

# KNOWSLEY TOWN COUNCIL



# SCHEME OF DELEGATION

Adopted: 19/02/2026  
Review: 20/05/2028

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## **SCHEME OF DELEGATION**

### **INTRODUCTION**

*Section 101 of the Local Government Act 1972*

Subject to any express provision contained in this Act or any Act passed after this Act, local authority may arrange for the discharge of any of their functions: -

- a) by a committee, a subcommittee or an officer of the Town Council
- b) by another local authority.

### **Delegation To a Committee Or Sub - Committees**

Delegation to the following Standing Committees shall be in accord with their Terms of Reference:

- Finance & General-Purposes Committee
- Human Resources Committee
- Events Committee.

### **Delegation To Officers**

The Town Clerk (Proper Officer) shall be the Responsible Financial Officer to the Town Council. Specific delegations to officers are set out below.

Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Town Council from time to time.

### **Town Clerk / Proper Officer – Democratic Services**

- a. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.
- b. As Proper Officer, to sign all documents on behalf of the Town Council including the Summons to Elected Members to attend Town Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972

- c. The Proper Officer shall be responsible for signing all the Town Council's Official Notices and for sealing Town Council documents as set out in the Standing Orders
- d. To receive declarations of acceptance of office
- e. To retain a copy of every Town Councillors' Register of Interests
- f. To deal with dispensation requests from Members of the Town Council
- g. Power to take appropriate steps to ensure the Town Council does not exceed its powers.
- h. The Clerk may convene a meeting of the full Town Council for the election of a new Chairperson of the Town Council, occasioned by a casual vacancy.
- i. The Clerk shall, on request, facilitate the inspection of the minute book by Local Government electors.
- j. The Proper Officer shall receive and retain copies of by laws made by other local authorities in the area.
- k. The Clerk may authorise another officer or officers of the Town Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- l. The power to delegate any delegated powers and other powers to any member of staff as appropriate.

***Town Clerk / Proper Officer – Administration & Management***

- a. All matters relating to the maintenance and operation of the Town Council premises and land.
- b. The day-to-day administration of services, together with routine inspection and control
- c. The Clerk may incur expenditure on revenue items below £2,500 on behalf of the Town Council within the limits set out in the Financial Regulations and within approved, except where emergency powers apply. All such expenditure shall be reported to the Finance and General Purposes Committee and/or the Town Council at the earliest opportunity.
- d. The Clerk may incur expenditure on revenue items below £2,500 for the supply of specialist services.
- e. The Clerk is the manager for all staff employed by the Town Council and is given delegated powers to manage the Town Council staff in accordance with the Town Council's policies, procedures and budget
- f. The authority to sanction and authorise payment of overtime in exceptional circumstances.

- g. Power to release press statements on any activities of the Town Council subject to prior consultation with either the Chair of the relevant committee or the Chairman in accordance with the press and publicity policy set out in the Standing Orders and the Press and Media policy
- h. The power to manage, promote and co-ordinate the events agreed by the Town Council.
- i. To retain overall editorial control of the Town Council websites and social media accounts
- j. Power to act on own initiative to implement the Town Councils policies and objectives.
- k. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Town Council's authorised officers in the performance of their statutory or other duties.
- l. In cases of extreme risk to the delivery of Town Council services, the clerk may authorise revenue expenditure on behalf of the Town Council which in the clerk's judgement it is necessary to carry out.
- m. Such expenditure includes repair, replacement or other work... subject to a limit of £2,500. The Clerk shall report such action to the Chairperson and subsequently to the Finance & General Purposes Committee and/or the Town Council as soon as practicable thereafter.
- n. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Town Council's assets or position, following consultation with the Chairperson (if practicable in the circumstances).
- o. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Town Council
- p. To act as the appointed Fire Warden and Co-ordinator in the event of a fire in conjunction with the building fire safety regulations.
- q. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
- r. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
- s. The Clerk will have the authority to dispose of the Town Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £300.00.
- t. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

- u. Power to authorise staff to attend relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
- v. The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets
- w. The Clerk/RFO is authorised to use the Council's corporate payment card in accordance with the Financial Regulations. Use of the card shall be subject to the transaction and credit limits approved by the Council, with all transactions supported by receipts, reconciled monthly and subject to member review.
- x. The Town Clerk is authorised to book training courses for members of the Town Council and staff in accordance with the Training, Learning and Development policy.

**Responsible Financial Officer (RFO)**

- a. The RFO will be responsible for all financial records of the Town Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Town Council and within the law
- b. The RFO shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- c. The RFO will have the power to release any financial related report or document to the Town Council or its committees in discharge of the Responsible Financial Officer responsibilities
- d. The RFO shall have delegated authority to authorise the payment of invoices pursuant to paragraph 6.2 of the Town Council's Financial Regulations.
- e. Supervision of volunteers in accordance with the Town Council policies

**Consultants / Self Employed Contractors**

Consultants or self-employed contractors engaged by the Town Council do not have any delegation to make decisions or financial commitments on behalf of the Town Council.