



KEIGHLEY TOWN COUNCIL

SCHEME OF DELEGATION

**This Scheme of Delegation was adopted by the Town Council
On the 18 May 2023**

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, therefore any changes in job titles will trigger a review of this scheme.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this Scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to detail the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the Scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
 - A Committee may delegate its powers to an Officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been delegated to the Proper Officer.
- 2.4 In an emergency the Proper Officer is empowered to carry out any function of the Council
- 2.5 Where Officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the relevant committee, and the Officers must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 Subject to those matters that are reserved for Committee; all members of staff shall be responsible and shall have delegated authority as outlined in this scheme.
- 3.1.1 Any matter not reserved for Committee (i.e., any matter falling outside the criteria) shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with this delegation scheme.
- 3.2 It will be appropriate for the Officers of the Council to refer a matter:
- To the Town Clerk where the determination of the matter raises issues of corporate priorities or the co-ordination of the discharge of various functions of the Council,
 - To the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- 3.3 All officers have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, Section 117; Officers must make a formal declaration about Council contracts where the employee has a financial interest. Every Officer is responsible for identifying whether they have any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and also for notifying the Town Clerk.
- 4.2 Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest may result in disciplinary action being taken which could lead to dismissal.
- 4.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 4.4 All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.
- 4.5 Each employee is required to complete the Code of Conduct for Council Employees. Further guidance is contained within the Employee Code of Conduct Policy approved by Council.
- 4.6 Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for Members and Officers.

5 COUNCIL RESERVED POWERS

5.1 Each Committee has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Council:

- Appointment of the Town Clerk and Responsible Financial Officer.
- To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council Policies.
- To approve and adopt the Policy Framework.
- To approve and adopt the Budget.
- To determine the Council's Corporate Priorities.
- To appoint the Mayor and Deputy Mayor.
- To agree and/or amend the Terms of Reference for Committees, deciding on their composition and making appointments to them.
- To adopt the schedule of meetings for the ensuing year.
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
- To make any decisions which would be contrary to the Policy Framework.
- To determine matters involving expenditure for which budget provision is not made or is exceeded.
- To determine matters which do not fall within the remit of any Committee.
- To determine matters affecting, or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- To determine any matters referred to it by a Committee in accordance with Standing Orders.
- To set the Precept.
- To make Byelaws.
- To borrow money.
- To annually approve the Statutory Annual Return
- To annually approve the Council strategy, aims and objectives including the Terms of Reference for the Council Committees
- To receive statutory reports from the Town Clerk/Responsible Financial Officer
- To consider any matter required by law to be considered by Council.

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
- 6.2 In accordance with Standing Order 7 the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months. The written notice whereof bears the names of at least 10 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- 6.3 Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council. This item can be discussed in full by the Town Council.
- 6.4 In any case where a Committee (or Sub) Chairman and/or Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

7 DELEGATION TO COMMITTEES

(a) Public Spaces & Assets Committee

Membership	Ten Town Councillors plus Mayor or Deputy
Quorum	Four Town Councillors with voting powers – including Mayor or Deputy Mayor
Meetings	Bi-Monthly

Terms of Reference:

- 1) To have oversight on the use, maintenance, improvement, development and good management of all council owned or leased buildings/assets, including:
 - Civic Centre
 - Allotments sites
 - Town Centre planters, including barrier baskets and hanging baskets.
 - Town Council owned benches, including Memorial benches.
 - Boundary Signs and Noticeboards
 - Damens Nature Trail and Orchards
 - Town Hall Square planting and maintenance regime
 - Tree Maintenance
 - Festive lights
 - Cenotaph and Ingrow War Memorial
 - Grit Bins
 - Speed Indicator Devices
 - CCTV Cameras
 - Any Town Council vehicles
 - Any other buildings adopted or leased by the Town Council in the future.
 - Any other Assets adopted by council.
- 2) To act as responsible landlords for sites owned by the Town Council and leased to other organisations/individuals. Reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
- 3) To review fees and charges as and when required.
- 4) To be responsible for the appropriate budgets allocated by the council.
- 5) To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.
- 6) To appoint sub-committees, small working parties, and project management groups to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee.
- 7) These sub-committees, small working parties, project management groups will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.
- 8) They will report back to the Public Spaces & Assets committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda.

