



**BRAUNSTONE TOWN COUNCIL**

# **SCHEME OF DELEGATION**

**10th MAY 2018**

DATE ADOPTED	14th May 2015	REVIEW DATE	May 2019
REVISED DATE/S	12th May 2016, 11th May 2017, 10 May 2018		

**BRAUNSTONE TOWN COUNCIL**

**DELEGATED POWERS OF COMMITTEES**

**10th MAY 2018**

**PLANNING & ENVIRONMENT**

**Objectives**

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

**Planning & Environment Committee** shall have authority and consent to:-

- a) approve and/or pass, with or without comment or observation, all planning applications, Local Plans, Transport Plans, Structure, Health and Housing Plans submitted to the Council from either Blaby District Council or from any other authority.
- b) implement the Committee's aims and key objectives (as detailed above)
- c) deal with matters relating to listed buildings
- d) deal with all questions relating to the Council's street furniture and notice boards
- e) deal with all questions relating to Air Quality Management Areas and other traffic pollution issues
- f) initiate and/or sponsor complaints relating to all highway matters
- g) deal with traffic problems, including road closures, diversions, street lighting and markings, cleansing and repair
- h) deal with all applications for an excise licence, or transfer thereof.
- i) initiate community appraisals and deal with all questions relating to the Parish Plan
- j) administer the Council's 'free poop scoop' scheme and deal with other related issues

- k) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- l) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- m) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.
- n) To have due regard to the need to:
  - eliminate unlawful discrimination, harassment and victimisation;
  - advance equality of opportunity between different groups; and;
  - foster good relations between different groups
- o) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

## **COMMUNITY DEVELOPMENT**

The Council's Community Development Committee aims to nurture and enhance community life, equal opportunities and social inclusion.

### **Objectives**

#### ***YOUNG PEOPLE***

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities

#### ***CRIME REDUCTION SERVICES***

- Reduce opportunities for crime, increase public safety and establish a community spirit

#### ***SOCIAL INCLUSION, RECREATION & CULTURE***

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together

- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

**Community Development Committee** shall have authority and consent to:-

- a) implement the Committees aims and key objectives (as detailed above)
- b) deal with all questions relating to the management of the above.
- c) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- d) To have due regard to the need to:
  - eliminate unlawful discrimination, harassment and victimisation;
  - advance equality of opportunity between different groups; and;
  - foster good relations between different groups
- e) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.
- f) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- g) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

## **POLICY & RESOURCES**

### ***CORPORATE MANAGEMENT & CAPITAL PROJECT***

#### **Objectives**

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training

- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation polices
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

### **COMMUNITY CENTRES**

The Civic Centre Licensed Bar is operated by a private contractor who is required to offer a full licensed bar and catering service for all our customers. The existing contract commenced on 9<sup>th</sup> July 2014. The bar service can be extended to the Thorpe Astley Community Centre at the request of hirers.

#### **Objectives**

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
- To maintain usage of the Centres for the benefit of the community

### **OPEN SPACES & PARKS**

#### **Objectives**

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

**Policy and Resources Committee** shall have authority and consent to:-

- a) recommend Budget Guidelines for next financial year
- b) implement the Committee's aims and key objectives (as detailed above)
- c) recommend to Council future policy on any aspect of the Council's work, including all new capital works and expenditure
- d) promote and maintain close working relationships with other authorities

- e) approve or otherwise the staff establishment of all committees subject to being reasonably satisfied as the financial arrangements therefor and to the over-riding veto of the Council
- f) approve or otherwise the scales of all salaries and wages except national alterations where appropriate
- g) deal with all other general matters either allocated to the Committee or not coming within the purview of one or other of the Standing Committees of the Council
- h) decide on all questions of general administration and financial policy of the Council (with the exception of matters specified in the Standing Committee delegated powers) subject to the final approval of Council thereto
- i) decide on all questions of policy in connection with the adoption and maintenance of Public Open Space
- j) decide on all questions of policy in connection with new capital projects and community facilities
- k) approve or otherwise the yearly estimates of income and expenditure of all Committees of the Council
- l) make and recommend to Council the Precept
- m) determining or fixing pitch fees and such hiring or other charges as it may from time to time consider deem necessary or desirable for the Council's Community Centres and Parks' facilities
- n) decide on all questions of who shall or shall not be permitted to hire or use the Civic Centre and Community Centre accommodation and Parks' facilities subject to such statutory and other like provisions and enactments as may be appropriate
- o) carry out repairs, decoration or maintenance to the Council's property including the repair, maintenance and/or replacement or any of the fixtures and/or fittings therein
- p) arrange and enter into binding contracts for the regular supply of goods and services (including the Licensed Bar Service) for periods not exceeding 4 years except those previously approved by Council, subject to the Financial Regulations of the Council.
- q) deal with all questions relating to the management and upkeep of the Council's facilities which shall include the formal terms and conditions of hiring
- r) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area

