

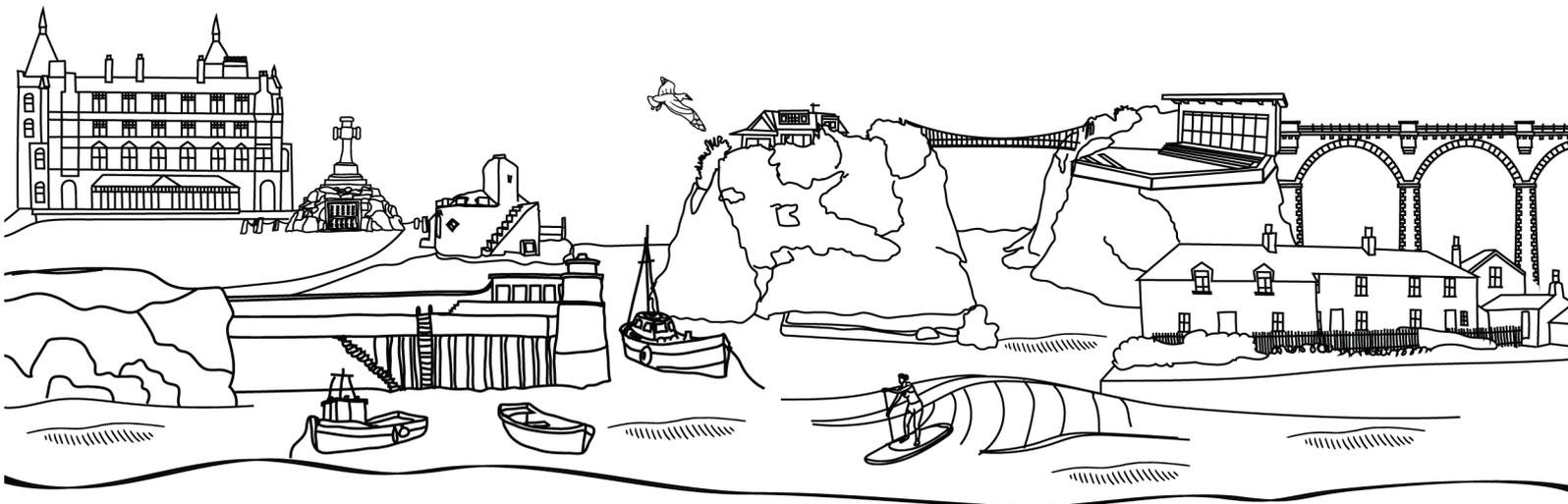


**Newquay**Council

CorporateService

**Name of Policy:** **Scheme of Delegation 2026**

**Date of Inception:** **22 January 2026**



## Scheme of Delegation

This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

### Current Status

<b>Version</b>	2026 0.1	<b>Approving Body</b>	Full Council
<b>Date</b>	25/11/2025	<b>Date of Approval</b>	21/01/2026
<b>Responsible Officer</b>	Chief Executive (CE)	<b>Minute Reference</b>	<b>008/26 (A)(iii)(1)</b>
<b>Oversight Committee</b>	Governance and Resources	<b>Review Date</b>	May 2027

### Version History

Date	Version	Author/Editor	Comments
08.11.2015	1.0	CE	Pre-Committee Draft
21.06.2016	1.1	CE	Minor amendments pre committee
02.01.2017	2.0	CE	Review and Update
07.02.2018	2.0	CE	Review and Update
01.05.2019	2.0	CE	Review and Update
19.05.2020	3.0	CE	Review and Update
19.04.2021	(2021) 0.1	CE	Full Review
07.04.2022	(2022) 0.1	CE	Annual Review
18.04.2023	(2023) 0.2	CE	Annual Review
09.04.2024	(2024) 0.1	CE	Annual Review (Any changes highlighted)
25.11.2025	(2026) 0.1	CE	Revised to reflect new governance model and more decision-making powers to officers

### Review Record

Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
02.01.2017	Full	Yes	Updated Scheme for adoption by F&P and Full Council.	CE
07.02.2018	Annual	Yes	Minor Updates	CE
01.05.2019	Annual	Yes	Minor Updates	CE
19.05.2020	Annual	Yes	Minor Updates	CE
19.04.2021	Full	Yes	Amendments identified by tracked changes	CE
07.04.2022	Annual	Yes	No material changes	CE
18.04.2023	Annual	Yes	Proposed changes to reflect new RFO role separated from Town Clerk and increasing remit of managers to improve service delivery	CE
09.04.2024	Annual	Yes	Page 7 and 12 – change from HR to G&R	CE
12.01.2026	Annual	Yes	See tracked changes version for all the changes.	CE

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## 1.0 Policy Background

- 1.1 This Scheme of Delegation authorises the Chief Executive, Chief Finance Officer, other Directors, Managers and Standing Committees to act with delegated authority. It reflects the Council's new governance model, where councillors fulfil a strategic, non-executive, and scrutiny-focused role, and officers-under the oversight of the Chief Executive and Directors-lead operational delivery and decision-making.
- 1.2 This policy should be used in conjunction with the committee Terms of Reference and any statutory obligations/regulations in force at the time.