- 9) To determine the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan.
- 10) To consider asset transfers and make recommendations to Full Council.
- 11) To liaise with Keighley Police in local anti-crime and anti-social behaviour initiatives and partnerships, recommending ways in which the Council can assist in crime prevention.
- 12) To receive, note and offer recommendations concerning Licensing Applications.
- 13) To consider issues relating to community and public transport services.
- 14) To consider issues relating to traffic calming and signage, car parking, street lighting and other highway matters including footpaths adjacent with highways (Road Traffic Act 1977).
- 15) The Committee has authority to spend up to £10,000 per item from earmarked capital reserves on any remedial repair or maintenance required to the council's assets or public spaces. This expenditure is subject to the council's financial regulations regarding the awarding of contracts and procurement policy.
- 16) To be responsible for reviewing Council policies which fall within the specific remit of the committee responsibilities and make recommendations to Full Council when required.
- 17) To be responsible for the implementation of any actions allocated to the committee in the Town Plan 2023-2027.

(b) Policy & Resources Committee

Membership	Ten Town Councillors plus Mayor or Deputy
Quorum	Four Town Councillors with voting powers – including Mayor or Deputy Mayor
Meetings	Monthly

Terms of Reference:

- 1) To develop and review the Town Council's Strategic Plan (Town Plan)
- 2) To review and monitor the effectiveness of the Town Council's strategies, policies and procedures in accordance with statutory and legislative requirements. Including Standing Orders, Scheme of Delegations and Financial Regulations.
- 3) To review the Town Council's financial and treasury management activities and supervise the investment of funds.
- 4) To oversee the performance process and reviews via the Council's Key Performance Indicators (KPI's)
- 5) To review policies which do not fall within the specific responsibilities of a particular council standing committee the Town Council and make recommendations to Full Council when necessary.
- 6) To review the Risk Assessment Management Plan and Corporate Risk Assessments.
- 7) To have oversight of any Council Annual Report which may be published providing information on the work of the Town Council.
- 8) To make recommendations to the Town Council on matters which do not fall within the powers of any other Committee.
- 9) Annually establish a Budget Working Group which shall comprise of the Chairman of the following committees, Public Spaces & Assets, Policy & Resources, Events & Community Action, Human Resources and Planning Committees plus the Town Mayor and Deputy Mayor.
- 10) The Budget Working Group will be chaired by the Town Mayor, and each committee chairman plus the Mayor and Deputy Mayor has a single vote with any ties being broken by the Mayor. The BWG will meet during the first week in November at least 7 days before the November Policy & Resources meeting. The RFO will provide detailed estimates of all income and expenditure on base activities (including Committee budgets) for the year. These figures will form the draft Budget.
- 11) If a committee chairman is unable to attend any meeting of the BWG the relevant committee vice chairman may attend in their place.
- 12) The Town Clerk, Deputy Town Clerk and RFO will also attend the BWG to provide advice where necessary.
- 13) The Budget Working Group shall review the estimates and budgets put forward by Committees and propose a budget and precept to Policy & Resources Committee based on the figures provided by all Committees and other financial commitments of the Council for the next financial year.

- 14) No later than January the Committee will consider the Budget Working Group's recommendations in accordance with Financial Regulation number 3.
- 15) The Committee shall ensure the Budget is complete no later than the 31 January each year and shall recommend the Precept to be levied for the ensuing financial year. At this time the RFO shall supply each member with a copy of the recommended Budget.
- 16) To consider and determine applications for financial assistance in accordance with the Council's grant applications criteria up to £10,000.
- 17) To make recommendations to Full Council for any grants over £10,000.
- 18) To review and ratify the Council's monthly schedule of payments and ensure compliance of regulations.
- 19) To appoint Councillors to undertake monthly financial spot checks.
- 20) To be responsible for any budget delegated to it by the Council.
- 21) To consider all requests from committees for additional budget over and above their annually agreed budget and make recommendations to Council for consideration.
- 22) To approve the appointment of the Internal Auditor and oversee the work of internal audit which shall be reported to the Council.
- 23) To oversee the work of an external audit which shall be reported to the Council.
- 24) To be responsible for all budgets not allocated to Committees, or delegated Officers.
- 25) To consider the implications of relevant legislation and to keep the Town Council and its Committees informed of the implications.
- 26) To encourage members of the Council to attend conferences and training courses where it is considered to be of value to the Council to do so.
- 27) To investigate, take advice on and initiate negotiations on such issues as devolution, local area agreements, taking into consideration the Parish Charter and any relevant legislation.
- 28) To have responsibility for the development of the Annual Report.
- 29) To be responsible for the implementation of any actions allocated to the committee in the Town Plan 2023-2027.

