

Dronfield Town Council

Scheme of Delegation

1. To appoint the Town Clerk as the Council's Proper Officer.
2. To delegate to the Town Clerk to incur expenditure up to the amounts in the approved budget.
3. To delegate power to the Town Clerk to take reasonable steps to secure the Council's assets or position in the event of an emergency.
4. To delegate power to the Town Clerk to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
5. To delegate power to the Town Clerk to manage all the Council's facilities and resources in accordance with the Council policies.
6. To delegate power to the Town Clerk to deal with the employment of all employees to include temporary employees with the exception of Town Clerk, RFO and Outside Services Manager and report back any delegated decisions to the Council.
7. To delegate power to the Town Clerk to formulate, review and revise person specifications and job descriptions for posts other than the Town Clerk, RFO and Outside Services Team Leader for approval by the Personnel Committee (via email).
8. To delegate power to the Town Clerk to deal with the suspension or dismissal of employees other than the Town Clerk, RFO and Outside Services Team Leader.
9. To delegate power to the Town Clerk to waive any part of notice required by an employee to terminate employment other than the Town Clerk, RFO and Outside Services Team Leader in consultation with the Chair of Personnel Committee.
10. To delegate power to the Town Clerk to authorise payments for overtime in accordance with Council procedures.
11. To appoint the Assistant Clerk as authorised person for the purpose of the Local Authorities Cemeteries Order 1977.
12. To delegate to the Town and Assistant Clerk the power to approve memorial applications that comply with the Council's rules and regulations and to refer any to Cemetery Committee that do not comply.
13. To authorise the Town Clerk to delegate any delegated powers and other powers to any member of staff as appropriate.
14. To delegate to the Town Clerk in consultation with the Chair of the Council and in his/her absence the Vice-Chair and the Chair of the relevant committee, decisions of the Council during any summer recess provided that all such decisions are reported to the next appropriate meeting of the Council.
15. To delegate to each Committee of the Council power in relation to all matters within the Committee's Terms of Reference except for decisions/functions specifically reserved for Full Council in law or under the Council's Standing Orders.