EAST GRINSTEAD TOWN COUNCIL
Scheme of Delegation

Contents

1. Scheme of Delegation 1
2. Council Functions 1
3. Delegation to Committees 2
4. Delegation to Officers 2
5. Emergency Consultation Panel 7
6. Leader of the Council 7
7. Table of Authorised Delegated Expenditure 8

Issue Number	Date Agreed	Details of amendments
1	27.1.2025	Adopted
2	7.5.2025	Added 6.0 Leader of the Council
3	7.5.2026	Updated Section 4 to reflect three months instead of two months when entering settlement agreements with employees. Clarified Section 4 to include management of salaries in accordance with contracts of employment, including payment of expenses and allowances and implementation of pay awards and conditions of service in line with National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by local agreement. Section 4 – Added Head of Estates, Head of Community & Tourism, Cemetery Manager and Officer roles including updated financial approval limits.

1. Scheme of Delegation

1.1 The Council scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

1.2 Powers cannot be legally delegated to individual Councillors or Working Parties (LGA1972, Section 101).

1.3 Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

1.4 This policy should be read in conjunction with Standing Orders, Financial Regulations, Committee Terms of Reference and the Code of Conduct.

2. Council Functions

2.1 The following matters are to be dealt with by the Full Council:

- Approval of Budget and setting the Precept.
- Approval of the Annual Return and Audit of Accounts.
- Authorisation of borrowing.
- Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- Making of Orders under any statutory powers.
- Making, amending or revoking By-laws.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.
- Recruitment and appointment of the Parish Clerk.
- All matters relating to the Council's Code of Conduct.
- Approval of the annual calendar of meetings.
- Any matters relating to the use and eligibility of the General Power of Competence.
- Approval of capital projects.

- Approve expenditure over £10,000.
- Revoke delegated authorities, following a resolution.
- Approve debt write-off over £250.
- Approve supplementary budget requests that fall outside the remit of Standing Committees and Officers.
- All other matters which must, by law, be reserved to the Full Council.

3. Delegation to Committees

3.1 Committees are delegated plenary decision-making powers in respect of matters agreed by Full Council. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations the Committee Terms of Reference and any approved policy framework and budget.

3.2 The Council may at any time, following resolution, revoke any delegated authority.

3.3 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.

3.4 East Grinstead Town Council has the following Standing Committees:

- Finance & General Purposes (F&GP)
- Planning
- Estates & Environment (E&E)
- Human Resources
- Community & Tourism (C&T)

4. Delegation to Officers

4.1 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.

4.2 The Council may at any time, following resolution, revoke any delegated authority.

4.3 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.

Proper Officer (Town Clerk)

4.4 The Town Clerk shall be the Proper Officer of the Council as defined in law. The Proper Officer is responsible for dealing with the relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

4.5 In addition:

- Issue all statutory notifications.
- Receive Declarations of Acceptance of Office.
- Receive and record notices disclosing pecuniary interests.
- Receive and retain documents and plans.
- Sign summons to attend meetings.
- Sign notices or other documents on behalf of the Council.
- Receive copies of By-laws made by principal authority.
- Certify copies of By-laws made by the Council.
- Ensure compliance with Standing Orders, Financial Regulations and other Council policies and procedures.
- Manage all Town Council staff and oversee all recruitment and performance matters, either directly or indirectly.
- Manage the provision of Council services, buildings, land and resources.
- Responsible for the overall management of all budgets in accordance with Council policies.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- Incur expenditure within approved budgets.
- Incur expenditure in an emergency up to £15,000 whether budgeted or not.
- Deal with matters specifically delegated by Council or Committee.
- Deal with dispensation requests from Members under the Code of Conduct.

- Management of salaries in accordance with contracts of employment, including payment of expenses and allowances and implementation of pay awards and conditions of service in line with National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by local agreement.

- Appoint all employees in accordance with the Council's staff structure.

- Authorise minor adjustments to contracts of employment and job descriptions to meet the needs of the Council.

- Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.

- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.

- Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.

- Enter into settlement agreements with employees up to a maximum of three months' salary where this is the prudent option for the Council.

- Authorised to issue press releases/social media on any Council activity exercised in accordance with Council policy.

- Overall responsibility for Health & Safety across all Council owned sites.

- Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.

- Management of maintenance contracts.

- Day to day management of land, buildings and other resources.

- Respond to requests under the Freedom of Information Act and Data Protection Regulations legislation.

- Credit card with total monthly spending limit of £6,000.

