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**Scheme of Delegation**

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.

Powers cannot be legally delegated to individual Councillors or Working Parties.

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 Council Functions**

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

* 1. Approval of Budget and setting the Precept.
	2. Approval of the Annual Return and Audit of Accounts.
	3. Authorisation of borrowing.
	4. Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
	5. Making of Orders under any statutory powers.
	6. Making, amending or revoking By-laws.
	7. Appointment of Standing Committees.
	8. Appointing Council representatives to outside bodies.
	9. All other matters which must, by law, be reserved to the Full Council.
1. **Delegation to Committees**

The following matters are delegated to the Council’s Committees to make decisions on behalf of the Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget.

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

 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.

* 1. **All Committees**
		1. Creation and Appointment to Working Groups.
		2. Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.
	2. **Finance & General Purposes Committee**

**All matters (except for creating Council Policy) relating to:**

* + 1. Review of budget position.
		2. Consideration of annual budget request of all standing Committees for recommendation to Council.
		3. Approval and award of grants and donations.
		4. Considering and agreeing action to all Internal Audit reports.
		5. Approval of Risk management strategy.
		6. Civic & ceremonial activities.
		7. Electoral matters.
		8. Checking annual review of salaries is in order.
		9. Write off of debts up to £3,000 (subject to requirements of Bad Debt Policy).
	1. **Community Services Committee**

**All matters (except for creating Council Policy) relating to:**

* + 1. Salts Recreation Ground.
		2. Crouch Gardens & Recreation Ground.
		3. Martello Fields.
		4. Martello Tower.
		5. Allotments.
		6. Seafront & beach, including beach huts.
		7. Seaford Head Estate (excluding Seaford Head Golf Course and The View).
		8. Crypt & 23 Church Street.
		9. Old Town Hall.
		10. Public toilets.
		11. 37 Church Street.
		12. Hurdis House.
		13. CCTV.
		14. Other open spaces.
		15. Seating, dog & litter bins.
		16. Events.
		17. Community support.
		18. Tree Wardens.
		19. Bus shelters.
		20. Street lighting.
		21. Spend within the Community Services Budget (including the Planning & Highways cost centre).
	1. **Planning & Highways Committee**

 **All matters (except for creating Council Policy) relating to:**

* + 1. Planning applications.
		2. Tree works applications.
		3. Highways & traffic matters.
		4. Street naming.
		5. Local and regional plans.
		6. All other planning or highway matters the Town Council is consulted on.

 **2.5** **Golf & The View Committee**

 **All matters (except for creating Council Policy) relating to:**

* + 1. Seaford Head Golf Course.
		2. The View at Seaford Head.
		3. Reviewing and commenting on policies of Seaford Head Golf Club.
		4. Spend within the Golf & The View Budget
		5. To withdraw club member and bar from the premises, and any golfers whose behaviour justifies this.
	1. **Personnel Committee**

**All matters (except for creating Council Policy) relating to:**

* + 1. All personnel matters not delegated to officers.
		2. Authorise or not all incremental pay rises following staff appraisals.
		3. Amending staff structure to reflect the Council’s performance needs so long as within budget. Any changes requiring additional budget require Council approval.
		4. Authorise overtime payments for essential overtime when requested and deemed appropriate.
		5. Authorise permission for staff to accept secondary employment.
	1. **Grievance/Disciplinary Sub-Committee**

**All matters (except for creating Council Policy) relating to:**

* + 1. Consider and resolve all staff grievances in accordance with Grievance Policy.
		2. Consider and deal with all staff disciplinary matters in accordance with Disciplinary policy.
	1. **Appeals Committee**

Note: the committee cannot consider an appeal against a decision taken by the Full Council.

**All matters (except for creating Council Policy) relating to:**

* + 1. Consider and resolve all staff appeals concerning grievance or disciplinary matters.
		2. Consider and resolve all Freedom of Information Act appeals.
		3. Consider and resolve appeals to decisions relating to a complaint.
		4. Consider all appeals against decisions where this is available within a policy.
1. **Delegation to Officers**

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.

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

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.

* 1. **Town Clerk**

The Town Clerk shall be the Proper Officer of the Council as defined in law.

