

MILDENHALL HIGH TOWN COUNCIL

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



DELEGATION TO THE TOWN MANAGER

2020 - 2021

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

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Scheme of Delegation
Town Manager/RFO

First adopted at Town Council Meeting – September 2020
Last adopted at Town Council meeting – September 2020
Due to be reviewed at Annual Town Council Meeting – May 2021

- 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

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