## 2.0 Policy Statement

- 2.1 Newquay Town Council recognises that it has a responsibility to ensure the effective running of the Council and its services. In order to achieve this, some delegated functions and responsibilities have to be made and will be outlined within this Scheme of delegation.
- 2.2 The Council is committed to efficient working practises which minimise the impact on the local ratepayers and so this scheme has been tailored to try and balance control measures with effectiveness.
- 2.3 The Scheme formalises a strengthened officer-led operating model. Strategic direction, policy-setting, budget approval, Corporate Plan delivery oversight and scrutiny remain with councillors. Operational and service-level decision-making rests with the Chief Executive, Directors and authorised Managers, within approved budgets and policies.

## 3.0 Policy Objectives

- 3.1 The policy aims to:
  - 3.1.1 Further clarify the roles and delegated responsibilities of officers, members and committees

- 3.1.2 Ensure adequate control measures are in place to protect the Council's finances
- 3.1.3 Ensure the Council is acting in accordance with the Audit and Accounts regulations.
- 3.1.4 Embed a clear distinction between strategic decisions (councillors) and operational decisions (officers), in line with sector best practice and the Council's new committee scrutiny model.
- 3.1.5 Introduce a published officer decision process for all key operational decisions above defined thresholds, ensuring transparency and accountability.

### 4.0 General Delegations

#### 4.1 Responsible Financial Officer

- 4.1.1 The Chief Finance Officer shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Town Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 4.1.2 The RFO may obtain advice and guidance from external professionals (which may bear a cost) in order to ensure 4.1.1 is achieved effectively.
- 4.1.3 The RFO may approve expenditure up to £60,000 with co-approval of the Chief Executive and authorise Director-level spends between £30,000 and £50,000.

#### 4.2 Proper Officer

- 4.2.1 The Chief Executive shall be the Proper Officer of the Council and as such is specifically authorised to:
  - *Receive declarations of acceptance of office*

- *Receive and record notices disclosing personal interests*
- *Receive and retain plans and documents*
- *Sign Notices or other documents on behalf of the Council*
- *Receive copies of bylaws made by a principal local authority*
- *Certify copies of bylaws made by the Council*
- *Sign summons to attend meetings of the Council*
- *Seal documents, deeds, contracts and agreements following a resolution to do so from Council or one of its committees (which may be via email) or as part of an Officer decision that has been published and is working in-line to an agreed Corporate Objective or Key Performance Indicator(s).*

4.2.2 In addition, the Chief Executive to the Council has the delegated authority to undertake the following matters on behalf of the Council:

- *Day to day administration of services and the Council's operations, together with routine inspection, control and compliance, commissioning and service management.*
- *Day to day supervision and control of all staff employed by the Council to include recruitment of temporary resources.*
- *To undertake recruitment of all permanent posts where such a post becomes vacant and new permanent or temporary posts (subject to budget approval by the relevant committee or Full Council as relevant where budgets for vacant roles are used for completely new permanent posts not currently in the structure).*
- *Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Mayor of the Council, and/or the Chairman of the appropriate Committee*
- *Authorisation to cancel meetings during emergencies or where a lockdown has been initiated at a local, national or an organisational basis*
- *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 one of its Committees*
- *Authorisation of routine recurring expenditure within the agreed budget*
- *Emergency expenditure identified in Financial Regulation 4.5*
- *Authorisation of expenditure in line with Financial Regulation 4.1*

- *Authorisation to do anything necessary to protect/prevent the Council, its members and its officers from any litigation, complaints or serious compliance failures (including DSE and Health and Safety).*
  - *Such action should follow relevant professional advice obtained or held at the time.*
- *To authorise anything to be done that the Council is legally able or authorised to do, where a meeting or the Council is or becomes inquorate or where there is a Corporate Objective, agreed KPI or other such direction from the Council/a Committee to act in a particular way.*
  - *Where it is unclear, there is no Corporate Objective or KPI and a meeting became inquorate, such decisions should be taken through a majority view obtained from the available committee/Council membership via email.*
- *Authorised to hold/host virtual consultation events and briefing sessions between members and officers from time to time where it is too high risk to hold a physical meeting.*
  - *This item should only be triggered where the local CALC has advised it is appropriate to do so in the circumstances i.e. a large enough venue is not available to hold a safe meeting and urgent decisions need to be made.*
  - *The majority view of those members consulted will be actioned.*
- *Authorised to implement any reasonable infrastructure or spend to achieve hybrid meetings or webcasting of formal meetings to the public.*
- *Approve and agree external funding applications and awards (including terms and conditions that are deemed reasonable) on the basis the external funding is working towards achieving one or more Corporate Objective(s) or Key Performance Indicator(s).*
- *Approve and sign contracts, agreements, licenses, permits, approvals and other such documents for or on behalf of the Council with third parties up to the values (as an annual equivalent) under 4.2.4 or where a committee or Full Council have given specific approvals, within any set limits or budgets and across multiple years.*
- *Approval of any new service, major partnership, or commercial venture where such activity falls below a potential value of £60,000 per annum, following a report recommending such by a Director or relevant Senior Manager.*

4.2.3 The Proper Officer may delegate routine operational decisions to Directors or Managers where appropriate. Any such delegation must be recorded internally and reviewed periodically.

