

WELLS CITY COUNCIL

SCHEME OF DELEGATION

June 2016

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 bi-monthly, 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 have a minimum of 4 council members + co-opt other councillor or non-councillors; (formally co-opted non-councillors may have voting rights)

1. Wells in Bloom
2. City & Tourism Forum

The Mayor and Deputy Mayor of the Council may each elect to be a voting member of any committee or sub-committee, other than the Staffing Committee.

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. Awarding grants
(Budgets assigned to other committees shall not be used to award grants)
- iii. Use of assets and routine management of property i.e. buildings, including public toilets (except those assigned to 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 review; Freedom of Information; Data Protection, Complaints Procedures
- iv. To consider any major Council events proposed and make recommendations 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
 - Open Spaces, Allotments
 - City Centre: street furniture, Christmas lights
 - Wells in Bloom
- ii. Management of the Cemetery, Allotments & open spaces and 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. To manage Council's participation in such events, as requested by Council.

To delegate to the Open Spaces Officer & Cemetery Manager:-

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)
- ii. Staffing matters, in accordance with Standing Orders
- iii. Budgeted expenditure allocated to the Committee (Training budget)

To make recommendations to the Finance and General Purposes Committee 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

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

- i. Management of archives and civic assets (not including buildings)
- ii. 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.

SUB-COMMITTEES

Wells in Bloom

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

- i. All functions in connection with Wells in Bloom and related events

To make recommendations to City Centre & Open Spaces Committee in regard to:

- i. 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 groups in the City
- ii. to make recommendations to 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; Chair of Staffing Committee; Chair 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
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 Finance and General Purposes Committee in regard to:-

- i. Salaries and related budgets

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

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.

In the event of both being absent, while day-to-day functioning may be managed by senior officers, authority rests with Council.