

**Committee:** Full Council

**Date:** 16 May 2023

**Title:** Scheme of Delegation

### **Purpose of Report**

To allow the council to review delegation arrangements for the council.

### **Recommendation**

Members review delegation arrangements to committees, sub-committees, staff and other local authorities adopting the draft Scheme of Delegation provided with any amendments proposed at this meeting.

### **Report**

1. Standing Order 5.k. states, 'Following the election of the Chair of the council and Vice-Chair of the council at the annual meeting, the business shall include:  
  
5.k.v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;  
5.k.vi. Review the terms of reference for committees
2. This report assumes the council will retain its existing committee structure, at least in the short term. Members may however wish to look at the Governance of the Council in the future, taking into account the changes that are taking place as a result of the creation of Somerset Council.
3. Members will see that in **Appendix 13A** delegated authority to committees, sub-committees, and staff has been provided. The various aspects of delegated authority have taken into account some of the issues in recent years when confronted with making decisions when the council has been unable to meet.
4. It also takes into account recent decisions of the council where delegated authority for matters relating to the running of events has been delegated to officers.
5. Terms of Reference for various committees that fall under the initial responsibility of either Resources or Open Spaces are still to be confirmed in some cases. It is proposed that these initially be checked by the relevant committee before being brought to Full Council.
6. Any delegated authority will be supported by the Standing Orders adopted by this council along with other policies such as Financial Regulations. There are also the various statutes laid down that help to provide guidance and direction. Where delegated authority has been given to Officers, emails and discussions ensure that Members are made aware of the circumstances involved.

7. It is recommended that Members review delegation arrangements to committees, sub-committees, staff and other local authorities, and consider adopting the draft Delegation provided with any amendments proposed at this meeting.

**Mark Tredwin  
Town Clerk  
May 2023**