



Lytham Town Council Scheme of Delegation v1

(Adopted: 29th October 2025, Review due: 29th October 2026)

Legal basis: Section 101 Local Government Act 1972 and the Council's Standing Orders and Financial Regulations.

1. Purpose

To enable the efficient discharge of the Council's functions by clearly describing delegated authority to the Council's committees, sub-committees, the Proper Officer (Clerk), the Responsible Financial Officer (RFO), and named officers, while preserving accountability to elected members.

2. Principles of Delegation

- All delegated actions must comply with law, standing orders, financial regulations and council policy.
- Delegations are always subject to the overall control of the full Council.
- No councillor may act independently of the Council's formal decision-making structures.
- Delegated decisions must be recorded and reported to the next available full Council meeting.
- Delegated decisions must have rationale / justification recorded as part of their reporting record.

3. Reserved Matters (Full Council)

The following may not be delegated and must be decided by full Council:

- Setting the precept and approving the annual budget and accounts.
- Borrowing money or entering into long-term financial commitments.
- Adoption/amendment of Standing Orders, Financial Regulations, Scheme of Delegation, Code of Conduct, and major HR policy.
- The establishment of Committees to support the work undertaken by the full Council.
- Making or changing bye-laws, establishing statutory offices or conferring / granting Council awards for individuals.

4. Delegations to Committees and Sub-committees

Committees exercise delegated powers within their Terms of Reference (TORs), subject to budget limits and policy. All Committee functions must be in accordance with the Standing Orders. Decisions must be minuted and reported to Council, apart from the Honours & Awards Committee when the sharing of the names of individuals nominated is prevented by national guidance. In this instance, a summary of the number of cases considered and discussed will be considered sufficient.

5. Delegations to the Proper Officer (Clerk)

The Clerk (Proper Officer) is authorised, within approved budgets, to undertake:

- I. Day-to-day administration and management of staff, records and correspondence.
- II. Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- III. Statutory functions: preparing agendas, giving notice of meetings, receiving declarations, serving notices.
- IV. Payments: To make payments via online banking and / or debit card of up to £500, excluding VAT, for single items within agreed budgets.
- V. Contracts/procurement: authorise orders and sign contracts up to £2,000 where this is within budget and regulations.
- VI. Urgent matters: In the case of an emergency to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, in consultation with the Chair and Vice-Chair where practicable; report actions to next meeting.
- VII. Planning & Licensing consultations: manage responses in line with the Planning & Licensing Delegation Protocol (Section 9)
- VIII. Management of the Council's website, including content management.
- IX. Attend meetings and manage professional networks and relationships with relevant and appropriate organisations, agencies and individuals in accordance with the duties & responsibilities of the Council.
- X. Manage and administer the Council's training plan and training budget.

6. Delegations to the Responsible Financial Officer (RFO)

The RFO is a role performed by the Clerk. In addition to the Financial Regulations, they are authorised to:

- I. Manage financial transactions, ensure payments within budgets, and maintain accounts.
- II. Establish and manage an effective and secure Accounts management system.
- III. Establish and manage banking accounts suitable for the secure, effective and efficient use of Council funding.
- IV. Prepare monthly and quarterly reports for Council and prepare budget forecasts to allow budget setting and precept setting discussion to take place.
Authorise payments/virements in line with the agreed Financial Regulations.
- V. Ensure compliance with statutory reporting and audit obligations.

7. Delegations to Named Officers

Named officers (e.g. Facilities Manager) may be delegated specific duties, spending limits and reporting requirements, documented in their job descriptions and Council resolutions.

8. Urgent Decisions / Emergency Delegation

In addition to the Standing Orders and Financial Regulations, in genuine emergencies, the Clerk, after consulting the Chair and / or Vice-Chair, where practicable, may take necessary action within financial limits. Such decisions must be reported to the next full Council meeting.

9. Planning & Licensing Delegation Protocol

- a. The Clerk will receive and circulate all planning and licensing applications relevant to the Town Council.
- b. The Clerk will draft responses to routine, minor or uncontroversial applications where applications have been circulated and where Councillors have raised No Objections after a period of 5 working days from the notification.
- c. It is expected that Councillors will appraise themselves of each application they are notified of.
- d. Where an Object or Comment is raised by Councillors to the Clerk following notification, then the relevant planning or licensing application will be included as an Agenda Item on the next full Council meeting, or where timescales dictate, at an Extraordinary meeting of the full Council.
- e. Applications of significant scale, strategic importance, or likely to generate strong local interest/objection will automatically be referred to full Council
- f. Criteria for automatic referral include:
 - i. Major developments (10+ dwellings or >1,000 sqm floorspace)
 - ii. Applications affecting:
 - o listed buildings,
 - o conservation areas, where the application has potential to cause harm to this area or
 - o significant community or heritage assets where these are not already listed / protected
 - iii. Applications with potential, significant environmental impact
 - iv. Applications that conflict with the Neighbourhood Development Plan or emerging Local Plan policies

- v. Applications that conflict with a Cumulative Impact Assessment / Protocol, where established.

Where urgent response deadlines do not permit a meeting, the Clerk (after consultation with Chair and Councillors) may submit a response under delegated authority, reporting the action to the next Council meeting.

10. Financial Delegations and Procurement

- Low value (up to £500): Clerk/RFO authority within budget.
- Low to Medium (£501 to £2,000)@ Clerk / RFO in consultation with Chair
- Medium value (£2,001-£10,000): Committee approval following competition/quotes.
- High value (above £10,000): Full Council approval, formal tender process where required.

11. Reporting and Accountability

All delegated actions must be recorded in a decision log (date, decision, officer or committee making decision, reason, expenditure code) and reported to the next full Council meeting. An auditable record must be maintained.

12. Review

This Scheme of Delegation will be reviewed annually, and whenever there is a change of Clerk/RFO or significant legislative change.

Version Control

Version	Date	Description of Change	Author
V1	29/10/2025	Policy approved and adopted	Luke Russell C/RFO

Annex A – Delegation Table

Function / matter	Delegated to	Limits / conditions	Reported to
Routine admin decisions (meeting dates etc.)	Clerk/RFO	Within Standing Orders	Councillors
Small supplies & services	Clerk/RFO	Up to £500 (budgeted)	Councillors
Small supplies & services	Clerk + Chair	£501 up to £2,000	Councillors
Booking & Order of training courses	Clerk/RFO	Up to £2,000 (budgeted)	Councillors
Routine maintenance contracts	Clerk/RFO	Up to £5,000 (budgeted)	Next Council
Urgent repairs (safety risk)	Clerk + Chair	Immediate action; cost up to £5,000	Next Council
Planning consultation responses	Clerk + Chair/Cllrs	Refer to Council if major/controversial	Next Council
Contract award (goods/services)	Committee (where established)	£2,001-£25,000; quotes required	Next Council
Contract award (major)	Full Council	Above £25,000; tender required	Next Council