(c) Events & Community Action

Membership	Ten Town Councillors plus Mayor or Deputy
Quorum	Four Town Councillors with voting powers – including Mayor or Deputy Mayor
Meetings	Bi-Monthly

Terms of Reference:

- 1) To oversee the Council's commitment to support community development practice within its area of benefit and influence.
- 2) To implement and support positive actions with reference to the key priorities detailed within the Council's Town Plan.
- 3) To facilitate effective community engagement arrangements that encourage and enable local residents to contribute to the development of the Town Plan.
- 4) To facilitate the creation of Ward Profiles in support of the Council's community engagement strategy.
- 5) To approve Project Proposals generated in consultation with partners and Members.
- 6) To consider and develop Parish wide initiatives in response to Keighley Town Council's priorities.
- 7) To ensure Councillors are appraised of and aware of their roles within the community development process through the implementation of workshops and the sharing of information.
- 8) To consider events to be held or supported by the Town Council during the financial year, including sporting events.
- 9) To organise and promote entertainments, the arts, recreational matters and to promote tourism, by or on behalf of the Town Council or in liaison with other bodies providing or intending to provide similar activities and events.
- 10) To work in partnership with local groups and organisations to put on events.
- 11) To support events for young people and community groups.
- 12) To consider the funding aspect of each event and to look at sponsorship and other external funding where appropriate.
- 13) To be responsible for reviewing Council policies which fall within the specific remit of the committee responsibilities and make recommendations to Full Council when required.
- 14) To oversee the budget delegated to the Committee.
- 15) The ability to appoint non-voting co-opted members to sit on the Committee. Non-Voting members are required to adhere to the Council Code of Conduct and declare any interests either pecuniary or non-pecuniary.
- 16) To be responsible for the implementation of any actions allocated to the committee in the Town Plan 2023-2027.

(d) Complaints Panel

Membership	Five Town Councillors plus Mayor or Deputy (Ex-Officio)
Quorum	Three Town Councillors with voting powers – including Mayor or Deputy Mayor
Meetings	As and when required

Terms of Reference:

- 1) To receive and investigate complaints from members of the public concerning council administration and procedures that reach Stage 2 of the Council's approved complaints policy.
- 2) This Complaints Procedure does not apply to:
 - i. The Clerk to the Council and other members of staff to be dealt with under internal disciplinary procedure (If the complaint is about the Clerk, the complaint should be referred to the Town Mayor or Deputy in the first place).
 - ii. A complaint relating to a Member's failure to comply with the Code of Conduct must be submitted to the Standard's Committee of BMDC or other relevant body.
- 3) The Chairman of the Complaints Panel will be elected at the Annual Meeting of the Council.
- 4) Any investigation will be heard by at least three Councillors.
- 5) The Complaints Panel can make recommendations to the relevant committee/Full Council to consider following the conclusion of their investigations.
- 6) The Complaints Policy (adopted by the Town Council) will be used to deal with complaints except for complaints that cannot be dealt with by the panel.

