<b>Review Body</b>	<b>Full Council</b>
<b>Next Review</b>	<b>May Annual Meeting</b>
<b>Signed</b>	<b>Cllr Lesley Hill, Mayor</b> <i>Cllr Lesley Hill</i>

### Leiston Town Council: Scheme of Delegation

**1. Introduction** This Scheme of Delegation defines the authority delegated by Leiston Town Council ("the Council") to its Committees, Sub-Committees, and Officers. The purpose is to ensure the efficient and effective management of Council operations, decision-making, and service delivery.

This document is subject to periodic review to ensure it meets the evolving needs of the Council and complies with relevant legislation.

**2. Statutory Basis** Delegations within this Scheme are made in accordance with the Local Government Act 1972 and other relevant legislation.

**3. Full Council Responsibilities** The following functions are reserved for the Full Council and cannot be delegated:

- Setting the annual budget and precept.
- Approval of the Annual Governance and Accountability Return (AGAR).
- Adopting or amending Standing Orders, Financial Regulations, and other Council policies.
- Appointing the Town Clerk and Responsible Financial Officer (RFO).
- Approving the Terms of Reference for Committees.
- Electing the Mayor and Deputy Mayor of the Council.
- Considering matters of public significance affecting the town.

#### 4. Delegation to Committees

##### 4.1 Planning Committee

The Planning Committee is delegated authority to:

- Review and comment on planning applications.
- Respond to consultations on planning and development matters.
- Make recommendations to Full Council on major development proposals.

#### **4.2 Finance Committee**

The Finance Committee is delegated authority to:

- Review and monitor the Council's financial performance.
- Approve expenditure within the limits of the approved budget.
- Review and recommend the annual budget to Full Council.
- Oversee procurement processes and contracts.

#### **4.3 Personnel Committee**

The Personnel Committee is delegated authority to:

- Manage staff recruitment, selection, and performance appraisal.
- Handle disciplinary and grievance matters in accordance with Council policies.
- Review and recommend employment policies to Full Council.

### **5. Open Spaces Committee and Assets Working Group**

**Both Open Spaces Committee and Assets Steering group** is delegated authority to:

- Oversee the management of Council-owned parks, open spaces, and facilities.
- Oversee Health and Safety, and Risk Assessments
- **Approve expenditure within the limits of the approved budget.**
- Develop and monitor environmental initiatives.
- Manage community events and projects.

### **6. Delegation to the Town Clerk and Officers**

The Town Clerk, as the Proper Officer and Responsible Financial Officer (RFO), is delegated authority to:

#### **General Delegation:**

- Manage the day-to-day operations and administration of the Council.
- Implement Council decisions and policies.
- Authorise routine expenditure within the limits of the approved budget.

#### **Financial Delegation:**

- Approve expenditure up to £2,000 without prior Committee approval, provided it is within the approved budget.

- Maintain financial records and prepare financial reports for the Council.

**Emergency Delegation:**

- Take any action necessary to protect the interests of the Council in case of an emergency, subject to consultation with the Mayor and/or Deputy Mayor.

**7. Reporting and Accountability**

All decisions made under delegated authority must be reported to the appropriate Committee or Full Council at the next available meeting. Such reports should include the rationale for the decision and any relevant financial information.

**8. Review and Amendments**

This Scheme of Delegation shall be reviewed annually by the Full Council to ensure it remains fit for purpose and compliant with relevant legislation.