

Mayor-Making Meeting Tuesday 3rd May 2022

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Scheme of Delegation to Committees

Introduction

1. Standing Order 100 - 112 allows the full Council to delegate matters to the Standing Committees of the Council. The scheme of delegation is laid down in our current Standing Orders approved in June 2020.
2. The dates of meetings for the Civic year 2022-2023 were ratified at the Council meeting held on 10th January 2022 – however there is an agenda item to modify the dates of the Planning & Development Committee from June 2022.

The Scheme of Delegation:

This is to confirm the general responsibilities of each standing Committee of the Town Council and is underlined in more detail by the terms of reference; standing orders and financial regulations of the Town Council. The terms of reference are reviewed annually at the first meeting of the civic year of each standing Committee after electing the Chair and Vice Chair.

Environment and Climate Committee

- a) Administration of the Town Council's Environment and Climate budget and any related cost centres related to "green" projects.
- b) The organisation of the management of the Council's Parks, Allotments, Cemetery; Millennium Wood and any other open and green spaces under the jurisdiction of the Council. The management of the play areas; outdoor fitness facilities and the Ladygrove Lakes.
- c) Environmental issues in and affecting the Town such as litter, grass verges, pavements, roads, recycling, footpaths and other similar matters.

- d) The Town's Christmas tree, lights and decorations – now being organised by the Projects Officer and will report to Property & Facilities Committee.
- e) Policy issues connected with the environment of the Town for which the Council has responsibility.
- f) Responsibility for the organisation and parade on Remembrance Sunday.

Planning and Development Committee

- a) To consider and respond to planning applications.
- b) Minor issues affecting the traffic, highways and transport.
- c) Minor issues arising from planning consents.
- d) To consider and respond to licensing consultations.
- e) Issues affecting the development of the Town.
- f) Naming of streets.
- g) Major issues affecting the traffic, highways and transport.
- h) Any policy issues connected with planning and development for which the Council has responsibility.

Finance and General Purposes Committee

- a) Administration of the Town Council Finance and General Purposes and Arts and Grants budgets.
- b) The financial administration of the Council, including the preparation of estimates, management and use of capital assets, and the expenditure and receipt of monies throughout the year.
- c) Any other issues, excluding policy, not listed under the scheme of delegation of any other Committee.
- d) The Standing Orders and Financial Regulations of the Council.
- e) Any matter of policy where the Council decides that wider consideration than one Committee alone can give to the subject is needed, or where views need to be co-ordinated across different Committees.
- f) Other policy areas, including community transport services, development of Council-owned land, community activities and promotion of the Town.
- g) Setting of the precept upon the rating authority.
- h) Any other policy issues for which the Council has responsibility that are not listed under the scheme of delegation of any other Committee.

Personnel and Administration Committee

- a) Administrative matters.
- b) Review of administrative policies.
- c) The terms and conditions of employment of the Council's staff, excluding the Town Clerk/RFO/Proper Officer.
- d) Any other matters affecting the Council staff and the personnel policies of the Council.

- e) Recommend to Council the terms and conditions of employment of the Town Clerk/RFO/Proper Officer.
- f) Any policy issues connected with the Council staff.

Property and Facilities Committee

- a) The operational running and maintenance of all the built properties owned or leased by Didcot Town Council including the Civic Hall; Loyd Pavilion; Willowbrook building; Outside Services Depot and the new Edmonds Park Pavilion. Fleet Meadow Community Hall will now be added to this list from April 2022.
- b) The operational running of the car parks at the Civic Hall and Willowbrook.
- c) The Committee will have responsibility for its own budget.
- d) Programme of improvements to all buildings and in particular to climate projects that will help reduce the carbon footprint.
- e) The Committee shall consider the level of hire fees, annually, and make recommendations to the Finance & General Purposes Committee.
- f) The Committee shall have delegated authority to spend within its authorised annual budget.
- g) This Committee to make decisions relating to the running of the civic events and other national celebrations.

Legal Implications

3. None

Financial Implications

4. None.

Janet Wheeler
Town Clerk