



## **STONEHOUSE** **TOWN COUNCIL**

**ADOPTED 25 JANUARY 2016 (Minute TC1688)**

**Reviewed: Annual Meeting of Town Council 22 May 2016 (Minute TC1866/4)**

**Next Review: Annual Meeting of Town Council May 2018**

**Reviewed: Town Council Meeting 16<sup>th</sup> March 2020 (Minute No TCTC2379)**

### SCHEME OF DELEGATION TO OFFICERS

#### 1. Introduction

1.1 This Scheme delegates powers and duties of Stonehouse Town Council to Officers under Section 101 of the Local Government Act 1972 and all other powers enabling such delegation. It is adopted with the intent that it should lead to a streamlining and simplification of the decision-making processes of the Council, and accordingly it should be interpreted widely rather than narrowly.

1.2 This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the Council's functions within the broad functional description set out, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present and future legislation, and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

1.3 An Officer may decline to exercise delegated powers and instead report to the Council or appropriate Committee.

#### 2. Areas of Delegation

There are three specific areas of delegation:

##### 2.1 Planning

The Council resolved that should the Development Control Panel be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next Panel meeting, the Proper Officer and Committee Clerk in consultation with the Convenor and Deputy Convenor may submit a response on behalf of the Council.

##### 2.2 Finance

(4.5 of the Financial Regulations). In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

##### 2.3 Staff Welfare

The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council. This applies to arrangements for leave, emergency cover and medical care.