(e) Human Resources

Membership	Five Town Councillors, plus the Mayor and Deputy Mayor
Quorum	Three Town Councillors with voting powers – including Mayor or Deputy Mayor
Meetings	Quarterly or more frequently if the business requiring its attention should so dictate

Terms of Reference:

- 1) To consider proposals for terms and conditions of employment and pay structures for employees of the Council.
- 2) To consider the appointment of the Town Clerk, Responsible Financial Officer and make its recommendations to Council.
- 3) To make other such staff appointments as necessary for the delivery of the Council's services.
- 4) To ensure that the appropriate HR policies and procedures, reflecting best practice and conforming to Employment Law, are in place for the employees of the Council.
- 5) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme which is created, designed and monitored by the HR Committee.
- 6) To consider and approve on behalf of the Council internal Health and Safety policies and procedures for the staff.
- 7) To consider and approve any significant changes in operational design subject to budgetary restraints.
- 8) To assess staffing needs and develop proactive recruitment strategies to minimise the duration and frequency of vacancies.
- 9) To consider recommendations from the Town Clerk relating to employee's annual performance appraisals.
- 10) To consider retention programmes e.g. Training to keep employees satisfied with their jobs.
- 11) To hear and determine on behalf of the Council any appeals by employees of the Council arising from any Appeals procedures available to the employees and to make recommendations to Council.
- 12) To be responsible for setting the level of remuneration for all staff for which a budget has been provided and recommended to Council.
- 13) To consider any matters referred to the Committee by the Council.
- 14) The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Human Resources Committee when such work is to be sanctioned.

- 15) To be responsible for any budget delegated to it by the Council.
- 16) To be responsible for reviewing Council policies which fall within the specific remit of the committee responsibilities and make recommendations to Full Council when required.
- 17) To ensure that the committee conforms to the principle of Best Value by the outcomes of its financial resolutions.

(f) Planning

Membership	Ten Town Councillors, plus Mayor or Deputy
Quorum	Four Town councillors with voting powers– including Mayor or Deputy Mayor
Meetings	Three weekly or as required

Terms of Reference:

- 1) To make recommendations on planning applications submitted to the Council by the Local Planning Authority within the statutory 21-day consultation period.
- 2) To have regard to such things as are deemed necessary and in accordance with the approved policies of the Council, to protect, preserve and enhance the local environment and the interests of the community and to have regard to ecological considerations.
- 3) To deal with all street naming submitted by the Principal Authority.
- 4) To deal with Planning issues arising from the Localism Bill and to keep up to date with new legislation.
- 5) To monitor local areas and report to the Council on activities that are being taken by the principal authority to remedy the problem.
- 6) The Town Clerk, in consultation with the Chair of the Planning Committee, is given delegated authority to reduce the number of applications to be considered by Committee when the number of applications for a scheduled meeting exceeds fifteen. The Town Clerk is delegated to submit a comment on any such application which is not to be considered by the Planning Committee in the circumstances described above. Prior consultation with the Chair must take place and comments submitted must be reported to the next ordinary Planning Committee meeting.
- 7) To be responsible for any budget delegated to it by the Council.
- 8) To ensure that the Committee conforms to the principle of Best Value by the outcomes of its financial resolutions.
- 9) To be responsible for the oversight of the Keighley Neighbourhood Plan Development.
- 10) Oversee the work of the Neighbourhood Plan Steering Group in accordance with the groups agreed Terms of Reference.
- 11) To appoint at least 4 Town Councillors as members of the Neighbourhood Plan Steering Group.
- 12) To be responsible for any budget/grants received relating to the Neighbourhood Plan

8 DELEGATION TO OFFICERS

a) Town Clerk

1. 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.
2. In the case of an emergency, the Town Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).
3. The Town Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. 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.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget.
6. The authority to sanction and authorise payment of overtime in exceptional circumstances so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with Paragraph 4 and Schedule 12 of the Local Government Act, 1972; The delegated authority from the Town Clerk is given to the Deputy Town Clerk to send Council meeting summons for all Committees in conjunction with the relevant Officer.
9. To sign and publish the Annual Public Notice that the Audit of Accounts is to take place and has taken place.
10. To receive Members' acceptance of Declarations of Interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with either the Chair of the relevant committee or the Mayor in accordance with the Social Media & Media Policy adopted by Full Council.
12. Editorial control of the Council's website and social media.
13. Power to act on own initiative to implement the Council's policies and objectives.
14. Power to take appropriate steps to ensure the Council does not exceed its powers.
15. Power to manage all the Council's facilities and resources in accordance with the Council's policies.

16. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.

17. Power to delegate any delegated powers and other powers to any member of staff as appropriate.

18. The Proper Officer shall have authority to issue written authorisation to individual Officers to act as the Council's authorised Officers in the performance of their statutory or other duties.

