



Okehampton Town Council

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DRAFT Delegation Scheme

Background

A delegation scheme will enable the Council to function as near to normal as possible in the event meetings of the Council are unable to take place.

It should be noted that some items of business, including the setting of the budget and precept, and approval of the Annual Governance Accountability Return cannot be delegated to an Officer or Committee and must be resolved by Full Council.

In the event that the Mayor, Chairmen or Town Clerk are unavailable their role will be undertaken by the Deputy Mayor, relevant Vice-Chairman or Assistant Clerk.

This scheme relates to delegations over and above those already approved within Committee Terms of Reference and other permissions that may have been resolved.

Activation

The policy will only be activated in the case of an emergency situation when the Council is unable to meet and in following circumstances:

1. An announcement by the Government that meetings cannot take place, ie a pandemic lockdown or emergency situation. In this case the scheme will automatically be enabled.
2. By agreement of the members of the Emergency Committee, including by email. The members being the Mayor and Chairmen of the four Standing Committees (Policy & Resources, Planning, Parks and Property).
3. The Council being inquorate following Elections or due to resignations. In this case the scheme will automatically be enabled. The Clerk has delegated authority to spend and/or make any decisions necessary to ensure the ongoing running of council services and employees are paid appropriately following consultation with any existing members.
4. In the event it is not possible for a meeting of the Planning Committee to be held within deadlines for the submission of a response.

Following activation Members will be required to check their emails at least twice weekly. The Clerk will regularly contact any members without email provision by phone and post.

Full Council

If a resolution is required by Full Council, with the exception of those which cannot be delegated, the Clerk will email the details to all Members. Comments will be collated, and the decision made by the Clerk following consultation with the Mayor.

Charter Hall Roofing Project

The project is ~~anticipated to take place during the 2023/24~~ commenced on 19th February 2024 and has a completion date of 19th July 2024. In the event the Property Committee or Full Council is unable to meet for one of the reasons outlined above under Activation and to ensure the project is not halted part-way through the Clerk has delegated authority to agree any spend within budget following consultation with the Mayor or Chairman of the Property Committee.

Planning Committee

Applications for planning permission and alcohol licencing are to be emailed to all members of the Committee for their comments. The comments will be collated and following consultation with the Chairman the Clerk has delegated authority to make the final decision and submit a response.

The Clerk has delegated authority to liaise with the other authorities in relation to Highways matters, following consultation with Committee members and/or the Chairman as necessary.

Policy & Resources Committee

Grant applications are to be emailed to all members of the Committee for their comments. The comments will be collated and following consultation with the Chairman, the Clerk is delegated authority to make the final decision in relation to the grant awarded.

Basic salary payments will be made following approval by the Clerk and Mayor, staff salaries having already been approved by the Council. Any amendments or increases to be approved when meetings are able to resume, and adjustments made as necessary, **with the exception of the annual increase agreed by the Joint Local Council which will be implemented as soon as possible.**

A schedule of payments required to be made will be circulated weekly, or as necessary, by email to all members of the Committee for their comments. Any queries will be responded to, and approval will be made by the Chairman.

Other decisions that would have been made by the Committee are to be circulated to all members of the Committee by email for comments. A final decision to be made by the Clerk following consultation with the Chairman. Including authority to purchase/authorise contracts up to the amount as delegated to the Committee.

Parks and Property Committees

Decisions that would have been made by the Committee are to be circulated to all members of the Committee by email for comments. A final decision to be made by the Clerk following consultation with the Chairman, including authority to purchase/authorise contracts up to the amount as delegated to the Committee.

Working from Home

In the event that staff are required by Government legislation, or they are unable to work from the office due to exceptional circumstances, they are permitted to take home equipment required to enable them to continue to undertake the main elements of their role; for example IT and phone equipment, and documentation.