



Halstead Town Council

Scheme of Delegation

Introduction

The Council's Scheme of Delegation authorises the Clerk to the Council, Responsible Finance Officer and Standing Committees to act with delegated authority in specific circumstances detailed below.

The power to delegate functions by local councils is set out in the Local Government Act 1972 s101.

This document is presented to clarify the manner in which Halstead Town Council has delegated its powers and the authority to spend.

Proper Officer

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

- Receive declarations of acceptance of office;
- Receive and record notices disclosing personal and prejudicial interests;
- Undertake the day-to-day administration of the Council;
- Sign notices or other documents on behalf of the Council;
- Update and manage the Council's website and social media;
- Receive copies of by-laws made by the Local Authority;
- Certify copies of by-laws made by the Town Council; and
- Acknowledge and respond to all complaints regarding the Council.

The Clerk may from time to time delegate functions to other staff members. Such delegated actions shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

Responsible Financial Officer (RFO)

The RFO to the Council is responsible for the Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Accounts and Audit Regulations and the Council's adopted Financial Regulations.

The functions and duties of the RFO are set out in the job description for the post and cannot be delegated.

Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations thereon for the Council's consideration.

- Setting the precept;
- Borrowing money;
- Making, amending or revoking standing orders, financial regulations or this scheme of delegation;
- Making, amending or revoking by-laws;
- Making of orders under any statutory powers;
- Matters of principle policy;
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- Any proposed new undertakings;
- Prosecution or defence in a court of law; and
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town Council, excluding those matters specific to a committee.
- No Councillor, including the Chairman, may make an individual decision. Decisions are made jointly by all Councillors

Finance

The lead and deputy lead members for Finance shall review, consider and advise Full Council on financial matters. These are appointed annually at the Annual Town Council meeting

Planning

The lead and deputy lead members for Planning shall review, consider and advise Full Council on planning matters. These are appointed annually at the Annual Town Council meeting

Staff Advisory Committee appointed annually at the Annual Town Council meeting

Terms of reference

1. Membership: 6 councillors, maintaining a political balance
2. Composition: elected members of the council who are not members of the appeals committee
The Committee to elect its Chairman and Vice Chairman
3. Attendees: Town clerk and those members elected
4. Quorum: 3 councillors
5. Frequency of meetings: quarterly, but additional meetings may be called
6. Summary of purpose. The committee shall consider the following matters and make

recommendations to Full Council:

The Staff Advisory Committee (the Committee) is an advisory committee of Halstead Town Council. The Committee is established to provide a structured and inclusive forum through which staff representatives, elected Councillors, and management can engage on workforce and organisational matters, and to make recommendations to the Council or the Chief Executive Officer on such matters within the scope defined in these Terms of Reference.

The objectives of the Committee are to:

- Foster open, constructive, and transparent communication between staff, management, and Council;
- Support a positive, safe, and inclusive workplace culture consistent with the Council's values;
- Provide staff with a meaningful voice in the development of policies and practices that affect their employment;
- Advise on matters relating to the workforce, organisational development, and employee wellbeing at a strategic level.

The Committee's functions include making recommendations to the Council or the Town Clerk in relation to:

- Workplace policies and procedures that affect staff conditions, culture, or wellbeing, including but not limited to flexible working, health and safety, equal opportunity, and respectful workplace policies;
- Workforce planning strategies, including matters relating to recruitment, retention, succession planning, and organisational structure at a strategic level;
- Staff learning, development, and professional growth programs;
- Employee recognition programs and initiatives to promote staff engagement and morale;
- Workplace health, safety, and wellbeing programs and strategies;
- Diversity, inclusion, and accessibility initiatives within the workforce;
- The results of staff surveys, culture reviews, or other organisational assessments, and proposed responses to findings;
- Any other workforce or organisational matter referred to the Committee by the Council or by the Town Clerk.