19. The Proper Officer shall have the authority to incur expenditure related to the provision of sales of alcohol and associated items as and when required to meet the requirements of functions which have been booked.

20. Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.

21. Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.

22. The Proper Officer shall also have delegated management authority for the following Services:

Budget Line	Committee
Members Allowances	Policy & Resources
Special Responsibility Allowance	Policy & Resources
Staff Salaries	Human Resources
Payroll	Policy & Resources
Accountancy Software	Policy & Resources
Audit Fees	Policy & Resources
Travel & Subsistence	Policy & Resources
Subscriptions	Policy & Resources
Elections	Policy & Resources
Legal Fees	Policy & Resources
Insurance	Policy & Resources
Meeting Refreshments	Policy & Resources
Conferences	Policy & Resources
Annual Report	Policy & Resources
Business Rates	Policy & Resources
Ground Rent	Policy & Resources
Alcohol Licence	Public Spaces & Assets

23. The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders.

24. As Proper Officer, the Town Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

25. The Town Clerk may authorise another Officer or Officers of the Council to exercise the powers of the Clerk in their absence, without removing the overall responsibility of the Town Clerk for any such decisions.

26. In the absence of the Town Clerk, the Deputy Town Clerk shall have the authority to sign and seal any official notices and documents on behalf of the Council as set out in the Standing Orders. The powers exercised by the Deputy Town Clerk in such circumstances shall be recorded in the Delegations Register.

27. The Town Clerk in consultation with the Planning Committee is given delegated authority to reduce the number of applications to be considered by Committee when the number of applications for a scheduled meeting exceeds fifteen. The Town Clerk is delegated to submit a comment on any such application which is not to be considered by the Planning Committee in the circumstances described above. Prior consultation with the Chair must take place and comments submitted must be reported to the next ordinary Planning Committee meeting.

b) Deputy Town Clerk

1. The Deputy Town Clerk shall have the delegated powers of the Proper Officer in the absence of the Proper Officer. The powers exercised by the Deputy Town Clerk in such circumstances shall be recorded in the Delegations Register.
2. The Deputy Town Clerk will have the authority to incur any revenue expenditure within budget approved parameters for the following budgets:

Budget Line	Committee
Office Administration	Policy & Resources
Postage	Policy & Resources
Stationary	Policy & Resources
Training (Staff & Members)	Human Resources / Policy & Resources
Uniform/PPE	Human Resources
Community Development Fund	Events & Community Action
Equipment	Policy & Resources
Events	Events & Community Action
Downstairs Project	Events & Community Action
Grit Bins/Road Safety/CCTV/ASB	Public Spaces & Assets
Operation Shipdon	Public Spaces & Assets

3. The Deputy Town Clerk in consultation with the Chairman and Committee Members is delegated to submit comments in reference to the Keighley Town Centre, traffic management scheme in the circumstances that the Public Spaces & Assets Committee is unable to meet prior to the agreed meeting schedule date. Prior consultation with the Chair must take place and comments submitted must be reported to the next ordinary Public Spaces & Assets Committee meeting.
4. On behalf of the Events and Community Action Committee the Deputy Town Clerk shall have the delegated authority to move any underspend on completed events to future events, agreed by the Committee, within the same financial year and shall report the expenditure incurred for each event under delegated powers to the Events and Community Action Committee.
5. The authority to appraise, supervise and oversee the day-to-day work of the staff directly line managed by the Deputy Town Clerk.
6. The Deputy Town Clerk is authorised to book training courses for Members of the Council in accordance with the Statement of Intent on Training and Development for Staff and Elected Members.
7. The Deputy Town Clerk is authorised to consider and approve requests from Members to attend training from 'non-authorized' training providers. However, the Member request must identify how the training development will meet the aims and objectives of the Council and how the training development will meet the service areas delivered. Where

the Deputy Town Clerk refuses the training request, reasons must be provided to the Member who will have the opportunity to request the Policy and Resources Committee to consider and review the Deputy Clerk's decision.

c) Operations Manager

1. The Operations Manager will have the authority to incur any revenue budget within approved parameters for the following budgets:

