



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
Reviewed by	Finance
Adopted	February 2022
Review Date	February 2023

Local Government Act Section 101
SCHEME OF DELEGATION 2022

Committees are appointed at the annual meeting of the Council in accordance with Council Standing Order 4. The quorum for each committee is 3. 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 and Lead Councillors 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

Finance and Council Matters Committee: meet monthly: 8 members
(Includes Finance, Unitary and Acquisitions, Archives /Civic Assets and Staffing)

Outside Spaces and Estates Committee: meet monthly: 8 members
(Includes Outside Spaces, Portway Annexe, Bishop's Barn and Properties)

Planning Committee: meet twice per month: 8 members

Budget sub-committee

The Budget sub-committee has a membership of the Mayor and Chairs of committees and meets prior to budget setting.

CLIMATE CHANGE EMERGENCY

All Committees will consider Climate and Biodiversity implications on all agenda items and advice is available from the Council's Sustainability Officer.

FINANCE AND COUNCIL MATTERS COMMITTEE

Incorporating Finance, Unitary and Acquisitions, Archives/Civic Assets and Staffing.

Each matter will have a nominated Lead Councillor and Council Officer

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. Consideration to costs involving Local Government Reorganisation.
- v. Budgeted expenditure allocated to the Archives budget
- vi. 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)
- vii. Staffing matters, in accordance with Standing Orders
- viii. Budgeted training expenditure allocated to the Committee

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

- i. The annual Budget and Precept.
- ii. Procedures and policies: Annual reviews required by Standing Orders:
- iii. Governance documents; data protection procedures; key policies
- iv. All matters arising from the Local Government Reorganisation.
- v. To consider cost implications of any major Council civic/ceremonial event proposed by Full Council
- vi. Management of the City Archives and Civic Assets (not including buildings).
- vii. Care of the historic fabric and fittings of the Town Hall.
- viii. Make recommendations to Full Council as to the conduct of civic matters pertaining to the Civic Review, Mayoral function and the City Council.
- ix. Staff structure and reviews.

CITY CENTRE & OUTSIDE SPACES COMMITTEE

Incorporating Outside Spaces, Portway Annexe, Bishop's Barn and Properties

Each matter will have a nominated Lead Councillor and Council Officer

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

- i. Budgeted expenditure allocated to the Committee; all budgets pertaining to: Outside spaces.
- ii. To approve the cemetery fees & charges & allotment rents set annually.
- iii. Strategic management of property (buildings, including public toilets).
- iv. Use of assets and routine management of property, i.e. buildings, including public toilets.
- v. The management and budgets of the Portway Annexe.
- vi. The management and budgets of the Bishop's Barn and Recreation Ground Trust.

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

- i. Policies and expenditure on Outside Spaces including the Cemetery.
- ii. Strategic management of Outside 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.
- iv. All matters arising regarding the Portway Annexe
- v. All matters arising regarding the Bishop's Barn
- vi. All matters arising regarding Properties

To delegate to the Outside Spaces Officer:-

- i. Day-to-day management and routine administration of the Cemetery and all the Outside 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.

Portway Annexe Management Group

The Portway Annexe Management Group is constituted as a standing group of Wells City Council and as such can be dissolved by Full Council at any time.

1. Aims

The purpose of the group is to help manage the day to day running of the Portway Annexe and advise the Outside Spaces Committee of any future expenditure required.

2. Membership

- Four City Councillors will be appointed at the Annual Council Meeting as voting members.
- If a councillor resigns from the Group/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- Two further representatives can be co-opted by the group, one from the regular users and one resident from the community, residing in proximity to the Annexe, they will have full voting rights (subject to clause 10 below).
- The quorum of the Committee shall be three Members, at least two of which must be councillors.
- Full council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).

3. Chair

The Chair of the Group will be a member of Wells City Council who is elected annually by the Group at their first meeting following the Annual Council Meeting.

4. Voting

Only appointed members may vote and participate at a meeting. Non-member councillors and members of the public may attend and speak at meeting during public participation. In the case of an equal vote the Chair of that meeting shall have a second or casting vote.

5. Declaration of Interests

All Councillors/members must declare interests on agenda items in line with the Code of Conduct as adopted by Wells City Council.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 3 working days' notice given, and at least quarterly.

7. Admission of the Public and Press

The Public and Press will be admitted to all meetings as per Council's Standing Orders.

8. Minutes/Notes of Meetings

The minutes/notes of the meetings will be agreed at the next meeting of the group, then they will be circulated as a report to the next Full Council meeting. The draft will be published on the Council's website as soon as possible after the meeting.

9. Meeting Duration

The duration of the groups meeting will be for a maximum of 1 hour unless a resolution is passed to extend the meeting for a further 30 minutes.

10. Finance

- The Group shall have a remit to commit/spend up to £500 within the agreed annual budget without further reference. Expenditure above this amount must be approved by the Outside Spaces Committee before the expenditure is made.
- Day to day spending on revenue or emergency items up to a maximum of £500 can be authorised by the WCC Officer and reported to the committee at the next meeting.
- All financial transactions will be authorised in accordance with the council's financial regulations.

11. Policies

All council policies including standing orders and financial regulations will apply to this standing group.

Bishop's Barn Management Group

The Bishop's Barn Management Group is constituted as a standing group of Wells City Council and as such can be dissolved by Full Council at any time.

1. Aims

The purpose of the group is to help manage the day to day running of the Bishops Barn and advise the Outside Spaces Committee of any future expenditure required.

2. Membership

-Four City Councillors will be appointed at the Annual Council Meeting as voting members.

-If a councillor resigns from the Group/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

-Two further representatives can be co-opted by the group, one from the regular users and one resident from the community, residing in proximity to the Annexe, they will have full voting rights (subject to clause 10 below).

-The quorum of the Committee shall be three Members, at least two of which must be councillors.

-Full council can remove any council member or co-opted member from the committee at any time (having shown good reason for such removal if mid-term).

3. Chair

The Chair of the Group will be a member of Wells City Council who is elected annually by the Group at their first meeting following the Annual Council Meeting.

4. Voting

Only appointed members may vote and participate at a meeting.

Non-member councillors and members of the public may attend and speak at meeting during public participation. In the case of an equal vote the Chair of that meeting shall have a second or casting vote.

5. Declaration of Interests

All Councillors/members must declare interests on agenda items in line with the Code of Conduct as adopted by Wells City Council.

6. Meetings

The Committee will meet as the workload requires, with a minimum of 3 working days' notice given, and at least quarterly.

7. Admission of the Public and Press

The Public and Press will be admitted to all meetings as per Council's Standing Orders.

8. Minutes/Notes of Meetings

The minutes/notes of the meetings will be agreed at the next meeting of the group, then they will be circulated as a report to the next Full Council meeting. The draft will be published on the Council's website as soon as possible after the meeting.

9. Meeting Duration

The duration of the groups meeting will be for a maximum of 1 hour unless a resolution is passed to extend the meeting for a further 30 minutes.

10. Finance

-The Group shall have a remit to commit/spend up to £500 within the agreed annual budget without further reference. Expenditure above this amount must be approved by the Outside Spaces Committee before the expenditure is made.

-Day to day spending on revenue or emergency items up to a maximum of £500 can be authorised by the WCC Officer and reported to the committee at the next meeting.

-All financial transactions will be authorised in accordance with the council's financial regulations.

11. Policies

All council policies including standing orders and financial regulations will apply to this standing group

MANAGEMENT COMMITTEE OF THE TOWN CLERK

3 Members: The Mayor; Lead Councillor of Staffing; 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.

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.