

Appendix H



Scheme of Delegation		
<ul style="list-style-type: none"> • This document sets out the manner in which Berwick upon Tweed Town Council has delegated powers and responsibilities. • This document is one of the three major ways in which the Council regulates its affairs - the others being its Standing Orders and Financial Regulations. The power to delegate functions is set out in the Local Government Act 1972 s101. • The intention of the delegation scheme is to allow the Council to act with all reasonable speed and to ensure decisions can be taken at the most suitable level. • In general the Clerk is given powers over the day to day administration of the Council and its Committees are given powers to decide matters within their Terms of Reference. 		
Delegation to:	Powers delegated	Restrictions on power
Town Clerk	Statutory power to call meetings, to set agendas and to sign the summons to meetings as Responsible Officer	Should consult with Mayor or Committee Chairs on agenda items.
RFO	Power to authorize payments and purchases within existing budgets, subject to procurement limits set by Financial Regulations	Payments must be lawful and clearly within budget and Financial Regulations.
Town Clerk	Power to manage staff and direct their work, including hours of work within contracts	No permanent changes to contracts or salaries without prior permission of Corporate Resources and Staffing Committee and Council
Town Clerk	Power to initiate the Emergency Plan on notification of an emergency, and to vary staff contracts with regard to hours of work during the period of the emergency.	Subject to subsequent report to council and email notification.
Town Clerk	Statutory power to notify casual vacancies to Returning Officer, and to initiate election / co-option processes.	Subject to subsequent report to council and notification to members via email
Town Clerk	Power to <ul style="list-style-type: none"> (i) Authorize annual, compassionate and sick leave (ii) Power to initiate first stage disciplinary and capability processes (iii) Power to sign employment related correspondence 	Subject to subsequent report to Corporate Resources and Staffing Committee
RFO	Power to delegate the authorization of payments up to £1000 to Projects Officer and/or Assistant to Clerk, or Operations Manager	Payments must be lawful and clearly within budget, and either within procurement rules or

		from preferred supplier. No further delegation by officers is permitted.
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RFO	Power to delegate the authorization of purchases up to £100 to Admin Assistants for non-recurring items for office or Local Services use.	Purchases must be lawful and clearly within budget, and either within procurement rules or from preferred supplier. No further delegation by officers is permitted.
RFO	Power to dispose of assets with book value of less than £1000, provided they are not part of civic regalia or heritage items.	Decision to be reported to Budget and Admin Committee.
Town Clerk / RFO	Power to refer correspondence to insurers for advice and to initiate the claims process.	Decision to be reported to Budget and Admin Committee.
RFO	Power to decide the form and format of financial records	Decision to be reported to Budget and Admin Committee
Projects Officer	Power to authorize purchases from existing budgets up to £1000 under budget headings delegated by Town Clerk	Purchases must be lawful and clearly within budget, and either within procurement rules or from preferred supplier.
Projects Officer	In the absence of an Operations Manager power to direct the work of the Town Warden and Assistant Wardens, and to direct the work of the Admin Assistants on work related to People and Communities Committee	Subject to reporting to and consultation with the Town Clerk
Assistant to the Clerk	Power to direct the work of the Admin Assistants in relation to the procurement of bins and benches, including memorial benches and to delegate authority to handle financial transactions in relation to these items.	Subject to reporting to and consultation with the Town Clerk
Assistant to the Clerk	Power to sign correspondence on behalf of council in connection with planning and conservation matters	Subject to consultation with chair of Planning Committee
Assistant to the Clerk	Power to authorize purchases from existing budgets up to £1000 under budget headings delegated by Town Clerk	Purchases must be lawful and clearly within budget, and either within procurement rules or from preferred supplier.
Mayors Secretary / Sergeant at Mace	Power to authorize spending and make purchases / issue purchase orders for items relating to civic cost centres	Purchases must be lawful and clearly within budget and must indicate if exemption from procurement rules is necessary.

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