- Authorisation to call any extra ordinary meeting of the Council or any of its committees.

- Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions by the Council or its Committees.

- Respond to planning applications when an extension of time is not granted, following consultation with the Chair of the Planning Committee.

- To act as a representative of the Council.

- To liaise with other organisations locally, regionally and nationally.

- In an emergency the Proper Officer is empowered to carry out any function to ensure the safety of staff and/or the community. Such emergencies may include fire, flood, loss of electricity, natural disaster or accident (the list is not exhaustive).

Responsible Financial Officer

- Ensure compliance with Financial Regulations.

- Ensure compliance with all financial procedures.

- Determine accounting policies, records and control systems.

- Manage risk management of the Council.

- Oversee the financial management of the Council.

- Report to the Finance & General Purposes Committee on the financial performance of the Council.

- Oversee the management of the budget process.

- Prepare a budget for presentation to the Council.

- Complete the annual close down of the accounts system.

- Proper administration of the Council's financial affairs.

- Report to External Auditor matters under Local Government Finance Act 1988 s114.

- Arrange and manage the Council's insurance arrangements.

- Management of Council salaries in accordance with contracts of employment.

- Developing income generating activities.

- Approve debt write-off up to £250.

- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

- To manage staff recruitment, performance, discipline and dismissal (liaison with HR).

Deputy Clerk

- Project development for consideration by relevant Committees.
- Matters specifically delegated by Council or Committees.
- In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- To act as delegate for Town Clerk when absent.
- Act on matters specifically delegated by the Proper Officer.
- To manage ad hoc hiring of all Town Council buildings, including recommendation of hire rates.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

Head of Estates

- To manage all council property and tenants, with delegated authority to grant new leases/licences for occupation and to terminate the same.
- To manage all outdoor maintenance requirements.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

Head of Community & Tourism

- To manage tourism provision for the town, including presence at the library and weekly farmer's market.
- To manage SIDs, youth provision, and all Town Council events.
- Within their directorate, to manage staff recruitment, performance, discipline and dismissal (liaison with HR).
- To approve expenditure for any budgeted items up to £5,000 (excluding VAT).

Cemetery Manager

- To manage Queens Road and Mount Noddy cemeteries, ensuring all legal, statutory and other provisions are observed, plots allocated appropriately, maintenance is completed and records are accurately maintained.

- To approve expenditure for any budgeted items up to £1,000 (excluding VAT).

Other Officers/Staff

- To recommend expenditure up to £500 (excluding VAT) with line manager approval within their budget.

5. Emergency Consultation Panel

5.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and the Leader of the Council and the Chairman of the relevant Committee or Vice Chairman, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor (or Deputy Mayor if the Mayor is unavailable), the Leader and Chairmen of Committees. Where a Chairman of a committee is unavailable, the Vice Chairman will take their place of the Urgent Consultation Panel. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

6. Leader of the Council

6.1 In accordance with approved Council policy minute no. 52 of 1.12.03 that ratified Finance & General Purposes Committee minute 277 of 20.11.03, the Leader of the majority group on the Town Council at any time will assume the position of Leader of the Council and, for the purposes of democratic legitimacy will be subject to formal appointment at the Annual Town Council meeting (s)he will have the following approved powers:

a) The Chairing of all meetings of the Chair's Group;

b) Overseeing the preparation of business for Council consideration;

c) To act as the liaison between the majority group of the Council and the Town Clerk in indicating the priorities and programmes of the Group for inclusion in Council business and their likely reaction to new policies for projects.

d) To be the first port of call for the Town Clerk when an issue arises that requires a political or policy response from the Council and the issue does not naturally fall within the terms of reference of any of the five Standing Committees.

e) In discussion with Members of the opposition group(s) to propose Council appointments to outside bodies.

7. Table of Authorised Delegated Expenditure

7.1 Detailed below is a table containing the approval limits of officers and committees.

Role	Approved Budget	Town Clerk	Town Clerk & Committee Chair	Committee	Council
Town Clerk	£15,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
RFO	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Deputy Clerk	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Head of Estates	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Head of Community & Tourism	£5,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over
Cemetery Manager	£1,000	£15,000	£15,001-£20,000	£20,001 - £50,000	£50,001 and over

7.2 The approved budget is a defined project or programme of work detailed within the annual budget.

7.3 Where capital expenditure is to be made, if this is for works defined within the annual budget/capital programme the above limits apply; if not, then this will be subject to Town Clerk/Committee approval prior to proceeding.