**ABERGAVENNY TOWN COUNCIL**

**DELEGATION TO COMMITTEES AND SUB-COMMITTEES**

**Full Council**

The following matters are reserved to the Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations for the Council’s consideration.

1. Approval of the budget and setting the precept
2. Approval of the Annual Return and Audit of Accounts
3. Approval of Independent Remuneration Panel Wales recommendations
4. Authorisation of borrowing
5. The power of incurring capital expenditure not specifically included in the Council’s annual budget
6. Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
7. Monitoring and implementation of the ‘A More Responsive Town Council’ actions from the Town Council’s Strategy and Action Plan
8. Approval of the Annual Report
9. Approval of the Public Services Board Wellbeing report
10. Making of orders under any statutory powers
11. Making, amending or revoking by-laws
12. Filling of vacancies occurring on any Committee of the Council during the year
13. The appointment to or co-option on a Committee of a person (on a strictly non-voting basis) who is not a member of the Council or the Committee
14. Appointing or nominating Council representatives to outside bodies
15. Nomination or appointment of representatives of the Council on matters affecting the Town, excluding matters specific to a Committee
16. The appointment or dismissal of the Principal Officer/Responsible Finance Officer, through the establishment of the appropriate Recruitment or Grievance/Disciplinary Panel.
17. Dates of meetings
18. Prosecution or defence in a court of law other than an Employment Tribunal
19. All other matters which must, by law, be reserved to the Full Council

**Delegation to Committees**

The following matters are delegated to the Council’s Committees to make decisions on behalf of the Council. The delegated decision making by Committees MUST be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned. Where matters are delegated to the Committee, so far as is legally permissible, decisions are deemed the acts and proceedings of the Council.

The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Full Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to the Full Council.

The Council and each Committee is authorised to establish working groups and to appoint advisers as and when necessary to assist in its work. The work of a working group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference. Each working group will report back with recommendations to the Council or Committee that formed it.

**Policy & Resources Committee**

The Policy & Resources Committee shall be delegated to make decisions on behalf of the Full Council in the following matters:

1. Approval of its Minutes as true and correct records
2. Ensuring the Annual Return (statement of accounts) is completed in accordance with requirements and recommend to Full Council accordingly
3. All other matters relating to Finance (excluding setting or precept or borrowing or approval of unbudgeted expenditure) and banking arrangements
4. Budget monitoring, taking action where required to vire unspent provision to ensure that the overall budget strategy is maintained
5. Approval of expenditure on items within the Committee’s area of responsibility and included in the approved Council budget up to the amount specified in the budget
6. Future cooperation agreements and monitoring of existing cooperation agreements
7. All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including the effective systems of risk management, and consideration of and action on all reports emanating from the internal and external auditors
8. To ensure the preservation of probity and good financial governance within the Council, including accountability for debt monitoring and recovery
9. Approve appropriate insurance cover
10. Approval of risk register
11. Grants, Sponsorship and Donations
12. Maintenance of a fixed asset registers and safe custody and upkeep of all assets and objects of interest or value in the ownership or custodianship of the Council
13. The maintenance and safe custody of the civic regalia and robes
14. Council administration and policy
15. To identify and prepare new policies and to review existing policies
16. Management of any tenancy agreements
17. To make recommendations to Council on the review of Council’s Financial Regulations, Standing Orders, Scheme of Delegation and Council policies
18. To make recommendations to Council on the budgets of the Committees
19. All matters relating to Personnel/Human Resources, with any proposed changes to the staff structure to be subject to recommendation to Council
20. Dealing with terms and conditions of service and pension of the Town Council’s staff.
21. Annual review of salaries
22. Any other matter which may be delegated to it by the Council from time to time, including the consideration of planning applications where appropriate.

**People & Communities Committee**

The People & Communities Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. Approval of its Minutes as true and correct record
2. Civic and Community activities organised by the Council
3. Approval of expenditure on items within the Committee’s area of responsibility and included in the approved Council budget up to the amount specified in the budget
4. To be the lead Committee in respect of all actions within the Children & Young People and Challenges of Demographic Change headings in the Council’s Strategy & Action Plan
5. Co-ordination of any town council input into Council involvement in events organised by third parties
6. Preparation of budget monitoring reports as determined by Policy & Resources Committee
7. Preparation of a proposal to Policy & Resources Committee for the following year’s budget based on evidence of potential spend and need
8. To prepare a response to all relevant consultations
9. Any other matter which may be delegated to it by the Council from time to time

