



## LEIGHTON-LINSLADE TOWN COUNCIL

### DELEGATION SCHEME

#### 1. Delegation to Committees

Except as mentioned below, each Committee shall exercise on behalf of the Council the functions assigned to it as set out below in its [Terms of Reference](#). Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decisions. ~~Each Committee is required to submit to the Council a report of its proceedings since the previous meeting of the Council.~~ [Meeting minutes and recommendations from committees shall be submitted to the next meeting of the Council for consideration.](#)

[Standing committees may authorise expenditure from the annual revenue budget from codes within their areas of responsibility and may also authorise expenditure from earmarked reserves under the management of that committee, for appropriate purposes \(i.e. services, activities and projects for which there is a specific and relevant Council/committee resolution, for which the Council has a legal power or duty and for matters which may lawfully be delegated to a committee\).](#)

[Standing committees may have authority to spend monies from Future Projects earmarked reserves where the specific project has been approved by Council \(through the five year financial plan\) and the project delivery has been delegated to that committee. Should there be any doubt as to the authority of a committee to approve expenditure from an earmarked reserve, then such authority must be sought from Policy & Finance Committee or Council.](#)

#### 2. Delegation - Exceptions

- (a) The borrowing of money.
- (b) The levying of a rate.
- (c) The disposal of land, other than lettings for two years or less.
- (d) The introduction of new major policy or a change in the Council's established policy.
- (e) The making of byelaws.
- (f) The purchase of land not provided for, or at a cost in excess of a sum allowed as approved capital.

#### 3. Sub-Committees

Committees may, subject to the concurrence of the Council, appoint Sub-Committees and (subject to the foregoing exceptions) such of the Committees' powers and duties as the Council may resolve, may be delegated to Sub-Committees. Each Sub-Committee is required to submit to the main Committee a report of its proceedings since the previous meeting of the Committee.

#### 4. Committee Chairs, Vice Chairs and Officers

It is unlawful to delegate powers to individual councillors including Committee Chairs, Vice Chairs.

Powers may be delegated to Officers (usually the Town Clerk) and these shall be exercised within the framework of the Council's established policies, [in particular as set out in Standing Orders](#). Power delegated to an Officer may be exercised in his/her absence by a designated Deputy or by another Officer specifically authorised by the Council.

Expenditure authorities delegated to the Town Clerk are as follows:

- (a) for specific items approved in the budgets within the budget sum
- (b) for no specific items within a standing authority of £5,000 ([£2,500 for Heads of Service with budgetary responsibility](#))

The exceptions and limitations are:

- (i) single items over £5,000 will require Committee or Council approval
- (ii) all grants to be dealt with by Council [or delegated committee](#)
- (iii) all Section 137 expenditure to require approval of Council.

#### **Planning**

The Town Clerk shall submit to the following meeting of the Planning and Transport Committee, the particulars of every planning application notified to the Council and that, after consultation with the Chair of that Committee, only applications deemed to be non-minor will be discussed by that Committee. The formal consultation on minor applications is delegated to the Town Clerk. Any Councillor may ask for a minor application to be discussed in full by the Committee.

1. Delegated applications [may](#) include all applications received for consultation purposes including all planning applications, advertisement and signs.
2. All delegated decisions, which are recommended for approval, will be detailed, in writing, to Members of the Planning and Transport Committee in a ~~report that will be tabled on the night of the meeting of that Committee~~ [list included with the meeting agenda](#).
3. ~~A list of proposed delegated decisions will be circulated to all Councillors.~~ If a Councillor wishes a [delegated](#) application to be decided by the Committee, a written request ~~should~~ [must](#) be made to the Town Clerk prior to the meeting.
4. It may be necessary to refer certain planning applications to the Grounds and Environmental Services Committee or a joint meeting of the Planning/Grounds and Environmental Services Committee for comment.
5. No planning application can be delegated which falls into the following categories :
  - (a) To which a written objection from a member of the public has been received by the Town Council.

- (b) Any application for more than five dwellings (including flats, apartments and maisonettes).
6. The Town Clerk, or his/her nominated officer, must be cognizant of the application – its location and the possible planning considerations.

**Grounds and Environmental Services – Requests for Use of Parks & Open Spaces**

The responsibility is delegated to the Town Clerk to respond to requests for use of the Town Council parks and open spaces, in line with the agreed criteria.

**Police Liaison Sub-Committee – Operation Dodford Service Level Agreement with Bedfordshire Police**

The responsibility is delegated to the Town Clerk, in consultation with the Chair of the Police Liaison Sub-Committee, to authorise additional policing activity through the Operation Dodford service level agreement and associated budget.

Adopted by Council 15 May 2017