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**Scheme of Delegation**

The Town Council’s Scheme of Delegation is an essential policy to enable the Town 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 Town 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 Full Council with its findings, which may include recommendations.

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

 Full 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 Full Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Full 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. **F****inance & General Purposes Committee**

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

* + 1. Review of Full Council budget position.
		2. Consideration of annual budget request of all standing Committees for recommendation to Full 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. 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.
		22. Consideration of annual budget request of Community Services Committee for recommendation to Finance & General Purposes Committee.
		23. Consideration of recommendations from the Climate Change Sub-Committee concerning: Council Policy, Council Decisions, Council Projects and Climate Emergency.
	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. Withdrawing club memberships and bar from the premises any golfers whose behaviour justifies this.
		6. The Golf Professional service and associated service level agreement.
		7. Consideration of annual budget request of Golf & The View Committee for recommendation to Finance & General Purposes Committee.
	1. **Personnel Committee**

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

* + 1. All personnel matters not delegated to officers or Sub-Committees.
		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 permission for staff to accept secondary employment.
		5. Authorise adjustments to employees Terms & Conditions of employment, including increases to employees contracted hours of work; subject to the Committee being presented with a fully costed business case for any changes.
	1. **Grievance/Disciplinary Sub-Committee (Sub-Committee to the Personnel Committee)**

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:**

* + 1. Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
		2. Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
		3. Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
		4. Consider and deal with all potential disciplinary matters relating to the Town Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council’s complaints and disciplinary procedures.
	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 or matters felt to be relevant for Full Council) 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, where this is unable to be dealt with by Officers.
		4. Consider all appeals against decisions where this is available within a policy.
	1. **Climate Change Sub-Committee** **(Sub-Committee to the Community Services Committee)**

Consideration of matters relevant to the Council and Climate Emergency, with particular emphasis on:

* + 1. Policy
		2. Decision-Making
		3. Project Priorities

to make recommendations to the Community Services Committee.

1. **Delegation to Officers**

The following matters are delegated to the Town Council’s Officers to make decisions on behalf of the Town Council. These decisions must be exercised in accordance with the law, the Town Council’s Standing Orders and Financial Regulations and any approved policy framework and budget.

Full 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 Full Council. Similarly where Officers have no delegated power to make a decision they report the matter to Committee or Full Council for a decision.

* 1. **Town Clerk**

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

**3.1.2** See the table below for delegated responsibilities and the individuals to cover these in the absence of the Town Clerk:

