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# SCHEME OF DELEGATION

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Draft Policy to be recommended to Full Council – 27th January 2025



TO BE REVIEWED OCTOBER 2026



## **Introduction**

This scheme delegates powers and duties of Tetbury Town Council to Officers under Section 101 of the Local Government Act 1972 and all other powers enabling such delegation. It is adopted with the intent that it should lead to a streamlining and simplification of the decision-making process of the Council and accordingly it should be interpreted widely rather than narrowly.

This Scheme delegates to Authorised Officers the powers and duties necessary for the discharge of the council's functions within the broad functional description set out, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present and future legislation and all powers incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

An officer may decline to exercise delegated powers and instead report to the Council or appropriate committee.

Areas of Delegation – There are three specific areas of delegation:

### **Planning**

The Council resolved that should the Planning and Licensing Committee be inquorate and as a result be unable to deal with an application within due time, or where an extension for a response cannot be secured in time for the next committee meeting, the Proper Officer and in consultation with the Chair and Deputy Chair of the Planning and Licensing Committee may submit a response on behalf of the Council.

### **Finance**

(6.9 of the Financial Regulations) In cases of extreme risk to the delivery of Council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFOs judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The RFO shall report such action to the Chairperson as soon as possible and to the council as soon as practicable thereafter.

### **Staff Welfare**

The Chief Executive Officer/RFO may make decisions in the interests of staff welfare without reference to Tetbury Town Council. This applies to arrangements for leave, emergency cover and medical care.