**In addition:**

* + 1. Issue all statutory notifications.
		2. Receive Declarations of Acceptance of Office.
		3. Receive and record notices disclosing pecuniary interests.
		4. Receive and retain documents and plans.
		5. Hold the Council’s Seal and apply it to documents as approved.
		6. Sign notices or other documents on behalf of the Council.
		7. Receive copies of By-laws made by principal authority.
		8. Certify copies of By-laws made by the Council.
		9. Sign summons to attend meetings.
		10. Ensure compliance with Standing Orders
		11. Manage all Town Council staff, either directly or indirectly.
		12. Manage the provision of Council services, buildings, land and resources.
		13. Incur expenditure in an emergency up to £5,000 whether budgeted or not.
		14. Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
		15. Deal with dispensation requests from Members under the Code of Conduct.
		16. Deal with matters specifically delegated by Council or Committee.
		17. Take all decisions relating to the training of Councillors & staff.
		18. Appoint all employees in accordance with the Council’s staff structure.
		19. Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
		20. Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
		21. Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
		22. Deal with all disciplinary matters and hearings in accordance with the Council’s Disciplinary Policy.
		23. Enter into settlement agreements with employees up to a maximum of two months’ salary where this is the prudent option for the Council.
		24. Responsible for the overall management of all budgets in accordance with Council policies.
		25. Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
		26. Overall responsibility for Health & Safety across all Council owned sites.
		27. Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received.
	1. **Deputy Town Clerk**
		1. To act as the Proper Officer in the absence of the Town Clerk where necessary for the smooth running of the Council.
	2. **Responsible Financial Officer**
		1. Ensure Compliance with Financial Regulations.
		2. Ensure compliance with all financial procedures.
		3. Determine accounting policies, records and control systems.
		4. Manage risk management of the Council.
	3. **Finance Manager**
		1. Proper administration of the Council’s financial affairs.
		2. Report to External Auditor matters under Local Government Finance Act 1988 s114.
		3. Arrange and manage the Council’s insurance arrangements.
		4. Management of Council salaries in accordance with contracts of employment.
		5. Day to day management of all employees within section.
		6. Matters specifically delegated by Council or Committee.
		7. In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
	4. **Projects & Facilities Manager**
		1. Day to day management of land, buildings and other resources.
		2. Project development for consideration by relevant Committee.
		3. Management of maintenance contracts.
		4. Day to day management of all employees within section.
		5. Matters specifically delegated by Council or Committee.
		6. Developing income generating activities.
		7. Responsible for the management of the Community Services budget in accordance with Council Policy.
		8. (Above responsibilities assumed by Projects Support Officers in the absence of the Manager).
		9. In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
	5. **Executive Support Officer**
		1. Day to day management of all of the Council’s Human Resources functions.
		2. Day to day management of Civic functions of the Council.
		3. Day to day management of all employees within section.
		4. Day to day management of general office administration, including stationery budgets and such other budgets as allocated by the Town Clerk.
		5. Overseeing Council transparency, access to information and data use and storage, including day to day management of Council’s website.
		6. Matters specifically delegated by Council or Committee.
		7. In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
	6. **General Manager - The View at Seaford Head**
		1. Day to day management of The View.
		2. Management of the maintenance of the facility, including the car park.
		3. Day to day management of all employees within section.
		4. Appointment of all employees within structure.
		5. Appointment of temporary and casual employees where a business case can be demonstrated.
		6. Power to undertake disciplinary investigations and procedures in consultation with the Executive Support Officer. This includes the power to suspend employees whilst investigating alleged disciplinary matters.
		7. Developing income generating activities.
		8. Matters specifically delegated by Council or Committee.
		9. Responsible for the management of The View budget in accordance with Council policy.
		10. (Above responsibilities assumed by Assistant Manager in the absence of the Manager).
	7. **Golf Professional (non-employee service contract)**
		1. Day to day management of the Golf Course.
		2. Management of the maintenance of the Course.
		3. Day to day management of all employees within section.
		4. Authorising licensed vermin control shooters on course up to a maximum of four.
		5. Developing income generating activities.
		6. Matters specifically delegated by Council or Committee.
		7. Responsible for the management of the Golf Course budget in accordance with Council Policy.