

EMERGENCY SCHEME OF DELEGATION – OFFICERS

BACKGROUND

In light of the current Covid-19 advice issued by the Government and the likelihood that the situation maybe ongoing, the following scheme of delegation has been written to ensure continuity of the Town Council's work and to enable business to continue 'as usual' in these uncertain times.

As advised on the 16th March 2020 arrangements will be made for staff to work from home wherever possible, the health and support outreach clinics hosted at Lind Street have been cancelled for the next month, however we will review the situation daily to ensure we are acting accordance in with Government advice.

The sessions at 147 High Street have been cancelled for the remainder of this week, this will be reviewed on a daily basis. Staff have been tasked with undertaking all of the statutory online training and necessary paperwork in the initial close – down period.

Staff have arranged for the phones to be diverted and have set up 'Microsoft teams' to enable all staff to stay in contact and work efficiently from home.

We are currently awaiting advice on whether to continue to hold Council meetings in Public and whether we will be able to go ahead with the Town Meeting on the 13th May as planned.

DELEGATION TO OFFICERS

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council in the event of an emergency.

These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or the Council for a decision.

All decisions made under delegated powers by officers should be in accordance with the Council's ethos, current policy, ethics and in the best interests of the Council, Ryde and its residents.

1. Acting Town Clerk

The Town Clerk shall be the Proper Officer of the Council as defined in law. The following decisions are delegated to the Town Clerk:

- (i) Issue all statutory notifications.
- (ii) Receive Declarations of Acceptance of Office.
- (iii) Receive Declarations of Acceptance of Office.
- (iv) Receive and record notices disclosing pecuniary interests.
- (v) Receive and retain documents and plans.
- (vi) Hold the Council's Seal and apply it to documents as approved.
- (vii) Sign notices or other documents on behalf of the Council.
- (viii) Receive copies of By-laws made by principal authority.
- (ix) Certify copies of By-laws made by the Council.
- (x) Sign summons to attend meetings.
- (xi) Ensure compliance with Standing Orders
- (xii) Manage all Town Council staff, either directly or indirectly.
- (xiii) Manage the provision of Council services, buildings, land and resources.
- (xiv) Incur expenditure in an emergency up to £10,000 whether budgeted or not.
- (xv) Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- (xvi) Deal with dispensation requests from Members under the Code of Conduct.
- (xvii) Deal with matters specifically delegated by Council or Committee.
- (xviii) Take all decisions relating to the training of Councillors & staff.
- (xix) Decisions for Health & Safety across all Council owned sites.
- (xx) Day to day management of all of the Council's Human Resources functions.
- (xxi) Decisions regarding the provision of services and whether to close premises, cease the provision of services.
- (xxii) To re-deploy staff if required to aid and support emergency community initiatives

To have the following delegated authority in consultation with the Mayor and/or Deputy Mayor.

- (xxiii) Appoint all employees in accordance with the Council's staff structure.
- (xxiv) Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- (xxv) Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- (xxvi) Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
- (xxvii) Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- (xxviii) Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- (xxix) Incur expenditure in an emergency up to £25,000 whether budgeted or not.

2. Deputy Town Clerk

To act as the Proper Officer in the absence of the Town Clerk where necessary for the smooth running of the Council.

- (xxx) To deputise for the Clerk in their absence and to be afforded the same delegated authority as listed in section 1.
- (xxxi) Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.
- (xxxii) Matters specifically delegated by the Council, a Committee or the Clerk.
- (xxxiii) In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.

3. Responsible Financial Officer

- (i) Ensure Compliance with Financial Regulations.
- (ii) Ensure compliance with all financial procedures.
- (iii) Determine accounting policies, records and control systems.
- (iv) Manage risk management of the Council.
- (v) Approve the payment of all invoices
- (vi) Proper administration of the Council's financial affairs.
- (vii) Report to External Auditor matters under Local Government Finance Act 1988 s114.
- (viii) Arrange and manage the Council's insurance arrangements.
- (ix) Management of Council salaries in accordance with contracts of employment.
- (x) Matters specifically delegated by Council or Committee.
- (xi) In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- (xii) Responsible for the overall management of all budgets in accordance with Council policies.
- (xiii) To approve virements between budget headings in consultation with the Clerk and the Chair of the relevant committee.

The RFO or Finance Administration Officer to have the following delegated authority in consultation with the Chair and/or Deputy Chair of Finance.

