

# MILDENHALL HIGH TOWN COUNCIL

The Pavilion. Recreation Way. Mildenhall. Bury St. Edmunds. Suffolk. IP28 7HG



## DELEGATION TO THE TOWN MANAGER

2021 - 2022

---

**The powers and duties set out below are delegated to the Town Manager to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's standing orders and financial regulations and any approved policy framework and budget.**

The Council may at any time, following resolution, revoke any delegated authority.

The Town Manager may delegate these duties and powers to other Officers within the Council

The Town Manager may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council or a committee. Similarly where Officers have no delegated power to make decision the matter is reported to the full council or committee for decision.

The Town Manager shall be the Responsible Financial Officer (RFO) of the Council as defined in law, responsible for the Council's accounting procedures, in accordance with the Accounts & Audit Regulations in force at any given time.

The Town Manager shall be the Proper Officer of the Council and as such is authorised to:

- Issue all statutory notifications
- Receive declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Deal with dispensation requests from members under the Code of Conduct
- Receive & retain documents and plans

Mildenhall High Town Council  
Scheme of Delegation  
Town Manager/RFO

First adopted at Town Council Meeting – September 2020

Last adopted at Town Council Meeting – June 2021

Due to be reviewed at Annual Town Council Meeting – May 2022

- Sign notices or other documents on behalf of the Council
- Call any extra meetings of any committees as necessary having consulted with the Chairman of the appropriate committee
- Manage all the council's staff either directly or indirectly
- Manage the provision of Council services, buildings, land and resources
- Day to day administration of services, together with routine inspection & control
- Respond to any correspondence requiring or requesting information or relating to any decision of the council but not correspondence requiring an opinion to be taken by the full council or its committees.
- Act on behalf of the council in an urgent situation and report back to the council as soon as practical
- Take all decisions relating to the training of staff
- Authorise minor adjustments to contracts of employment
- Deal with all capability, disciplinary or grievance matters in accordance with respective Council policies
- Manage employees salaries in accordance with contracts of employment
- Manage maintenance contracts
- Develop income generating activities

The Responsible Financial Officer shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Suffolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation

## Planning

The Town Manager has delegated authority to make decisions, in conjunction with the Chairman of the Planning Committee and after consultation with the Members of the Planning Committee, with regard to planning applications, except that this authority is subject to annual review, and renewal, if thought fit by the Full Council, at the Annual Council Meeting.

There are currently no other powers delegated to officers of the Council on a standing basis.

In accordance with the Openness of Local Government Regulations 2014, a record of certain decisions taken by officers of the Council under delegated authority will be published on this Council website for public inspection.

Specific authority delegated to officers, usually the Town Manager, to make a decision on behalf of the Council, is recorded in each case as a resolution in the minutes of Council meetings and a written record of each decision is retained in the Council's paper files. From time to time, authority may also be delegated to the Town Manager to make a decision, but subject to consultation with relevant Members of the Council, usually the Mayor, or Chairman of the appropriate committee. A written record of this consultation will be retained in the Council's paper f