



TODMORDEN TOWN COUNCIL

Item 16 – Town Council 27<sup>th</sup> April  
2021

# TODMORDEN TOWN COUNCIL

## REPORT TO FULL COUNCIL

<b>REPORT AUTHOR</b>	<b>Colin Hill Town Clerk and Responsible Financial Officer</b>
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<b>Date</b>	<b>27<sup>th</sup> April 2021</b>
<b>SUBJECT</b>	<b>Scheme of Delegation to Council Committees and Officers</b>

### PURPOSE OF REPORT

1. To present to Members an updated Scheme of Delegation to Council Committees and Officers for approval and adoption.
2. To advise Members that the Terms of Reference have been reviewed by the Resources, Development and Climate Emergency Committees, and the Terms of Reference within this document reflect these changes.
3. To advise Members that as the Staffing Committee has not had occasion to meet recently, The Terms of Reference remain as already approved in March 2020 and will be reviewed when the Staffing Committee next convenes.
4. To advise Members that the Resources Scheme of delegation to awards grants of up to £3,000 remains adequate and the Officer Financial Scheme of Delegation remains appropriate given the level of financial delegations generally required to carry out daily requirements.
5. To remind Members that throughout the year several delegations have taken place, particularly around specific larger scale projects. Given their specialist and one off nature, the Scheme before Members does not include these as standard delegations.
6. In anticipation of the Wheelspark contract being signed, to ask Members to agree to an increase for specific Wheelspark stage payments of an individual nature to be made of up to £25,000 plus Vat, together with any internal transfer of funds between bank accounts, to be authorised by the Town Clerk in consultation with the Chair of Resources. Amounts more than £25,000 plus Vat to still be agreed by Full Council.

### FINANCIAL CONSIDERATIONS

7. This scheme provides delegated powers at Officer level to be able to carry out their day to day requirement regarding the placing of orders for work to be carried out and or payments to be made.

8. The Wheelspark project value is a c£250,000 with stage payments to be made on receipt of Certificates issued by our Technical Consultants Groundwork as to the value of work carried out. It is envisaged that fortnightly inspections will be carried out and anticipated payment may often be around the £25,000 plus Vat level. In order to expedite payment delegated authority is required.

## **RECOMMENDATION**

9. That Members adopt the Scheme of Delegation to Council Committees and Officers.
10. That Members delegate authority to the Town Clerk in consultation with the Chair of Resources Committee to move funds between bank accounts and make payments up to £25,000 plus vat in connection with the Wheelspark project.

## **REASONS FOR RECOMMENDATION**

11. Council authority is required to adopt this Scheme of Delegation to Council Committees and Officers.
12. Council authority is required to agree this specific delegation in respect of the Wheelspark project outside of the approved Scheme of Delegation to Council Committees and Officers.

## **POLICY IMPLICATIONS:**

13. None arising from this report.

## **DETAILS OF CONSULTATION:**

14. None from this report.

## **CLIMATE CHANGE:**

15. None arising from this report.

## **IMPACT EQUALITY ASSESSMENT**

16. None arising from this report.

## **SUPPORTING PAPERS:**

17. Appendix 1 - Scheme of Committee and Officer Delegations

**FURTHER INFORMATION, PLEASE CONTACT: Colin Hill**