- (xiv) To respond to all consultations addressed to the finance committee on behalf of the Council
- (xv) To approve Grants applications that adhere to the Council's grant funding policy up to a value of £5000
- (xvi) In the event of the RFO or Finance Administration Assistant being unavailable to work the Planning Clerk shall deputise for the RFO and have delegated authority to act in their absence.

4. Facilities & Assets Officer

- (i) Day to day management of land, buildings and other resources.
- (ii) Management of maintenance, cleaning and all other Council service contracts.
- (iii) Day to day management of all employees within section.
- (iv) Approve expenditure up to the limit of £3500 for urgent works required to any Council facilities.
- (v) Day to day management of Civic functions of the Council.
- (vi) Decisions for Health & Safety across all Council owned facilities.

To have the following delegated authority in consultation with the Chair and/or Vice Chair of the Chair Facilities and Assets Committee

- (i) For reasons of safety close any of the following facilities to the public:
 - Skatepark
 - Public Conveniences
 - Allotments
- (ii) In the absence of the Town Clerk, authorised to issue press releases regarding any Council facilities exercised in accordance with Council policy.
- (vi) In the event of the Facilities and Assets officer being unavailable to work the Facilities and Maintenance Officer shall deputise for the FA Officer and have delegated authority to act in their absence.

5. Planning Officer – To have the following delegated authority with regard to all decisions regarding:

- (i) Day to day management of all employees within section.
- (ii) Day to day management of all planning matters.
- (iii) Day to day management of all matters relating to the HAZ project
- (iv) Day to day management of the Harbour Acquisition
- (v) Incur expenditure within budgeted limits

To have the following delegated authority in consultation with the Chair and/or Vice Chair of the Planning Committee

- (vii) To submit a response on behalf of the Town Council with regard to Planning Applications
- (viii) To submit a response on behalf of the Town Council with regard to Licensing Applications
- (ix) To submit a response on behalf of the Town Council with regard to Highways proposals
- (x) To decide on Public Realm Improvement applications
- (xi) To finalise and submit Ryde Harbour Business Plan Proposals to the IWC
- (xii) To have the full authority to negotiate on behalf of the Town Council with regard to the acquisition of the Harbour
- (xiii) In the event of the Planning officer being unavailable to work the Committee and Place Plan Co-Ordinator shall deputise for the Planning Officer and have delegated authority to act in their absence.

6. Network Ryde – Youth Work Manager

- (i) The day to management of Network Ryde be undertaken by the Youth Work Manager or in their absence the relevant Session Lead.
- (ii) Day to day management of employees within this section
- (iii) To re-deploy staff to aid and support emergency community initiatives

To have the following delegated authority in consultation with the Chair of the Network Ryde Steering Group

- (i) To temporarily close 147 High Street on Health and Safety grounds
- (ii) To agree to provide and implement Outreach Services
- (iii) To temporarily cease outreach services on Health and safety grounds

In the event of the Clerk or Deputy being incapacitated or unavailable to work the Chain of command is as follows:

- (i) Acting Clerk
- (ii) Deputy Clerk
- (iii) Planning Clerk
- (iv) Community and Place Plan Co-Ordinator
- (v) Finance Administrator
- (vi) Facilities and Allotments Officer
- (vii) Facilities and Maintenance Officer

Network Ryde

- (i) Youth Work Manager
- (ii) Clerk
- (iii) Session and Duke of Edinburgh Leads
- (iv) Youth Administrator
- (v) Youth Worker

