



**DORCHESTER TOWN COUNCIL**

# **SCHEME OF DELEGATION**

**March 2011**

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### 1 COUNCIL FUNCTIONS

1.1 The matters listed below are the responsibility of the full Council:

- (a) Adopting and changing the Council's Standing Orders, Financial Regulations and Powers and Duties of Committees;
- (b) Approving, adopting or making material changes to the Council's policy framework;
- (c) Approving the Council's Budget and the level of its precept levied on the West Dorset District Council;
- (d) Authorising borrowings;
- (e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations;
- (f) Appointing Council representatives to outside bodies;
- (g) Confirming the appointment of the Town Clerk
- (h) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- (i) All other matters which must, by law, be reserved to the full Council.

### 2 DELEGATIONS TO COMMITTEES

2.1 The matters listed below are delegated to the Council's committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

<b>Service Area</b>	<b>Function</b>	<b>Committee/Panel</b>
<b>Agency Agreements</b>	Recommending agency agreements and joint working practices	Policy Committee
<b>Allotments</b>	See Land Management	
<b>Arts</b>	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Management Committee on advice from Arts Panel

<b>Audit</b>	Responsibility for maintaining a continuous internal audit system.	Policy Committee on advice from Resources Panel
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Policy Committee on advice from Resources Panel
	Receiving and considering reports of the District Auditor and monitoring the implementation of approved action plans	Policy Committee
<b>Budgetary Control</b>	Recommending the annual Budget and resolutions for level of precept	Policy Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Policy Committee
<b>Byelaws and local legislation</b>	Recommending the making or adoption of byelaws	Management Committee
	Recommending the sponsoring of local legislation	Policy Committee
	Enforcing byelaws including instituting legal proceedings	Management Committee
<b>Capital Expenditure</b>	Recommending capital works and resourcing their implementation	Policy Committee
<b>Car Parking</b>	Commenting on all matters relating to the management of public car parks in the town	Planning & Environment Committee
<b>Cemeteries</b>	Operation of the Council's burial functions and responsibilities	Management Committee on advice from Outdoor Services Panel
<b>Civic Events</b>	Organising civic events appropriate to Dorchester's status as historic County Town	Management Committee on advice from Community Activities Panel
<b>Committee and Member Support</b>	Recommending the annual calendar of meetings	Selection Committee
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Policy Committee
	Managing all committee and member functions	Policy Committee

<b>Community Support</b>	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Management Committee
<b>Complaints</b>	Monitoring the complaints procedure	Management Committee
<b>Conservation</b>	Commenting on proposals for the creation or modification of conservation areas	Planning & Environment Committee
<b>Constitution</b>	See Committee and Member Support	
<b>Culture</b>	See Arts	
<b>Development Control</b>	Commenting on planning applications referred to the Council for comment	Planning & Environment Committee
<b>Electoral Matters</b>	Initiating requests for boundary reviews and commenting during the course of such reviews	Policy Committee
<b>Entertainments</b>	See Arts	
<b>Environment</b>	See Heritage	
<b>External Consultation and Representation</b>	Commenting on consultation documents from other bodies	Appropriate committee
	Recommending appointments to serve on outside bodies - <ul style="list-style-type: none"> <li>• annually</li> <li>• when a casual vacancy arises</li> </ul>	Selection Committee Policy Committee
<b>Financial Matters</b>	Managing the Council's financial affairs	Policy Committee on advice from Resources Panel
<b>Grants</b>	Award of general revenue grants to local organisations and groups	Management Committee on advice from Grants Panel
	Award of cultural activities grants	Management Committee on advice from Arts Panel
<b>Heritage</b>	Dealing with general matters affecting the historic environment and heritage of Dorchester including all matters connected with the Council's involvement in the Dorchester Heritage Committee	Planning & Environment Committee
<b>Highway Maintenance</b>	Commenting on proposals for highways maintenance and repairs and associated matters	Planning & Environment Committee

<b>Insurance</b>	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Policy Committee on advice from Risk Management Panel
<b>Land Management</b>	Managing and maintaining the Council's various buildings	Management Committee on advice from Property Management & Maintenance Panel
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Management Committee on advice from Outdoor Services Panel
	Managing, maintaining and monitoring demand and availability of allotment gardens	Management Committee on advice from Outdoor Services Panel
<b>Legal Proceedings</b>	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required	Policy Committee
<b>Markets</b>	Dealing with matters referred to this Council by the Dorchester Markets Joint Panel	Policy Committee
<b>Municipal Buildings</b>	Managing the operation of the Municipal Buildings including setting hire charges	Management Committee
<b>Performance Matters</b>	Recommending adoption of the Performance and Policy Plan	Policy Committee
	Overall management and review of performance targets contained within the Performance and Policy Plan	Policy Committee
<b>Planning Policy</b>	Commenting on proposed revisions of the West Dorset District Local Plan, the Bournemouth, Dorset and Poole Structure Plan and other service-specific long-term planning documents	Planning & Environment Committee
<b>Play Areas</b>	See Land Management	
<b>Policy Issues</b>	Recommending and reviewing policies	Policy Committee
	Assisting in the development of new policies or changes in policy	All committees
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Policy Committee
<b>Publicity</b>	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Policy Committee