Appeals Committee (to be appointed to deal with a particular issue)

Terms of Reference

1. Membership: 3 councillors, maintaining a political balance
2. Composition: elected members of the council who are not members of the SAC

The Committee to elect its Chairman and Vice Chairman

3. Attendees: Town clerk and those members elected
4. Quorum: 3 councillors
5. Frequency of meetings: to be appointed to deal with a particular issue
6. Summary of purpose. The committee shall consider the following matters and make recommendations to Full Council:

To review and consider appeals following grievance and disciplinary procedures

Events working group appointed every 4 years after the elections

Terms of reference

1. Membership: 6 councillors maintaining a political balance
2. Composition: elected members of the council and, if considered appropriate non council members who can provide skills and experience relevant to the work of the Committee (SO 4 c) **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
4. The Committee to elect its Chairman and Vice chairman
5. Attendees: Town clerk and Administrator and those members elected
6. Quorum: 3 councillors
7. Frequency of meetings: as required to organise events
8. Summary of purpose: The Events working group shall consider and advise on the following matters and report back to Full Council:

The Events Committee (the Committee) is an advisory committee of the Council. The Committee is established to provide oversight, coordination, and community input in relation to Council-supported and Council-hosted events, and to make recommendations to the full Council on events-related matters within the scope defined in these Terms of Reference.

The objectives of the Committee are to:

- Promote community participation, cultural diversity, and civic pride through Council events;
- Support the delivery of events that are safe, inclusive, financially responsible, and

aligned with the Council's strategic plan;

- Provide a coordinated approach to the planning and oversight of the Council's annual events calendar;
- Encourage partnerships with local community organisations, businesses, and government agencies in the delivery of events.

The Committee's functions include making recommendations to the Council in relation to:

- The annual events calendar, including proposed new events, continuation or discontinuation of existing events, and the prioritisation of Council resources for events;
- Budgets, funding allocations, and sponsorship arrangements for Council events;
- Event policies and guidelines, including risk management, safety, accessibility, environmental sustainability, and alcohol management;
- Applications for Council support (financial or in-kind) from community organisations seeking to hold events within the town;
- Naming rights, branding, and sponsorship of Council events;
- Post-event evaluation reports and recommendations for continuous improvement;

Any other events-related matter referred to the Committee by the Council or by the Town Clerk

Halstead in Bloom Partnership - appointed every 4 years after the elections

Terms of reference

1. Membership for partnership meetings of HiB : Town Clerk and 2 HTC councillors
2. Composition: members of HiB, representatives and officers of participating councils, BDC and ECC
3. Frequency of meetings: every 2 months as decided by HiB
4. Summary of purpose: to work in collaboration in keeping Halstead Town looking clean, tidy and well maintained, to provide attractive and clean streets, neighbourhoods and open spaces that enhance the wellbeing and quality of life for all its residents and visitors to the town.

Agendas and reports for discussion for all committees and groups and Minutes should be shared with all councillors

Appointments to outside bodies - appointed every 4 years after the elections

Halstead Town Council makes appointments to outside bodies to assist those organisations

1. Travel Aid for parents of sick children (TAPS) – 2 councillors
2. Halstead Needy Sick & Edith Rachel Sudbury Fund – 1 Councillor
3. Braintree Association of Local Councils – 1 councillor
4. Friends of Halstead Public Gardens – 1 councillor
5. Courtaulds Sports ground management committee – 3 councillors
6. Emergency planning representative – 1 councillor
7. Halstead History Society – 2 councillors
8. Public Transport representative – 1 councillor
9. Earls Colne Educational Trust – 1 councillor
10. Empire Theatre Trust– 2 councillors
11. Essex child and family wellbeing Service – 1 councillor

Limitations to Delegation

Committees and Officers shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where appropriate, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

The Council may delegate powers to make additional decisions on individual items to the Proper Officer and its Committees as and when appropriate. Delegation to the Proper Officer must be true delegation for the Proper Officer to make the decision. Delegated decisions must be subject to oversight by the Chair or Vicechair. Any decisions taken will be reported to the first appropriate Town Council meeting.

Halstead Town Council

September 2026 Review September 2029