- s) To have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation;
  - advance equality of opportunity between different groups; and;
  - foster good relations between different groups
- t) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.
- u) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the Committee reaching, or expecting to reach, during the year the estimate therefor
- v) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

## **BRAUNSTONE TOWN CITIZENS ADVISORY PANEL**

The Citizens Advisory Panel shall have authority and consent to:-

- a) The Panel will have a duty to involve local residents, user groups and staff to ensure that they have greater opportunities to influence and get involved.
- b) The Panel will review the way local residents are informed and consulted.
- c) The Panel will be informed by:-
  - Questionnaire responses
  - Blaby District North Community Forum
  - Feedback from Connect Service Shop, Staff, website, etc
  - Local Area Agreements
  - Braunstone Town Parish Plan
  - Braunstone Town Youth Council
  - Braunstone Town Watchers
  - Uncompleted Capital Projects
- d) The Panel will assess needs, identify emerging new priorities, and recommend improvements to existing services. The Panel will also review services at the request of the Council's Standing Committees.

It will make appropriate recommendations to the Council's Policy & Resources Committee prior to its Annual Budget meeting.
- e) When making recommendations the Panel will consider Crime & Disorder implications of all the Council's services and to do all they can to prevent Crime and Disorder in the area.
- g) To have due regard to the need to:
  - eliminate unlawful discrimination, harassment and victimisation;
  - advance equality of opportunity between different groups; and;
  - foster good relations between different groups
- h) To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.
  - That the Town Council's Community Forum representatives also serve on the Citizens' Advisory Panel.



**BRAUNSTONE TOWN COUNCIL**  
**DELEGATED POWERS OF OFFICERS**

**11th MAY 2017**

The scheme of delegation to officers sets out the extent to which the powers and duties of the Town Council are delegated to Executive Officer and Town Clerk.

Where the Executive Officer and Town Clerk has delegated authority he/she is able to take such action as may in his/her opinion be necessary or appropriate in connection with:

- (i) all operational management matters;
- (ii) persons and/or property;
- (iii) the implementation of decisions properly authorised by the Council or a committee of the Council, or by an officer acting under delegated powers;
- (iv) the performance of any action in any policy, procedure or other document approved or adopted by the Council or a Committee of the Council, or by an officer acting under delegated powers and making minor corrections to approved documents where the intention is clear;
- (v) all other functions, tasks and responsibilities listed in this scheme of delegation;
- (vi) anything which facilitates, or is conducive or incidental to, the discharge of the functions, tasks, or responsibilities listed in (i) to (v) above.

*How delegation works*

A body or person can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

Officers do not have to use their delegated powers: they can ask the body or person that delegated them to decide.

The Executive Officer & Town Clerk who has had something delegated to him/her can authorise other officers to do it on his/her behalf (unless it was delegated on condition that the Executive Officer & Town Clerk must undertake the delegation).

Any substantive or significant decision and the reasons for that decision shall be recorded in an appropriate manner.

## **SPECIFIC DELEGATIONS**

### **General**

1. To take such action as is required in the case of an emergency or urgency subject to:
  - a) consultation with the Town Mayor, Leader of the Council and the Chair of the relevant Standing Committee, or, in their absence, the relevant deputy; and
  - b) a report on the action taken being made to the next meeting of the Council or relevant Standing Committee, as appropriate.
2. To respond to consultation documents in consultation with the Leader of the Council and/or the relevant Standing Committee Chairperson or in their absence the relevant Deputy, where the consultation deadline is prior to the next meeting of the relevant Standing Committee.
3. To make formatting, presentational, spelling, punctuation and grammatical corrections to documents prior to submission or publication.
4. To promote and monitor the Council's partnerships, and to approve new partnerships and to enter into reciprocal promotional and sponsorship arrangements with third party organisations.

### **Community Centres, Open Spaces and Parks**

#### *General*

5. To ensure that works of general maintenance to Council property are carried out.
6. The allocation and letting of the Council's parks, sporting and community facilities in accordance with the agreed policies and procedures and terms and conditions of hire.
7. Carry out inspections of the Council's facilities and property and take any remedial action required in compliance with the law, standing orders, financial regulations and policies and decisions of the Council and its Standing Committees.
8. To decide if and when sporting facilities on Parks and community centre facilities may and may not be used.
9. To authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council.
10. To authorise action and works on the Council's land and premises in order to facilitate the statutory functions of another statutory body.