|  | **Delegated Responsibility** | **Responsible in Absence** |
| --- | --- | --- |
| **a.** | The responsibilities and duties of the role of Proper Officer as set out within law and Council policies. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **b.** | Issue all statutory notifications. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **c.** | Receive Declarations of Acceptance of Office. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **d.** | Receive and record notices disclosing pecuniary interests. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **e.** | Receive and retain documents and plans. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **f.** | Hold the Council’s Seal and apply it to documents as approved. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **g.** | Sign notices or other documents on behalf of the Council. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **h.** | Receive copies of By-laws made by principal authority. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **i.** | Certify copies of By-laws made by the Council. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **j.** | Sign summons to attend meetings. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **k.** | Ensure compliance with Standing Orders.  | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **l.** | Manage all Town Council staff, either directly or indirectly. | HR & Governance Manager |
| **m.** | Manage the provision of Council services, buildings, land and resources. | Projects & Facilities Manager |
| **n.** | Incur expenditure in an emergency up to £5,000 whether budgeted or not. | Responsible Financial Officer |
| **o.** | Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical. | Assistant Town Clerk / Responsible Financial Officer / Projects & Facilities Manager / HR & Governance Manager |
| **p.** | Deal with dispensation requests from Members under the Code of Conduct. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **q.** | Deal with matters specifically delegated by Council or Committee. | To be assessed individually by Senior Management Team |
| **r.** | Take all decisions relating to the training of Councillors & staff. | HR & Governance Manager |
| **s.** | Appoint all employees in accordance with the Council’s staff structure. | HR & Governance Manager |
| **t.** | Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.  | HR & Governance Manager |
| **u.** | Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets. | HR & Governance Manager |
| **v.** | Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.  | HR & Governance Manager |
| **w.** | Deal with all disciplinary matters and hearings in accordance with the Council’s Disciplinary Policy, including suspending employees as deemed necessary. | HR & Governance Manager |
| **x.** | Enter into settlement agreements with employees up to a maximum of two months’ salary where this is the prudent option for the Council.  | Responsible Financial Officer |
| **y.** | Responsible for the overall management of all budgets in accordance with Council policies. | Responsible Financial Officer |
| **z.** | Authorised to issue press releases on any Council activity exercised in accordance with Council policy.  | Senior Management Team members |
| **aa.** | Overall responsibility for Health & Safety across all Council owned sites.  | Projects & Facilities Manager |
| **bb.** | Determining requests for refund or credit of golf membership fees subject to written proof of ill health being received. | Responsible Financial Officer |
| **cc.** | Authority to amend/revise the representatives on outside bodies as and when necessary where consensus is achieved (except at the beginning of each Municipal Year when this is done at the Annual Meeting). | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **dd.** | Only in consultation with the Responsible Financial Officer, Business & General Manager and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary and reporting this back to the Golf & The View Committee as soon as possible. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **ee.** | Only in consultation with the Responsible Financial Officer and Chair of Finance & General Purposes and Chair of Personnel, to agree the financial package being offered to employees placed under a furlough scheme or job support scheme, providing this does not exceed budget or what the employee would receive had they not been under the scheme.  | HR & Governance Manager |
| **ff.** | To determine the outcome of employee probationary periods, following a probationary review having taken place. | HR & Governance Manager |
| **gg.** | In consultation with the Golf Professional and Responsible Financial Officer, determine reduced green fee rates as required, due to inclement weather or seasonal changes, for example. Any such decisions are to be communicated promptly to the Golf & The View Committee. | Assistant Town Clerk *(HR & Governance Manager as part of maternity cover arrangements for 2022 – 2023)* |
| **hh.** | In consultation with the members of the Committee Chairs Management Group (CCMG), to determine appropriate meeting arrangements upon Government announcements, as required. | HR & Governance Manager |
| **ii.** | In consultation with the relevant Chairs, amendments may be made to the meeting timetable by the Proper Officer where justified and required, ensuring that this does not reduce the number of Full Council or Committee meetings held during the 2021 – 2022 Municipal Year. | HR & Governance Manager |
| **jj.** | In consultation with the Business & General Manager, the RFO or Town Clerk can agree refunds to be offered to customers at The View with a monetary value of over £500 but no more than £2,000 – refunds above this amount will be considered by the Golf & The View Committee.  | Responsible Financial Officer |
| **kk.** | Matters specifically delegated within Council policies. | (broadly speaking)Financial Policies – Responsible Financial Officer or Finance ManagerPersonnel Policies – HR & Governance ManagerCivic/Freedom of Information/Consultation Policies – Assistant Town Clerk *(Assistant Town Clerk (Strategic Projects) and Office Manager as part of maternity cover for 2022 – 2023)*To be assessed individually by Senior Management Team as and when required. |

* 1. **Assistant Town Clerk**

*As part of the maternity cover arrangements for 2022 – 2023, the Assistant Town Clerk (Strategic Projects) (ATC-SP) and Office Manager (OM) posts assume the responsibilities of the Assistant Town Clerk post, as shown below. With the exception of 3.2.1 below, which is covered by the HR & Governance Manager (HRGM) post as reflected in the table at 3.1.2.*