<b>Public Footpaths</b>	Making observations on matters affecting public footpaths in and around the town	Planning & Environment Committee
<b>Public Lighting</b>	Commenting on matters affecting public lighting provision or maintenance in the town	Planning & Environment Committee
<b>Public Toilets</b>	Commenting on matters affecting public toilet provision in the town	Planning & Environment Committee
<b>Public Transport</b>	Making observations on matters affecting public transport in and around the town	Planning & Environment Committee
<b>Rights of Way</b>	See Public Footpaths	
<b>Risk Management</b>	Managing the Council's risk management practices and procedures	Policy Committee on advice from the Risk Management Panel
<b>Skate Park</b>	Dealing with matters referred to the Council by the Dorchester Skatepark Steering Group	Management Committee
<b>Sports Grounds</b>	See Land Management	
<b>Staffing</b>	Recommending changes to the Council's approved staffing establishment	Policy Committee
	Reviewing and monitoring the Council's employment arrangements	Policy Committee on advice from Resources Panel
<b>Standing Orders</b>	See Committee and Member Support	
<b>Street Lighting</b>	See Public Lighting	
<b>Street Naming</b>	To name new streets	Planning & Environment Committee
<b>Town Clerk and Proper Officer</b>	Recommending the appointment of the Town Clerk and Proper Officer	Policy Committee
<b>Traffic Issues</b>	Making observations on matters affecting traffic management proposals in and around the town	Planning & Environment Committee
<b>Trees</b>	Managing tree planting schemes and the Dorchester Highway Trees Partnership	Management Committee
	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Planning & Environment Committee
<b>Twinning</b>	Making arrangements for twinning visits and activities including liaison with twinning societies	Management Committee on advice from Community Activities Panel

### 3 DELEGATIONS TO OFFICERS

- 3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.
- 3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

<b>Service Area</b>	<b>Function</b>	<b>Officer</b>
<b>Audit</b>	To maintain a continuous internal audit	Town Clerk Financial Service provider
<b>Communications</b>	To deal with all press and public relations on behalf of the Council	Town Clerk Deputy Town Clerk
<b>Documents</b>	To sign documents on behalf of the Council	Town Clerk Deputy Town Clerk
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Town Clerk
<b>Emergency Planning</b>	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers to the Dorset County and West Dorset District Councils	Town Clerk
<b>Finance</b>	To administer the Council's bank balances	Financial Service provider
	To maintain adequate insurance cover for the Council's activities and property	Financial Service provider
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996	Town Clerk
	To authorise the payment of accounts	Town Clerk Deputy Town Clerk
	To write-off outstanding debts in accordance with Financial Regulation 5.3	Town Clerk
<b>Freedom of Information</b>	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Town Clerk

<b>Information and Communication Technology</b>	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Town Clerk
<b>Land and Property</b>	To purchase necessary goods and supplies	Town Clerk Deputy Town Clerk Compliance Manager
	To maintain the Council's offices and property in accordance with Financial Regulation 4.5	Town Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Compliance Manager
	To devise planting schemes for the various open areas for which the Council is responsible	Compliance Manager
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Compliance Manager
<b>Lettings</b>	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Town Clerk
<b>Members Support</b>	To deal with requests from Members for secretarial or administrative support in connection with their duties	Town Clerk Deputy Town Clerk
<b>Motor Vehicles and Plant</b>	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Compliance Manager
<b>Proper Officer</b>	To act as proper officer for the purposes set out in Standing Order 51 and for all other purposes prescribed by law	Town Clerk
<b>Staffing</b>	To undertake the duties of Head of Paid Service	Town Clerk
	To implement national pay awards and conditions of service	Town Clerk Financial Service Provider

	<p>Within the approved budget and in accordance with Standing Order 27 to administer the staffing establishment and the national agreement on pay and conditions of service</p>	<p>Town Clerk Deputy Town Clerk Compliance Manager</p>
	<p>To engage temporary or seasonal workers and determine their wages and conditions of service</p>	<p>Town Clerk Compliance Manager</p>