



Cyngor Dinas Llanellwy St Asaph City Council

Scheme of Delegations 2026-2027

1. Introduction

- 1.1 The scheme of Delegations authorises the Clerk, as Proper Officer and Responsible Financial Officer, and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.
- 1.2 Under this scheme of delegation, any reference to a specific statute includes any statutory extension or modification or re-enactment of such statute and any regulations, orders or bylaws made thereunder.
- 1.3 This scheme of delegations forms part of the Council's Financial Regulations and will be reviewed at least annually.

2. Responsible Financial Officer

- 2.1 The Responsible Financial Officer to the Council shall be responsible for the Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time. The City Clerk shall be the Responsible Financial Officer.

3. Proper Officer

- 3.1 The City Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - i) Receive declarations of acceptance of office
 - ii) Receive and record notices disclosing pecuniary interests
 - iii) Receive and retain plans and documents
 - iv) Sign notices or other documents on behalf of the Council
 - v) Receive copies of bye-laws made by a principle authority
 - vi) Certify copies of bye-laws made by the Council
 - vii) Sign summons to attend meetings of the Council
- 3.2 In addition, the City Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - i) The day-to-day administration of services, facilities and assets together with routine inspection and control;
 - ii) The recruitment and day to day supervision and line management of any staff employed by the Council;
 - iii) Authorisation of routine expenditure within the agreed budget;
 - iv) Emergency expenditure up to £1000 outside the agreed budget after consultation with the Mayor, Deputy Mayor, Chairman or Deputy Chairman

of Policy Resources & Finance Committee, Chairman of the Assets Committee, as appropriate.

- v) To institute, defend and appear in any legal proceedings authorised by the Council.
- vi) To appear or make representations to any tribunal or public inquiry into any matter in which the Council has an interest on behalf of the residents of St Asaph;
- vii) After consultation with the Mayor and Deputy Mayor, to authorise applications for advertising signs, provided always that the conditions outlined in the Council's Signs Policy are met.

3.3 To act as the Council's designated officer for the purpose of the Freedom of Information Act 2000.

3.4 To deal with urgent business between council meetings, in consultation with the Mayor and Deputy Mayor, in the event that a meeting of the Policy Resources and Finance Committee cannot be called, or, in the opinion of the Mayor, that the business would be more appropriately dealt with under Clerk's delegation.

3.5 Delegated actions of the City Clerk shall be in accordance with Standing Orders, Financial Regulations, Contracts and Procurement and this Scheme of Delegations with directions given by the Council from time to time.

3.6 Delegated decisions shall be reported to and ratified by Full Council at the next possible opportunity.

4. Council

4.1 The following Powers will only be exercised by the Full Council:

- i) To issue the precept
- ii) Borrowing money
- iii) Approving the end of year Accounts and Annual Return
- iv) Incurring expenditure over and above the approved budget
- v) Amending Standing Orders or Financial Regulations
- vi) Consideration of the Auditor's Report
- vii) Ensuring financial balance and probity including approval of the Financial Risk Assessment
- viii) Setting the number of Committees and the names and number of members appointed to each Committee
- ix) Determining the function and Terms of Reference of Committees
- x) Approving the annual Schedule of Council Meetings
- xi) Appointing and nominating persons to Outside Bodies
- xii) Filling of member vacancies occurring on the Council or any Committee
- xiii) Confirming the appointment of the City Clerk
- xiv) Appointing an Appeals Committee in accordance with 5.7
- xv) Making, amending or revoking bye-laws
- xvi) Considering Strategic and Major Planning Applications
- xvii) The disposal or purchase of land

5. Committees

- 5.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.
- 5.2 Delegated powers and decisions made by the committees are determined by the Terms of Reference for each Standing Committee. Any decision made by a Committee outside of delegated powers is subject to confirmation by the Council.
- 5.3 Matters delegated to a Committee may be referred to Full Council at the request (written or verbal) of two Members of the Council prior to the resolution of a matter.
- 5.4 In accordance with Standing Orders the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months.
- 5.5 Decisions taken by Sub-Committees, Working Groups and Advisory Bodies must be endorsed by their appointing Committee and by the Council **unless** they have been given delegated powers.
- 5.6 All decisions taken by Committee which have full delegated powers will be recorded as “RESOLVED”. At all other Committee meetings the minutes will show the decisions as “RECOMMENDED” and will then be subject to confirmation by the Full Council.
- 5.7 The Council will, as required, appoint an Appeals Committee whose membership will not include the members of the Disciplinary, Capability, Grievance or Dismissal Committee.

6. HR Committee

- 6.1 The HR Committee is given delegated powers to determine disciplinary, formal capability procedures and grievance matters and to dismiss members of staff.
- 6.2 To approve the Clerk’s salary and any annual review subject to agreed budget estimates.

7. Legal Committee

- 7.1 The Legal Committee has the delegated authority to take action on any issue of such urgency, that it cannot wait until the next ordinary Council meeting. Further the Committee has the delegated authority to deal with the following:
 - i) To consider and resolve the City Council’s response to planning applications where the consultation closes before the next Full Council meeting;
 - ii) To receive and reply to any correspondence of an urgent nature;
 - iii) Where there is a serious risk of significant cost to the Council or loss of income resulting from lack of immediate action;
 - iv) The Council’s property or staff or persons in its care, or for whom it has a responsibility, would otherwise be placed at serious risk of suffering harm/damage;
 - v) An emergency or disaster involving destruction or danger to life or property occurs or is imminent, or there are reasonable grounds for apprehending such an emergency or disaster and such action is calculated to avert, alleviate or eradicate the effects or potential effects of the event.

8. Payment Instructions

- 8.1 Any two councillors are eligible to sign cheques subject to signatures being registered with the bank and being authorised by the Clerk.
- 8.2 Councillors eligible to sign cheques are those approved by Council.
- 8.3 Any two councillors are eligible to authorise other payment instructions, including standing orders, direct debits or online banking payments. This is subject to signatures being registered with the bank and being authorised by the Clerk.
- 8.4 The Clerk has he delegated authority to make internet banking payments, subject to the payments being agreed by two Councillors, who are signatories.

<i>Adopted</i>	<i>May 2021</i>
<i>Last Review:</i>	<i>May 2026, as amended June 2026</i>
<i>Next Review:</i>	<i>May 2027</i>