* + 1. Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2. *(HRGM)*
		2. Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure. *(ATC-SP)*
		3. Authorised to issue press releases on any Town Council activity exercised in accordance with Town Council policy, save for press releases felt to be controversial or regarding a specific campaign, for example, which will be signed off by the Proper Officer. (*OM)*
		4. Day to day management of Civic functions for the Council. (*OM)*
		5. Day to day management of the Council’s website and social media activities. (*OM)*
		6. Day to day management of employees within section. (*OM)*
		7. Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk. (*OM & ATC-SP)*
		8. Matters specifically delegated by Council or Committee. (*OM & ATC-SP)*
	1. **HR & Governance Manager**
		1. Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
		2. Day to day management of all of the Council’s Human Resources functions.
		3. Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Town Clerk.
		4. Matters specifically delegated by Council or Committee.
	2. **Responsible Financial Officer**
		1. Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
		2. Proper administration of the Council’s financial affairs.
		3. Report to External Auditor matters under Local Government Finance Act 1988 s114.
		4. Ensure compliance with Financial Regulations.
		5. Ensure compliance with all financial procedures.
		6. Determine accounting policies, records and control systems.
		7. Manage risk management of the Council.
		8. Day to day management of employees within section.
		9. Matters specifically delegated by Council or Committee.
		10. Only in consultation with the Town Clerk, Business & General Manager and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary and reporting this back to the Golf & The View Committee as soon as possible.
		11. Only in consultation with the Town Clerk and Chair of Finance & General Purposes and Chair of Personnel, to agree the financial package being offered to employees placed under a furlough scheme or job support scheme, providing this does not exceed budget or what the employee would receive had they not been under the scheme.
		12. Having consulted with the Chair of Finance & General Purposes, at the year end to earmark any underspends on any appropriate budget as long as there are sufficient underspends in the overall Town Council budget. Any such decisions are to be communicated promptly to the Finance & General Purposes.
		13. The sign equipment leases on behalf of the Town Council.
		14. In consultation with the Town Clerk and Golf Professional, determine reduced green fee rates as required, due to inclement weather or seasonal changes, for example. Any such decisions are to be communicated promptly to the Golf & The View Committee.
		15. In consultation with the Business & General Manager, the RFO or Town Clerk can agree refunds to be offered to customers at The View with a monetary value of over £500 but no more than £2,000 – refunds above this amount will be considered by the Golf & The View Committee.
		16. In the absence of the RFO for a significant period of time, the Proper Officer shall assume the legal responsibilities of RFO and the Finance Manager shall assist in covering other aspects of the RFO’s workload, where required.
	3. **Finance Manager**
		1. Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
		2. Arrange and manage the Council’s insurance arrangements.
		3. Management of Council salaries in accordance with contracts of employment.
		4. Day to day management of all employees within section.
		5. Matters specifically delegated by Council or Committee.
	4. **Projects & Facilities Manager**
		1. Those responsibilities delegated in the absence of the Town Clerk at the table referred to in 3.1.2.
		2. Day to day management of land, buildings and other resources.
		3. Project development for consideration by relevant Committee.
		4. Management of maintenance contracts.
		5. Day to day management of all employees within section.
		6. Matters specifically delegated by Council or Committee.
		7. Developing income generating activities.
		8. Responsible for the management of the Community Services budget in accordance with Council Policy.
	5. **Business & 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 HR & Governance Manager. 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. Dealing with complaints regarding The View, as per the Complaints Procedure. Only in consultation with the Town Clerk, Responsible Financial Officer and Chair of Golf & The View, to amend the opening hours of The View as deemed necessary and reporting this back to the Golf & The View Committee as soon as possible.
		11. Agreeing refunds to be offered to customers, where required as a result of unsatisfactory service, up to a maximum of a monetary value of £500. Any such decisions are to be communicated promptly to the Town Clerk and Responsible Financial Officer. Refunds over £500 will require the approval of the Town Clerk or Responsible Financial Officer before being agreed. Refunds above £2,000 must be considered by the Golf & The View Committee.
		12. (Above responsibilities assumed by Assistant Manager in the absence of the Manager).
	6. **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.
		8. Dealing with Complaints regarding activities on Seaford Head Golf Course, as per the Complaints Procedure.
		9. In consultation with the Town Clerk and Responsible Financial Officer, determine reduced green fee rates as required, due to inclement weather or seasonal changes, for example. Any such decisions are to be communicated promptly to the Golf & The View Committee.