



Scheme of Delegation Policy

Purpose

This Scheme of Delegation authorises certain decisions of the Council to be made by committees, sub-committees and the Chief Officer in order to support the efficient conduct of Council business.

This Scheme shall be read alongside the Council's:

- Standing Orders
- Financial Regulations
- Code of Conduct
- All other adopted Council policies and procedures

Nothing in this Scheme shall authorise any decision or action contrary to statute, regulations, proper practices, Standing Orders or Financial Regulations.

Legal Basis

This Scheme of Delegation is made under the powers available to local councils to arrange for the discharge of their functions by committees, sub-committees, officers or other authorised bodies, where permitted by law. Any function not specifically delegated under this Scheme remains reserved to the Full Council.

General Principles

1 Delegation under this Scheme does not prevent the Full Council from exercising any power delegated by it.

2 All delegated decisions must:

- be within the law;
- be within approved budgets and policies, unless specifically authorised otherwise;
- have regard to relevant Council policies;
- be properly recorded where required;
- be reported back to Council where this Scheme requires.

3 Delegated authority shall be exercised in the interests of the community and in accordance with the principles of openness, accountability and proper administration.

4 Where any uncertainty exists about whether a matter is delegated, it shall be referred to the Full Council.

Matters Reserved to Full Council

The following matters are reserved to Full Council and may not be delegated unless legislation expressly permits:

- the setting of the precept;
- approval of the annual budget;
- approval of the Annual Governance and Accountability Return;
- borrowing money;
- approval of final accounts;
- making, amending or revoking Standing Orders;
- making, amending or revoking Financial Regulations;
- adoption or amendment of major Council policies;
- appointment of the Chair and Vice-Chair of the Council;
- establishment or dissolution of committees;
- appointment of members to committees;
- approval of committee terms of reference;
- matters involving the acquisition or disposal of land;
- approval of major contracts above any delegated threshold;
- decisions required by law to be taken by Full Council;
- any matter which the Council resolves should be determined by Full Council.

Delegation to Committees

General

The Council may appoint committees and delegate to them such powers and duties as are set out in this Scheme or in the committee's terms of reference.

Committee powers

Each committee may act only within:

- its approved terms of reference;
- any budget allocated to it;
- any limitations imposed by the Council.

Committee restrictions

A committee may not:

- exceed its delegated budget;
- incur expenditure outside approved budgets unless specifically authorised;

- make decisions reserved to Full Council;
- act contrary to Council policy.

Reporting

All committee decisions shall be reported to the next appropriate meeting of the Council, either by minutes or by formal report.

Delegation to Sub-Committees and Working Groups

Sub-committees

A committee may establish a sub-committee only where authorised by Full Council or by the committee's terms of reference.

Any sub-committee shall have only those powers expressly delegated to it.

Working groups

Working groups or task-and-finish groups are advisory only and have no delegated authority to make decisions on behalf of the Council unless expressly authorised by Full Council.

Reporting

Any recommendations of a sub-committee or working group shall be reported to the appointing committee or Full Council for determination, unless specific delegated authority has been granted.

Delegation to the Chief Officer

General administrative authority

The Chief Officer is authorised to carry out the day-to-day administration of the Council's business, including:

- implementing Council and committee decisions;
- arranging meetings and preparing agendas in accordance with legal requirements;
- issuing notices and correspondence;
- managing routine communications;
- retaining custody of documents and records;
- managing routine bookings, subscriptions, and renewals;
- instructing routine repairs and maintenance within approved budgets;
- obtaining quotations and overseeing procurement processes in accordance with Financial Regulations;
- managing routine health and safety matters;
- managing routine staff administration, where authorised.

Urgent matters

The Chief Officer is authorised to take action on any urgent matter which:

- cannot reasonably wait until the next meeting of the Council or relevant committee; and

- is necessary to protect the Council's interests, assets, services or legal position.

Where practicable, the Chief Officer shall first consult:

- the Chair of the Council; and
- where appropriate, the Vice-Chair and/or Chair of the relevant committee.

Any action taken under this provision shall be reported to the next meeting of the Council.

Financial authority

The Chief Officer/Deputy Chief Officer & Responsible Finance Officer may authorise routine expenditure within the approved budget up to a limit of:

£10,000 per item

subject always to the Council's Financial Regulations.

Any expenditure above that amount must be referred to Full Council or the relevant committee unless it is genuinely urgent and falls within clause **Urgent Matters**

Contracts and purchases

The Chief Officer may place orders and instruct contractors for works, goods or services within approved budgets and in accordance with the Council's procurement and financial rules.

Limitations

The Chief Officer may not:

- make policy decisions;
- commit the Council to unbudgeted expenditure except where authorised under urgent powers;
- enter into major contracts beyond delegated limits;
- acquire or dispose of land;
- determine matters reserved to Full Council.

Delegation in Staff Matters

Chief Officer/Public Realm & Contracts Manager

The Chief Officer/Public Realm & Contracts Manager may manage routine day-to-day staffing administration where authorised, including:

- leave records;
- timesheets;
- routine supervision arrangements;
- training administration;
- implementation of staffing decisions already made by Council.

Reserved staffing matters

The following shall remain with Full Council, as applicable:

- recruitment to permanent posts;
- dismissal;
- disciplinary action;
- grievance matters;
- salary scales and substantive contractual changes;
- approval of new posts.

Confidentiality

All staffing matters shall be handled confidentially and in accordance with data protection and employment requirements.

Planning Responses

Where the Council is a statutory consultee on planning applications, responses shall be determined by:

- Full Council; or
- the Planning Committee, or
- the Chief Officer in consultation with the Chair, but only where:
 - the response deadline falls before the next ordinary meeting; and
 - the matter is routine and not controversial.

Any response submitted under delegated authority shall be reported to the next Council or committee meeting.

Financial and Procurement Controls

All delegated financial decisions shall comply with:

- the approved budget;
- Financial Regulations;
- procurement rules;
- banking and payment controls;
- any grant conditions or contractual requirements.

No person acting under delegated authority may authorise expenditure where they have an undisclosed conflict of interest.

Record of Delegated Decisions

1 A written record shall be kept of significant decisions taken under delegated authority.

2 The record should include, where appropriate:

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- the date of the decision;
- the decision taken;
- the reason for the decision;
- any consultation undertaken;
- any expenditure authorised;
- the name of the person exercising the delegated authority.

3 Records shall be retained in accordance with the Council's document retention arrangements.

Exclusion from Delegation

Nothing in this Scheme authorises the delegation of any matter where legislation requires the decision to be taken by Full Council.

Where legislation, Standing Orders or Financial Regulations are inconsistent with this Scheme, the legal requirement or higher-order governance document shall prevail.

Review of Scheme

This Scheme of Delegation shall be reviewed:

- annually; and
- following the ordinary election of the Council; and
- whenever there is a significant change in legislation, staffing structure, or Council governance.

Any amendment to this Scheme must be approved by Full Council.

Financial Delegation Table

Decision-maker	Delegated authority	financial limit
Full Council	All matters not otherwise delegated	Unlimited within lawful powers
Finance Committee	All matters within terms of reference	Unlimited within lawful powers
Grants committee	All matters within terms of reference	£10,000
Chief Officer/RFO	All matters within terms of reference	£10,000
Chief Officer/RFO	Urgent expenditure between meetings	£10,000