Budget Line	Committee
I.T Costs	Policy & Resources
Website	Policy & Resources
Town Centre planting & maintenance	Public Spaces & Assets
Vehicle Expenses	Public Spaces & Assets
Festival Lights & Christmas Tree	Public Spaces & Assets
Allotments Repair & Maintenance	Public Spaces & Assets
Allotments – Major Projects	Public Spaces & Assets
Allotments Water	Public Spaces & Assets
Town Hall Square Maintenance	Public Spaces & Assets
Utilities – Gas	Public Spaces & Assets
Utilities – Electric	Public Spaces & Assets
Utilities – Water	Public Spaces & Assets
Security	Public Spaces & Assets
Music Licence	Public Spaces & Assets
Yorkshire in Bloom	Public Spaces & Assets
Estates Repair & Maintenance	Public Spaces & Assets

2. Line Management responsibility for the Allotment & Landscapes Officer, Caretakers and Casual employees.
3. Day to day management of the Civic Centre and other resources.
4. Management of maintenance contracts.
5. Matters specifically delegated by the Town Clerk.
6. Matters specifically delegated by the Civic Centre & Strategy Committee.
7. Responsible for the management of the Civic Centre budget in accordance with Council Policy.

d) Responsible Financial Officer

Under the general supervision of the Town Clerk the RFO shall have:

1. The Responsible Financial Officer will be responsible for all financial records of the 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 Council and within the law.

2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council or its Committees in discharge of the Responsible Financial Officer's responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each Member with a copy of the approved Annual Budget.

e) Allotments Officer

Under the general supervision of the Operations Manager, the Allotments Officer shall have:

1. power to manage the allotments and landscapes owned or controlled by the Council.
2. Under the general supervision of the Operations Manager, to exercise the following:
 - The administration and collection of fees and charges
 - Letting of vacant plots
 - Ensuring that the rules and regulations are adhered to (Rules and regulations in the use of the Council's allotments by plot holders are set out in the Tenancy Agreements signed by all tenants)
 - Resolution of disputes
 - Promotion of allotments
3. Ensuring that all allotment and landscape sites are maintained, and repairs undertaken and reported back to the Public Spaces & Assets Committee.
4. The powers delegated to the Allotments Officer shall be construed having regard to this delegation scheme.

f) Community Development & Policy Officer

Under the general supervision of the Deputy Town Clerk, the Community Development & Policy Officer shall have:

1. The power to manage, promote and co-ordinate community development events, activities and projects agreed by the Council in consultation with the Community Development Committee.
2. The authority to apply for external funding via sponsorship arrangements, funding applications and commissions to support specific projects and activities organised by Keighley Town Council.
3. The authority to represent Keighley Town Council at conferences, events and partnership meetings engaged in community development practice.
4. The authority to supervise the work of volunteers, partners and third-party organisations recruited or commissioned to deliver services, projects and other community development activities on behalf of the Council.

g) Events & Communications Officer

Under the general supervision of the Deputy Town Clerk, the Events & Communications Officer shall have:

1. The power to manage, promote and co-ordinate all events agreed by the Council in consultation with the Events and Community Action Committee.
2. The Events & Communications Officer shall be the nominated social media officer with the delegated authority to issue official postings via the approved social media accounts.
3. The authority to represent Keighley Town Council at conferences, events and partnership meetings engaged in community development practice.
4. The authority to supervise the work of volunteers, partners and third-party organisations recruited or commissioned to deliver services, projects and other community development activities on behalf of the Council.

9 SUMMARY OF FINANCIAL DELEGATION TO OFFICERS

AUTHORITY	LIMIT	OFFICER	SCOPE OF DECISION MAKING
1. Emergency Expenditure (Financial regulation)	<£10,000	Town Clerk	Repair work or other extreme urgency work which will be reported to the relevant committee/Full Council.
	<£10,000	Deputy Town Clerk	In the absence of the Town Clerk, or acting on behalf of the Town Clerk, the Deputy Town Clerk is authorised to also action emergency measures when necessary.
2. Certification of Invoices (Financial Regulation)	All invoices	Responsible Finance Officer	The Responsible Finance Officer carries out the majority of the data input into the accounts system, they carry out another level of checks whilst analysing and coding