

# WELLS CITY COUNCIL

*Local Government Act Section 101*

## **SCHEME OF DELEGATION 2019**

Committees are appointed annually, at the annual meeting of the Council in accordance with Council Standing Order 4. The quorum for each committee is 3. The Mayor and Deputy Mayor of the Council may each choose to be a voting member of any committee or sub-committee, other than the Staffing Committee. Meetings are not normally held during August, (except Planning Committee). Committee business is conducted in accordance with Council Standing Orders and Financial Regulations. Committee Chairmen are elected by each committee; this may be done at the annual Council meeting.

### Standing Committees

1. Finance and General Purposes Committee: meet monthly. 8 members
2. Planning Committee: meet twice per month. 8 members
3. City Centre & Open Spaces Committee: meet quarterly. 8 members
4. Staffing Committee: meet quarterly or as required. 6 members
5. Archives & Civic Assets Committee: meet as required. 8 members

### Advisory sub-committees

Each sub-committee has a minimum of 4 council members and co-opts other councillor or non-councillors.

Responsible to the City Centre & Open Spaces Committee:

1. Wells in Bloom
2. City & Tourism Forum

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **To exercise the powers of the City Council in regard to:-**

- i. Consideration and determination of all financial matters of the Council unless otherwise delegated, with the exception of those reserved by statute.  
(F&GP Committee shall not have authority over the use of budgets assigned to other committees.)
- ii. Management of the Council's expenditure and budgetary controls.
- iii. Awarding grants. (Budgets assigned to other committees shall not be used to award grants.)
- iv. Use of assets and routine management of property i.e. buildings, including public toilets (except where assigned to City Centre & Open Spaces Committee).

### **To make recommendations to the City Council in regard to:-**

- i. The annual Budget and Precept.
- ii. Strategic management of property (buildings, including public toilets).
- iii. Procedures and policies: Annual reviews required by Standing Orders: Governance documents; data protection procedures; key policies.
- iv. To consider any major Council civic/ceremonial event proposed, and make recommendation to Council.

## **CITY CENTRE & OPEN SPACES COMMITTEE**

### **To exercise the powers of the City Council in regard to:**

- i. Budgeted expenditure allocated to the Committee; all budgets pertaining to:
  - Cemetery, Allotments, Open Spaces
  - City Centre: street furniture, Christmas lights
  - Wells in Bloom
- ii. Management of the cemetery, allotments, & open spaces.
- iii. To approve the cemetery fees & charges & allotment rents set annually.

## WELLS CITY COUNCIL

### **To make recommendations to the City Council in regard to:-**

- i. Policies and major expenditure on Open Spaces including Cemetery.
- ii. Strategic management of Open Spaces including Cemetery.
- iii. Council's participation in major City events, and make recommendations to Council; and to manage Council's participation in such events, as requested by Council.

### **To delegate to the Open Spaces Officer & Manager:-**

- i. Day-to-day management and routine administration of the cemetery, allotments and other open spaces under the responsibility of the Council.

## **PLANNING COMMITTEE**

### **To exercise the powers of the City Council in regard to:-**

- i. Responses to consultations from Development Control and Licensing Authorities, and all related matters.

## **STAFFING COMMITTEE**

### **To exercise the powers of the City Council in regard to:-**

- i. Power to make appointments and take action within policy and budget (save in respect of the Town Clerk; see Town Clerk's Management Committee)
- ii. Staffing matters, in accordance with Standing Orders
- iii. Budgeted expenditure allocated to the Committee

### **To make recommendations to City Council in regard to:-**

- i. Salaries and related budgets

## **ARCHIVES AND CIVIC ASSETS COMMITTEE**

### **To exercise the powers of the City Council in regard to:-**

- i. Budgeted expenditure allocated to the Committee (Archives Committee budget)

### **To make recommendations to the City Council in regard to:-**

- i. Management of the City Archives and Civic Assets (not including buildings).
- ii. Care of the historic fabric and fittings of the Town Hall:
  - Special projects to preserve/enhance the historic nature of the building, and its development for use by the community
  - Heritage Open Day and similar events to the benefit of the public
- iii. To carry out a Civic Review once in each Council term, making recommendations to full Council as to the conduct of civic matters pertaining to the Mayoral function and City Council.

## **ADVISORY SUB-COMMITTEE**

### **Wells in Bloom**

- i. To coordinate the operation of the Wells in Bloom program and related events
- ii. **To make recommendations to the City Centre & Open Spaces Committee in regard to:-**
  - Budgeted expenditure allocated to Wells in Bloom (All Wells in Bloom budget heads)

### **City & Tourism Forum**

- i. To provide a forum for meeting and discussion with key stakeholder groups in the City
- ii. **To make recommendations to the City Centre & Open Spaces Committee in regard to:-** Tourism, City events, and matters relating to the City Centre

# WELLS CITY COUNCIL

## **SENIOR OFFICERS**

### **TOWN CLERK'S MANAGEMENT COMMITTEE**

3 Members: The Mayor; Chairman of Staffing Committee; Chairman of Finance & General Purposes Committee

**To exercise the powers of the City Council, in respect of the Town Clerk only, in regard to:**

- i. Power to take action within policy and budget  
(Confirmation of appointments being referred to full Council)
- ii. Staffing/management related matters, in accordance with Standing Orders
- iii. Day-to-day line management of the Town Clerk will normally be carried out by the Chairman of Finance and General Purposes Committee.

**To make recommendations to the City Council in regard to:-**

- i. Salaries and related budgets
- ii. Appointments

### **TOWN CLERK**

- i. The Town Clerk is the Council's Proper Officer in relation to all legal and administrative functions of the Council.
- ii. **The Town Clerk has delegated authority to:-**
  - a. Exercise the powers of the City Council in regard to the normal functioning of the City Council including any matters where powers have been delegated to the City Council by the responsible principle authority.
  - b. Incur expenditure by the Council in accordance with Standing Orders and Financial Regulations.
  - c. Take such action as is necessary for the management of Council property, buildings and staff, in accordance with Standing Orders and Financial Regulations.

### **RFO (Responsible Financial Officer)**

- i. The RFO is the Council's Proper Officer in relation to all financial functions of the Council.
- ii. **The RFO has delegated authority to:-**
  - a. Incur expenditure by the Council in accordance with Standing Orders and Financial Regulations.
  - b. Take such action as is necessary for the management of Council property and buildings, in accordance with Standing Orders and Financial Regulations.

### **PROPER OFFICER**

- i. In the absence of either the Town Clerk or the RFO, delegated authority automatically transfers to the other, in-so-far as is necessary for the continuous functioning of the Council.
- ii. In the event of both being absent, while day-to-day functioning may be managed by senior officers, authority rests with Council.