#### *Community Centres*

11. To manage community facilities including the approval of non for profit groups as Community Groups and the approval of discounts for the hire of the facilities in accordance with the approved scheme.
12. To approve the free use of community facilities by other public sector and charitable organisations where their activities involve social inclusion, consultation and outreach principally to Braunstone Town residents.

#### *Parks & Open Spaces*

13. Arrange for the proper maintenance of all sites/planted areas.
14. Arrange for the planting of shrubs, trees, plants etc. on the Council's land and property.

15. To manage and maintain the Council's parks, recreational facilities, open spaces and floral displays.

#### *All Property and Premises*

16. To take action to remove trespassers from property and premises owned by the Council.
17. To allow the use of the Council's Community Centres and Parks to support residents, Community Groups and charitable organisations to run community events for the benefit of Braunstone Town residents relating to a one-off anniversary, national or local celebration or initiative.
18. To determine requests to scatter / bury ashes on Town Council land in accordance with the agreed process for dealing with such requests.

### **Corporate Management & Capital Projects**

#### *General*

19. Agree funding for any projects/items/services that cost up to £3,000 and are necessary for the effective functioning of council business, providing this can be met from within approved budgets.
20. To participate in, including the submission of written evidence to, inquiries, appeals, tribunals and hearings concerning the work of the Council.
21. To settle compensation payments in accordance with the Council's complaints procedure.
22. To submit bids for and enter into agreements for grants and other funding sources up to a value of £3,000.

#### *Assets, Insurance & Risk*

23. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other equipment or books in accordance with approved procedures.
24. To manage the Council's insurance arrangements and determine whether to agree to the pursuit of claims/losses (including the issuing of court proceedings) and the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.

#### *Contracts*

25. To enforce the terms of any agreement, contract or lease to which the Council is a party.
26. To renew, terminate and vary leases.
27. To sign contracts up to a value of £3,000 entered into on behalf of the Council in accordance with the Financial Regulations.
28. To enter into routine maintenance and service agreements.

#### *Councillors*

29. To authorise the attendance of individual councillors, at the request of the Group Leader (or Independent Councillor where appropriate), at talks, seminars and conferences at the Council's expense.
30. To make appointments to outside bodies to fill vacancies which arise during the course of a Council year following nomination by the Group Leader for the group of the previous appointee and to confirm nominations to sub-groups, in the case

of outside bodies which require nomination to a sub-group, following consultation with the Council's appointed representative.

31. To receive nominations and to make appointments as appropriate to outside bodies, including partnership bodies, charities and management committees, where vacancies arise or other changes to representation are required following the annual consideration of appointments, and following consultation with the Leader.

#### *Health & Safety*

32. To take all actions required, which are within budget, in connection with the implementation of the principles set in the Council's Health and Safety Policy and Risk Assessments.
33. To take remedial action where there is a significant risk identified to Health, Safety and Welfare.
34. To arrange and implement comprehensive risk assessments throughout the Council's organisation.

#### *Staffing*

35. Permitted to make decisions about training courses for all staff to attend, subject to budget provision and delegated spending limits.
36. Subject to the decision complying with the Council's existing staffing policies:
  - (i) to approve payment of one accelerated increment on the grounds of special merit or ability, for employees within their existing grades;
  - (ii) to enter into apprenticeship and work experience agreements;
  - (iii) to make either permanent or temporary appointments, including the provision of cover for sickness absence, to be held against existing established posts and within the overall budget, including among relevant existing post holders where hours against the same post become vacant;
  - (iv) to approve the extension of probationary periods;
  - (v) to approve requests for flexible retirement;
  - (vi) to approve requests for an increase or decrease in contacted hours, providing these are within budget and the approved staff establishment
  - (x) subject to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters; Note: in the first instance these functions will be exercised by the Line Manager.
37. To suspend officers where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct. The Leader and Deputy Leader of the Council are to be notified as soon as possible after the action is taken.

#### **Planning & Environment**

38. Make observations on any Planning and Licensing Applications and any other application on which the Town Council is being consulted where either the deadline is prior to the next meeting of the relevant Standing Committee or where the relevant Standing Committee meeting is either cancelled or inquorate.

## **Social Inclusion, Recreation, Culture, Crime Reduction Services**

39. To maintain the Council's CCTV system.
40. To make arrangements for civic hospitality.
41. To sponsor one-off community activities up to the value of £500 following consultation with the relevant Standing Committee Chairperson or in his/her absence the Vice-Chairperson.