



# LYDNEY TOWN COUNCIL

## Scheme of Delegation

*(Approved by the Council 17<sup>th</sup> May 2021: Updated 9<sup>th</sup> May 2022:  
Updated 13<sup>th</sup> June 2022: 13<sup>th</sup> May 2024)*

The Town Clerk is the Council's Responsible Financial Officer and the Proper Officer (the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972)

The powers and duties set out in this scheme are delegated to the Town Clerk:

- To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and GDPR queries (be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act and GDPR)
- To apply for consent for works on council-managed trees within the Conservation Area
- To make arrangements for the closure of the Council offices in the Christmas/New Year period, after agreeing the dates with the Mayor
- To authorise day-to-day routine expenditure to continue the operation of the Council Office Team and Grounds Team including the provision of protective personal clothing
- To authorise appropriate training for Councillors and Staff (one- or two-day courses only)
- To oversee the discharge of the Council's responsibilities under the Health and Safety at Work Act 1974
- To implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group.
- The Mayor and the Chairman of any relevant Committee are to be consulted where possible before such action is taken
- To manage activity under the authorised signatory list at Appendix 1

All delegated functions shall be deemed to be exercised on behalf of, and in the name of, the Council.

The Town Clerk will exercise these powers in accordance with:

- approved budgets
- the Council's Standing Orders and Financial Regulations
- the Council's Policy Framework and other adopted policies of the Council
- all statutory common law and contractual requirements

This policy will be kept up to date as the size and nature of the Council changes or new legislation is introduced.

## **APPENDIX 1: AUTHORISED OFFICERS SIGNATORY LIST**

	<b>Debit Card<sup>1</sup></b>	<b>Cheques<sup>2</sup></b>	<b>Invoices<sup>3</sup></b>	<b>Purchase Orders<sup>4</sup></b>	<b>Contracts<sup>5</sup></b>	<b>Electronic Bank Access</b>	<b>Viring Funds<sup>6</sup></b>	<b>Timesheets<sup>7</sup></b>	<b>Updating Website</b>	<b>Managing Facebook</b>	<b>Office Keys</b>
Town Clerk / RFO	X	X	X	X	X	X	X	X	X	X	X
Assistant Clerk	X	X	X	X	X	X	X	X	X	X	X
Assistant RFO / Finance Assistant			X	X		X	X				X
Events and Funding Assistant			X	X					X	X	X

1. Debit card usage by Officers for operational reasons (e.g. urgent purchases from by Amazon) is restricted to the card daily limit of £1,000 and maximum expenditure not exceeding the £5,000 limit currently allowed subject to being within the approved Budget (or Grant received).
2. Use of the debit card up to £5,000 will be allowed only subject to two bank signatory Councillors giving their approval either by email or in person. Maximum expenditure shall not exceed the £5,000 limit currently allowed to the Clerk as per the Financial Regulations Orders 4.1, 4.5 and 6.18 from an identified budget with sufficient funds, following approval by the relevant Council committee, or for emergency expenditure for reasons of health and safety. Any such emergency expenditure should be reported to the next meeting of the Council.
3. Cheques can only be countersigned in accordance with the Council's Standing Orders and Financial Regulations, following approval by the relevant Council committee.

4. Invoices can only be authorised in accordance with the Council's Standing Orders and Financial Regulations, following approval by the relevant Council committee.
5. Purchase Orders can only be authorised with the Council's Standing Orders and Financial Regulations, following approval by the relevant Council committee.
6. Contracts can only be authorised in accordance with the Council's Standing Orders and Financial Regulations, following approval by the relevant Council committee.
7. Viring funds between cost centres is subject to the Council's policy.
8. Countersigning of timesheets is subject to the Council's policy.