



TODMORDEN TOWN COUNCIL

**Item 18 – Full Council
16th March 2022**

TODMORDEN TOWN COUNCIL

REPORT TO FULL COUNCIL

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| Report Author | Resources Committee |
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| Date | 16th March 2022 |
| Subject | Committee and Officer Scheme of Delegation |

PURPOSE OF REPORT

1. To inform Members that the Resources Committee on the 16th February 2022, reviewed the Committee and Officer Scheme of Delegation document noting this was last reviewed In March 2021
2. To remind Members the Scheme of Delegation was last reviewed In February 2021.
3. To propose amends that are recommended to be made to reflect the role of the Resources Committee in overseeing the role of Todmorden Town Council as Sponsor to Centre Vale Project elements of the Town Deal fund.
4. To include within the delegations the role of the Projects and Finance Manager specifically dealing with the Town Deal Fund Centre Vale Project.
5. To include the Climate Officer within the Scheme of Delegation
6. To update the financial Scheme of Delegation to mirror those contained within the Financial Regulations.
7. To seek the Resources Committee approval to submit to Full Council for adoption.

PROPOSED CHANGES

8. The following table of changes are proposed: -

| Reference | Amend | Reason |
|------------------|---|---|
| P5 4.1 | Increase authority to make single commitment from £5,000 to £10,000 | Reflects increase in level of financial activity. |
| P8 (19) | To include Town Deal fund projects under Resources responsibility | Formally assigns responsibility to Resources Committee. |

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| P13 (b)1,2,3 | To include Projects and Finance Manager in Scheme. | Provides broad area of delegation and responsibility |
| P15 (d) | To include Climate Officer power to issue CEC summons | Provides authority to issue summons. |
| Pg7 | To mirror financial regulations. | Matches Financial Scheme of Delegation. |

FINANCIAL IMPLICATIONS

9. Whilst none directly arising from this review, a review of the delegations confirm that they reflect the day-to-day nature of financial management required and introduces specific authorities to enable the Town Councils role as Sponsor for the Centre Vale project elements of the Town Deals Fund to be delivered.

RECOMMENDATION

10. That Members agree the amendments as proposed and recommend to Full Council for adoption.

REASONS FOR RECOMMENDATION

11. Members of the Resources Committee, under their Terms of Reference, are responsible for reviewing key financially related documents and controls.

POLICY IMPLICATIONS:

12. This key Policy is subject to annual review.

DETAILS OF CONSULTATION:

13. This addresses changes arising out of a substantial change in financial receipts arising out of external grant funds and the need to make larger payments.

CLIMATE CHANGE:

14. None arising from this report.

IMPACT EQUALITY ASSESSMENT

15. None arising from this report.

SUPPORTING PAPERS:

16. Appendix 1 Scheme of Delegation to Council Committee and Officers for amend/approval;

FURTHER INFORMATION, PLEASE CONTACT: Naomi Crewe