

STRATTON ST MARGARET PARISH COUNCIL

SCHEME OF DELEGATION

1. COUNCIL FUNCTIONS

1.1 The matters listed below are the responsibility of the full Council:

- Adopting and changing the Council's Standing Orders, Financial Regulations, Committee Terms of Reference and Powers and Duties of Committees;
- Approving, adopting or making material changes to the Council's policy framework;
- Approving the Council's Budget and the level of its precept levied on the Swindon Borough Council;
- Authorising borrowings;
- Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations;
- Appointing Council representatives to outside bodies;
- Confirming the appointment of the Clerk to the Council
- Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- All other matters which must, by law, be reserved to the full Council.

2 DELEGATIONS TO COMMITTEES

2.1 The matters listed below are delegated to the Council's committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

Service Area	Function	Committee/Panel
Agency Agreements	Recommending agency agreements and joint working practices	Finance Committee
Allotments	Management of the two sites	Allotments & Cemeteries Committee

Arts	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Finance Committee
Audit	Responsibility for maintaining a continuous internal audit system.	Finance Committee
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Finance Committee
	Receiving and considering reports of the Audit Commission and monitoring the implementation of approved action plans	Finance Committee
Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Finance Committee
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Finance Committee
Byelaws and local legislation	Recommending the making or adoption of byelaws	Recreation & Highways Committee
	Recommending the sponsoring of local legislation	Finance Committee
	Enforcing byelaws including instituting legal proceedings	Recreation & Highways Committee/ Finance Committee
Capital Expenditure	Recommending capital works and resourcing their implementation	Finance Committee/Community Centre Committee/ Recreation & Highways Committee
Car Parking	Commenting on all matters relating to the management of the parish council's car parks	Community Centre Committee
Cemeteries	Management of the two cemeteries within Stratton St Margaret	Allotments & Cemeteries Committee
Committee and Member Support	Recommending the annual calendar of meetings	Finance Committee
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Finance Committee

	Managing all committee and member functions	Finance Committee
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Finance Committee
Complaints	Monitoring the complaints procedure	Finance Committee
Conservation	Commenting on proposals for the creation or modification of conservation areas	Planning Committee
Constitution	See Committee and Member Support	Finance Committee
Culture	See Arts	Finance Committee
Development Control	Commenting on planning applications referred to the Council for comment	Planning Committee
Electoral Matters	Initiating requests for boundary reviews and commenting during the course of such reviews	Finance Committee
Entertainments	See Arts	Finance Committee
Environment	See Heritage	Finance Committee
External Consultation and Representation	Commenting on consultation documents from other bodies	Appropriate committee
	Recommending appointments to serve on outside bodies: <ul style="list-style-type: none"> • Annually • when a casual vacancy arises 	Finance Committee
Financial Matters	Managing the Council's financial affairs	Finance Committee
Grants	Award of general revenue grants to local organisations and groups	Finance Committee
Highway Maintenance	Commenting on proposals for highways maintenance and repairs and associated matters	Recreation & Highways Committee
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Finance Committee

Land Management	Managing and maintaining the Council's various buildings	Recreation & Highways Committee/Community Centre Committee/Finance Committee
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Recreation & Highways Committee
	Managing, maintaining and monitoring demand and availability of allotment gardens	Allotments & Cemeteries Committee
Legal Proceedings	To institute, defend or settle any judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required	Finance Committee
Leisure Centre/ Community Centre	To oversee the management, maintenance and upkeep of the Leisure Centre and Community Centre	Community Centre Committee
Municipal Buildings	Managing the operation of the Municipal Buildings including setting hire charges	Community Centre Committee/Finance Committee
Performance Matters	Recommending adoption of the Corporate Plan	Finance Committee
	Overall management and review of performance targets contained within the Corporate Plan	Community Centre Committee/Finance Committee
	Fundamental Reviews <ul style="list-style-type: none"> • Conducting reviews • Monitoring of reviews • Approval of final review report and any non-policy issues within the improvement plan • Approval of any policy issues within the improvement plan 	Appropriate Committee
Planning Policy	Commenting on all planning documents and consultations from the Planning Authority, Swindon Borough Council	Planning Committee
Play Areas	See Land Management	Recreation & Highways Committee

Policy Issues	Recommending and reviewing policies	Finance Committee
	Assisting in the development of new policies or changes in policy	All committees
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Finance Committee
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Finance Committee
Public Footpaths	Making observations on matters affecting public footpaths in and around the parish	Recreation & Highways Committee
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the Parish	Planning Committee
Public Transport	Making observations on matters affecting public transport in and around the Parish	Recreation & Highways Committee
Rights of Way	See Public Footpaths	Recreation & Highways Committee
Risk Management	Managing the Council's risk management practices and procedures	Finance Committee
Sports Grounds	See Land Management	Recreation & Highways Committee
Staffing	Recommending changes to the Council's approved staffing establishment	Personnel Committee
	Reviewing and monitoring the Council's employment arrangements	Personnel Committee
Standing Orders	See Committee and Member Support	Finance Committee
Street Lighting	See Public Lighting	Planning Committee
Street Naming	To name new streets	Planning Committee
Clerk to the Council and Proper Officer	Recommending the appointment of the Clerk to the Council and Proper Officer	Finance Committee
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the parish	Recreation & Highways Committee
Trees	Tree issues, management etc	Planning Committee/ Recreation & Highways Committee

	Making observations on proposals to introduce new tree preservation orders or allow works to trees covered by existing tree preservation orders or within conservation areas	Planning Committee
--	--	--------------------

3 DELEGATIONS TO OFFICERS

- 3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.
- 3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. The delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Parish Clerk and the Financial Service provider
Communications	To deal with all press and public relations on behalf of the Council	Parish Clerk, Deputy Parish Clerk
Documents	To sign documents on behalf of the Council	Parish Clerk, Deputy Parish Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Parish Clerk
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers to Swindon Borough Council	Parish Clerk
Finance	To administer the Council's bank balances	Parish Clerk, Deputy Parish Clerk, Clerical Officer
	To maintain adequate insurance cover for the Council's activities and property	Parish Clerk, Deputy Parish Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996	Parish Clerk

	To authorise the payment of accounts	Parish Clerk, Deputy Parish Clerk, Clerical Officer
	To write-off outstanding debts in accordance with Financial Regulations and the Bad Debts Policy	Parish Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Parish Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Parish Clerk, Deputy Parish Clerk
Land and Property	To purchase necessary goods and supplies	Parish Clerk Deputy Parish Clerk, Clerical Officer, Senior Operations Manager, Head Groundsman, Duty Managers
	To maintain the Council's offices and property in accordance with Financial Regulations	Parish Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Head Groundsman
	To devise planting schemes for the various open areas for which the Council is responsible	Head Groundsman
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Head Groundsman
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Centre Management
Members Support	To deal with requests from Members for secretarial or administrative support in connection with their duties	Parish Clerk, Deputy Parish Clerk

Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Head Groundsman
Proper Officer	To act as proper officer for the purposes set out in Standing Order 51 and for all other purposes prescribed by law	Parish Clerk
Staffing	To undertake the duties of Head of Paid Service	Parish Clerk
	To implement national pay awards and conditions of service	Parish Clerk
	Within the approved budget and in accordance with Standing Orders to administer the staffing establishment and the national agreement on pay and conditions of service	Parish Clerk, Deputy Parish Clerk, Clerical Officer, Centre Management
	To engage temporary or seasonal workers and determine their wages and conditions of service	Parish Clerk, Deputy Parish Clerk, Clerical Officer, Senior Operations Management