



Wells City Council

SCHEME OF DELEGATION Document No.3

Purpose	Guidance to both Councillors and Staff in the management of Council committees
Additional Papers	This document should be read in conjunction with: Document 1 Standing Orders
Monitoring Committee	Finance
Adopted	January 2021
Review Date	May 2021

Local Government Act Section 101
SCHEME OF DELEGATION 2021

Committees are appointed 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 Chairs are elected by each committee at the first meeting of the committee. The existing Chair will stay in office until the election of the new Chair.

Standing Committees

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

Budget sub-committee

The Budget sub-committee has a membership of the Mayor and Chairs of all committees and meets in July, September and October.

FINANCE 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. (Finance 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 cost implications of any major Council civic/ceremonial event proposed by Full 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.

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; making recommendations to Council; and managing Council's participation in such events, as requested by Council.

To delegate to the Open Spaces Officer:-

- 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.

CLIMATE & BIODIVERSITY EMERGENCY COMMITTEE

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

- i. Energy usage, wastage and supply
- ii. Eating a more plant based diet
- iii. Reducing all waste, including food waste
- iv. Reducing the carbon footprint of food and drink consumed
- v. Increasing number of wildlife friendly trees, scrubs and flowers to improve levels of biodiversity and capture carbon from the atmosphere

To delegate to working party's specific functions in the Wells City Council Implementation Plan and co-ordinate their work.

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

- i. Policies and major expenditure.

STAFFING COMMITTEE

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

- i. Power to assist the Town Clerk in making 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 training 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:
 - Heritage Open Day and similar events to the benefit of the public

- 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.

BUDGET SUB-COMMITTEE

To assist the Town Clerk/RFO in preparing the annual budget for consideration by the Finance Committee.

SENIOR OFFICERS

MANAGEMENT COMMITTEE OF THE TOWN CLERK

3 Members: The Mayor; Chair of Staffing Committee; Chair of Finance 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 Chair of Finance Committee.

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

- i. Salaries and related budgets
- ii. Appointments

TOWN CLERK/RFO

Town Clerk

The Town Clerk is the Council's Proper Officer in relation to all legal and administrative functions of the Council.

The Town Clerk has delegated authority to:-

- i. 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.
- ii. 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)

The RFO is the Council's Proper Officer in relation to all financial functions of the Council.

The RFO has delegated authority to:-

- i. Incur expenditure by the Council in accordance with Standing Orders and Financial Regulations.

PROPER OFFICER

In the absence the Town Clerk/ RFO, delegated authority automatically transfers to either of the Senior Officers in-so-far as is necessary for the continuous functioning of the Council.