**Environment Committee**

The Environment Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. Approval of its Minutes as true and correct record
2. Approval of expenditure on items within the Committee’s area of responsibility and included in the approved Council budget up to the amount specified in the budget
3. To be the lead Committee in respect of the Council’s Strategy & Action Plan relating to environmental issues
4. Assisting in the co-ordination of environmental initiatives, including Abergavenny in Bloom
5. Encourage and support community engagement in the delivery of actions
6. To make observation on all planning, tree works, highways, public rights of way, highways, licensing applications and submit comments to the appropriate authority.
7. To arrange meetings with residents, developers or planning officers to assist with the formulation of those observations
8. To identify, comment upon and refer to the relevant authority any matters considered to be in breach of planning permission
9. Street naming
10. To respond to all relevant external consultations and take part in any discussions which would result in changes to the Replacement Local Development Plan
11. Preparation of budget monitoring reports as determined by Policy & Resources Committee
12. Preparation of a proposal to Policy & Resources Committee for the following year’s budget
13. Any other matter which may be delegated to it by the Council from time to time
14. Service Delivery: The Service Delivery report shall make recommendations to the Policy and Resources Committee in the following matters:
* Annual Review of contracts
* Changes to existing contractual arrangements.

**Complaints Panel**

Council has granted the necessary delegated decision-making powers to the Complaints Panel in relation to complaints about council administration and procedures.

The Complaints Panel will consist of the Mayor, another councillor and an officer of the Council. Members are appointed to the Complaints Panel as and when necessary by Full Council.

**Recruitment Panel**

Council will grant the necessary delegated decision-making powers to the Recruitment Panel for the recruitment of officers to the Council.

The Panel shall consist of three to five Councillors and Officers, who are appointed as and when necessary by Full Council.

**Grievance & Disciplinary Panel**

Council has granted the necessary delegated decision-making powers to the Grievance & Disciplinary Panel in relation to Officers and Councillors grievance and disciplinary matters.

The Panel shall consist of three to five Councillors and Officers, who are appointed at Full Council as and when necessary. Meetings will be called on an ad hoc basis as required, called by the Principal Officer and with notice given to the relevant employee or Councillor. A minute taker will be present throughout the proceedings. The Panel will follow the procedure set out in the Town Council’s Grievance & Disciplinary Policy.

**Urgent Matters**

In the event of any matters arising which requires an urgent decision the Principal Officer will consult with the Mayor and Deputy Mayor (and also with the Chair and Vice-Chair of the relevant Committee) before acting on behalf of the Council in respect of the particular matter under consideration.

Before the Principal Officer exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of an extra meeting of either Full Council or the appropriate Committee.

**Delegation to Officers**

**Responsible Financial Officer**

The Principal Officer shall be the Responsible Financial Officer to the Full Council and shall be responsible for the Town Council’s accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

**Principal Officer (Town Clerk/Proper Officer)**

The Principal Officer shall be the Proper Officer of the Council and as such is specifically authorised to:

1. Receive declarations of acceptance of office
2. Retain a copy of every Councillor’s register of interest
3. Receive and retain plans and documents
4. Sign notices and other documents on behalf of the Council
5. Receive and retain copies of by-laws
6. Sign summonses to attend meetings of the Council
7. Keep proper records for all meetings
8. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or Chair of the Committee or Task Group concerned and the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
9. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chair and a resolution of appropriate Committee
10. Receive from MCC Monitoring Officer any documents in relation to complaints received under the Code of Conduct and report this at the next convenient meeting of the Council

In addition, the Principal Officer has delegated authority to undertake the following matters on behalf of the Council

1. Day to day administration of services
2. Management of all Council staff and officers
3. Authorisation of regular expenditure within the agreed budget. The initial list to be approved by Policy & Resources Committee.
4. Incur expenditure up to a maximum of £500 on any item for which provision is made in the appropriate budget provided that any action taken complies with any legislative provisions and the requirements of the Council’s Financial Regulations
5. Negotiate and enter into contractual arrangements for performers in relation to events organised by the Town Council.
6. Accept quotations or tenders for work supplies or services (where tenders are required by the Council’s Financial Regulations), subject to the cost not exceeding the approved estimate, the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation and all the requirements of the Council’s Financial Regulations being complied with.
7. Determine the Town Council’s insurance requirements on the Council’s behalf and make all necessary arrangements for the Council’s insurances.
8. Authorisation to call any extra meetings of the Council or any Committee as necessary having consulted with the Mayor and/or Chair of the appropriate Committee
9. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or one of its Committees
10. Deal with matters specifically delegated by Council or Committee
11. Oversee the appointment of employees/officers in accordance with provisions set out below:
12. Principal Officer and Responsible Finance Officer to be appointed by a recruitment panel delegated to undertake the task by Council
13. All other staff to be appointed by the Principal Officer and Chair of the relevant Committee/s and/or Mayor
14. Deal with complaints in line with the Complaints Procedure
15. Responsible for the overall management of all budgets in accordance with Council policies
16. Authorised to issue press releases on any Council activity exercised in accordance with Council policy
17. Editorial control of the Council’s website and social media presence
18. To undertake other duties from time to time which are commensurate with the level and grading of the post.