



Alternative Scheme of Delegation

Ashington Town Council's Alternative Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed. The alternative scheme of delegation is expected to be used in *matters of urgency*, or when circumstances outside of the Council's control determine that *meetings cannot be held*.

Proper Officer and Responsible Finance Officer

- To act on any issue of urgency, that cannot wait until the next scheduled Council meeting. If circumstances permit, the Clerk would normally be expected to consult the *Chair or Vice Chair (if the Chair is unavailable)* and take their view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work that cannot wait until the next normal Council meeting, regardless of budgetary provision, subject to an upper limit of £2,000.
- To take any action regarding minor repairs or other work, subject to an upper limit of £2,000.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

Personnel Committee

- To act on any issue of urgency, that is within its remit, that cannot wait until the next Personnel Committee meeting.
- To take any decisions necessary relating to staff and their employment, except recruiting, termination, and decisions on hours in excess of core hours.
- The Clerk would normally be expected to consult the *Chair of the Personnel Committee, along with other members of the Committee*, and take their views into account.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

Finance and General Services Committee

- To act on any issue of urgency, that is within its remit, that cannot wait until the next Finance and General Services Committee meeting.
- To take any decisions relating to the management and maintenance of Town Council assets.
- The Clerk would normally be expected to consult the *Chair of the Finance and General Service Committee, along with other members of the Committee*, and take their views into account.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting.



The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.

The Council has agreed terms of reference for standing committees, which are essential to enable the Council to function efficiently and effectively. Without these, every decision would have to be taken by the Full Council. Decision making powers can be given to both Committees and Officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or groups not properly constituted.

The Alternative Scheme of Delegation is an additional safety net to allow decisions to be taken by Officers and Committees outside of meetings, where matters are urgent and/or meetings cannot be held.

Governance

This policy was AGREED at the Full Council Meeting on 29th March 2022.