



Poole Town Council's Scheme of Delegation 2026

**Adopted by the Shadow Town Council for Poole on 24
March 2026**

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1. Committees of the Council

- a) The Council will appoint three Standing Committees:
 - a. Finance and Governance Committee
 - b. Planning Committee
 - c. Staffing Committee
- b) Council may determine the number of any or all committees without the need to amend standing orders.
- c) Any member of the Council may attend meeting of any committee of which they are not a member. They must declare that they are not a member and are classed as a member of the public and may speak on any matter only with the permissions of the Chair and shall not vote.

2. Full Council

2.1 Matters Reserved for Full Council

- a) Setting the precept and approval of the Council's budget.
- b) Approval of the Annual Accounts.
- c) Completion of the Annual Governance and Accountability Return (AGAR).
- d) The making, amending, or revoking of Standing Orders, Financial Regulations, and this Scheme of Delegation.
- e) Adoption or revision of the Council's Code of Conduct.
- f) Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- g) Matters of principle or policy.
- h) Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings).
- i) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.
- j) The making, amending, or revoking of byelaws.
- k) Authorisation as to terms and purpose for any application for Borrowing Approval.
- l) All banking arrangements.
- m) Appointing the Chair of Council (Mayor of Poole)

3. Finance and Governance Committee

For all committee meetings, a quorum of three is required. Membership to comprise – XX members of the Town Council, that are approved by Full Council to serve on this committee.

3.1 Frequency of Meetings and Minutes

The committee shall meet in alternative months to Full Council and as often as it deems appropriate to keep abreast of developments relating to its functions and authority.

3.2 Finance and Governance matters for consideration and determination

- a) To provide guidance and assistance to the Responsible Financial Officer and the Council on matters relating to budgeting and finance.
- b) All matters relating to finance, including the review of relevant documents and the making of recommendations to Full Council to fulfil the requirements of the Annual Governance and Accountability Return (AGAR).
- c) To consider the Council's budget and other income and to prepare budget proposals for the Council to consider.
- d) To review spending in areas referred to it by the Council, and report back to Full Council.
- e) To consider and authorise virements between budget headings over £30,000.
- f) Review and monitor Corporate Governance and Risk Management.
- g) To consider if requested by the Council or the Town Clerk any unplanned expenditure.
- h) To work with relevant employees on other matters such as generating additional income, value for money and efficiency savings.
- i) To ensure effective internal audit.
- j) To receive, and where appropriate, draft responses to any internal and external Audit Reports and to report to the Council for approval.
- k) The Council has delegated day-to-day management of the budget to the Responsible Financial Officer within spending limits agreed in the budget.
- l) Any other matter which may be delegated to this committee by Full Council from time to time.

3.3 Additional Delegation of Authority

- a) The Council has delegated the ability for adoption and changes of policies and procedures to this committee except for Standing Orders and Financial Regulations.
- b) The Committee can note the list of payments and income and the approval of other expenditure up to £100,000.

4. Staffing Committee

For all committee meetings, a quorum of three is required. Membership to comprise – xx members of the Town Council, that are approved by the Full Council to serve on this committee.

4.1 Frequency of Meetings and Minutes

The committee shall meet as often as it deems appropriate (being not less than three times in each town council year) to keep abreast of developments relating to the employees of the Council.

4.2 Staffing Committee matters for consideration and determination

- a) To review and approve staff salaries and pay increments.
- b) To review and adopt procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
- c) Review and consider the staffing structure, in the light of budgetary constraints, at least annually and whenever a vacancy occurs.
- d) To adopt and review the Staff-Member Protocol, the Staff Handbook and the policies contained therein.
- e) To line manage the Town Clerk.
- f) To undertake the Town Clerk's annual appraisal.
- g) To provide guidance to the Town Clerk regarding staffing.
- h) To review holiday, absences and TOIL balances.

4.3 Additional Delegation of Authority

The Council has delegated the interview and appointment of staff posts to the Town Clerk in consultation with the Staffing Committee.

4.4 Hearings and Appeals Sub-committees of the Staffing Committee

The Hearings Sub-committee will address employment matters (grievances/disciplinary) that cannot be handled by officers due to the seniority of the staff member or a conflict of interest. The Sub-committee can impose sanctions. It will consist of three councillors, and members of the Sub-committee must undertake training.

The Appeals Sub-committee will handle appeals for grievances/disciplinary that cannot be managed by officers due to the seniority of the staff member or a conflict of interest. The Sub-committee can uphold or dismiss the appeal. It will consist of three councillors, and members of the Sub-committee must undertake training.

5. Planning Committee

For all committee meetings a quorum of three is required – **xx** members of the Town Council, that are approved by the Full Council to serve on this committee.

The committee shall meet once a month to keep abreast of developments relating to its functions and authority.

5.1 Planning matters for consideration and determination:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- b) To make representations in respect of appeals against the refusal or conditions of planning permission.
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- d) To deal with any other planning development related matter including conservation matters.
- e) The Town Clerk be given delegated powers (in conjunction with the committee Chair) to respond to applications where a response is required before the next meeting.

6. Working Groups

Where Working Groups are established, they are advisory bodies only with no delegated decision-making powers. All members are able to attend working group meetings. Decisions will be made by officers, or relevant committees, or Full Council.

7. Delegations to Town Clerk and Responsible Financial Officer

The Town Clerk is the Council's Chief Officer and is designated and authorised to act as 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.

The Town Clerk is the designated statutory Responsible Financial Officer of the Town Council and is authorised to undertake all the financial and contractual functions designated within Financial Regulations.

7.1 The Town Clerk is authorised to undertake the following functions:

- a) To sign documents on behalf of the Council.
- b) To institute and appear in any legal proceedings authorised by the Council.
- c) To manage the Council's staff in accordance with the Council's policies, procedures and budget, including:
 - i. Making appointments to posts, where not reserved for appointment by members.
 - ii. The appointment of temporary employees.
 - iii. Staff performance; discipline and dismissal.
 - iv. Payment of expenses and allowances.
 - v. The approval of increments (except their own).

- vi. Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
 - vii. The establishment of new posts and any changes to posts, or terms and conditions, which would have implications for the budget, shall be subject to approval by the Staffing Committee.
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- d) To authorise expenditure up to a maximum of £25,000 (excluding VAT) on any item provided that any action taken complies with any legislative provisions and the requirements of the Council's Financial Regulations.
 - e) To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties.
 - f) Declarations of interests and dispensations - the decision as to whether to grant a dispensation shall be made by the Town Clerk and that decision is final.

7.2 Urgent Matters

Subject to consultation with Chair of Council and relevant committee Chair the Town Clerk is authorised to act on behalf of the Council on any matter where urgent action is needed to protect the interests of the Town Council this includes authorising expenditure above delegated limits (capped at £100,000 excluding VAT). Any such action to be reported to the next meeting of the Council or relevant committee.

Where the Council becomes inquorate or is otherwise not properly constituted, the Town Clerk is authorised to discharge all functions of the Council and its committees, other than those which legislation expressly reserves to Members. This delegation shall be exercised solely to maintain the lawful, effective and continuous running of the Council until such time as the Council is properly constituted.