Decision Taken	Decision Date	Committee Reported To	Reason for Decision	Officer Name	Chairs Name	Financial Details
To engage Lindsey Simpson	25/03/2020	Planning	To complete Ryde HAZ bid	Chris Turvey	Diana Conyers	£400.00 + vat
Hand Sanitizer	01/04/2020	Clerk	Coronavirus	Chris Turvey	N/A	£50.00 + vat
To support Heritage England request for Interim Project Manager	01/04/2020	Finance	To ensure Ryde HSAZ project goes ahead	Lisa Dyer	Phil Jordan	1/3 of costs for the length of shutdown
Shopping Fund	02/04/2020	Clerk	To incur costs of shopping for those isolating with no costs and to invoice for reimbursement	Lisa Dyer	N/A	To be paid from Ryde in Bloom budget
New Laptop Purchase		Clerk	Laptop purchase to replace broken laptop	Lisa Dyer		£549
Public Toilet Closures		Clerk	Public Toilets Closed due to corona virus and unavailability of Environment Officers for H&S inspections due to isolation	Shona Parnell	Karen Lucioni	none
Skatepark Closure		Facilities and Assets	Closed due to lockdown	Shona Parnell	Karen Lucioni	
Submit Grant request to IWC		Finance	Covid 19 IWC funding Grant application	Lisa Dyer	Phil Jordan	£5000 £2500 loan £2500 Grant
Determination of Grant Applications	08/04/2020	Finance	Committee meeting not taking place	Gareth Hughes	Phil Jordan	£6175 community grants, £6946.40 Marketing grants
Review of Place Plan	14/5/2020	Clerk	To revise place plan to ensure post covid recovery	Lisa Dyer	Diana Conyers	Up to £5000
To get 10,000 leaflets printed	22/06/2020	Place Plan Working Group	To produce up to date COVID-19 Leaflets for Ryde Town	Shona Parnell	Michael Lilley	TBC
Marketing Audit	01/07/2020	Full Council	Needed a one off Marketing Audit.	Shona Parnell	Michael Lilley	£5,000
Footprint Trust Warmer Homes Initiative	11/06/2020	Finance	Streamlining Process - WH no longer need to supply details of each applicant. Quarterly report will still be received as at present	Liz Dutton	Phil Jordan	
Re-open Public Toilets		Facilities and Assets	Covid secure Risk assessments undertaken and social distancing measure in place	Shona Parnell	Karen Lucioni	
Re-open skatepark		Facilities and Assets	Covid secure Risk assessments undertaken and social distancing measure in place	Shona Parnell		
To defer June round of community and marketing grants	02/06/2020	Finance	Covid 19 situation and review of grant process	Liz Dutton	Phil Jordan	
Request from Warmer Homes to alter how they operate due to COVID ie no home visit at present but applicant required to sign declaration to confirm information given is correct	21/05/2020	Finance	Covid 19	Liz Dutton	Phil Jordan	
Admin staff appointment Part time support	18/06/2020	Finance	Staff shortages - temp appointment	Lisa Dyer	Michael Lilley	
Ryde Unite Grant - Haylands Farm £500	22/06/2020	Finance	COVID-19 Ryde Unite	Liz Dutton	Phil Jordan	
Grant Application	20/06/2020	Network	Purchase 3 laptops to enable staff to work from home	Lisa Dyer		£2748 Grant award from HIWCF
Ryde Unite Grant - Phoenix Project £450	20/06/2020	Finance	COVID-19 Ryde Unite	Lisa Dyer	Phil Jordan	
Ryde Unite Grant - Jigsaw Family Support	09/07/2020	Finance	COVID-19 Ryde Unite	Liz Dutton	Phil Jordan	
To support the Buy Local craft market	21/07/2020	Full Council	To promote Ryde as a visitor destination	Lisa Dyer	Phil Jordan	To cover Street Licensing Fees £290 approx
To commission bid writer to research and apply for grant funding for Place Plan related projects	21/07/2020	Full Council	To ensure Place Plan objectives are delivered.	Lisa Dyer	Michael Lilley	
Town Marketing Campaign	15/07/2020	Marketing Working Party	To promote Ryde as a Covid safe destination	Lisa Dyer	Phil Jordan	£6,000
Marketing Grant	01-Aug	Finance	Monkton Arts - Promotions for August Events	Lisa Dyer	Phil Jordan	£5,000
Community Grant	02-Aug	Finance	Monkton Arts - Community grant	Lisa Dyer	Phil Jordan	£5,000
To commission condition report for Ryde Theatre		Commercialisation and Assets HAZ	To ascertain the current condition of the theatre buiding, repairs needed and viability of buiding.	Lisa Dyer	Phil Jordan	£5700
To commission Valuation and Survey of St Thomas' Church		Commercialisation and Assets	To inform consideration to purchase for use by Network Ryde	Lisa Dyer	Phil Jordan	
To agree to fund additional bin collections along Ryde Esplanade		Full Council	Litter build up / complaints regarding excess litter around bins.	Lisa Dyer		£90 per day
Undertake urgent repairs to lifeguard station	3rd August	Facilities and Assets	Unsafe handrail and rotten fascias	Liam Pearce	Karen Lucioni	
Street Trading Licence and land hire	31st July	Full Council	To host jointly with Natural Enterprise the 'Let's Buy Local' craft market	Lisa Dyer	Full Council	£1000 approx
Annual funding for Harp on Wight reduced to £800	July	Finance	To enable event to continue on line	Liz Dutton	Phil Jordan	£800