4.2.4 The Chief Executive may approve expenditure up to £60,000 and authorise Director-level spends between £30,000 and £60,000 in the absence of the Chief Finance Officer.

4.2.4.1 In the absence of the Chief Executive, the Chief Finance Officer can do the same to ensure the smooth and efficient operations of the Council for time-sensitive matters.

4.2.5 Delegated actions of the Chief Executive to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

### 4.3 Council

4.3.1 The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- *Approval and formal setting of the Budget and Precept*
- *Approval of the Annual Governance Statement and Annual Accounts*
- *Amendment or revocation of Standing Orders, Financial Regulations, and this Scheme of Delegation*
- *Approval of all new policy frameworks and material strategic policies*
- *Approval of releases from Earmarked Reserves*
- *Approval of any proposal that materially commits the Council beyond approved budgets*
- *Borrowing and lending decisions*
- *All decisions relating to the internal control framework, audit, assurance and statutory governance*
- *Appointment, suspension or dismissal of the Chief Executive and the Chief Finance Officer (subject to a recommendation from the Governance and Resources Committee in line with HR advice)*
- *Prosecution or defence of legal proceedings (except routine enforcement actions delegated to officers)*

- *Approval of any new service, major partnership, or commercial venture where such exceeds a potential value of £60,000 per annum, following a report recommending such by a Director or Chief Executive*
- *Making, amending or revoking bylaws*
- *Making of orders under any statutory powers*
- *Matters of principle or policy*
- *Nomination and appointment of representatives of the Council to any other authority, organisation, body, inquiry or public hearing (excepting approved conferences or meetings linked to an officer's duty or performance)*
- *To co-opt members to fill casual vacancies where we are authorised to do so by Cornwall Council.*
- *Responses to legislative and other allied consultations not being responded to by a committee or where time doesn't allow*
- *Major land and property acquisitions or disposals*
- *Determination of the Corporate Plan and KPIs*
- *Member appointments to outside bodies*

### 4.4 Urgent matters

4.4.1 In the event of any matter arising which requires an urgent decision that doesn't clearly fall within the scope or remit of an officer of the Council and there is no Corporate Objective or KPI covering the matter, the Chief Executive shall forthwith consult with the Mayor (or in their absence, the Deputy Mayor) or if more appropriate the Chair (or in their absence, the Vice Chair) of the respective committee, copying in the Mayor afterwards for information, before acting on behalf of the Council in respect of the particular matter then under consideration.

4.4.1.1 *If for whatever reason the Mayor cannot be reached, then the consultation made with the Deputy Mayor shall be sufficient (and vice-versa). The same principle applies to Chair/Vice Chair of a committee.*

4.4.1.2 *If for whatever reason both the Mayor and Deputy Mayor (or committee Chair/Vice Chair) cannot be contacted by all reasonable means of communication, then the Chief Executive is authorised to exercise their judgement and*

*proceed if the matter is of such an urgent nature that timing is critical.*

- 4.4.2 Urgent decisions should only be used when delay would cause significant risk to service delivery, compliance, health and safety or financial loss and where the matter isn't already under the control or remit of an Officer.
- 4.4.3 All urgent decisions must be logged and published using the Officer Decision Register within 21 working days.

## 5.0 Delegations to Officers

### 5.1 General

- 5.1.1 This Scheme delegates operational decision-making to the Chief Executive and Directors, who may further delegate tasks to Managers within their service areas. Managers may make decisions within approved budgets, policies, and the financial limits set out in this Scheme. Delegations must be exercised in accordance with Standing Orders, Financial Regulations, the Corporate Plan and all relevant statutory requirements.
- 5.1.2 Key operational decisions above £25,000 or decisions of significant public interest must be recorded and published via the Officer Decision Register.

### 5.2 Director-Level Delegations

- 5.2.1 The Chief Executive and the Chief Finance Officer both have additional delegations and so this next item only refers to the Director of Resources (Deputy Chief Executive) and Director of Operations posts.
- 5.2.2 Directors are authorised to:

- 5.2.2.1 Make operational decisions within their service areas up to £30,000 or in line with specialist limits (Estate Manager and others—see job-based limits below).
- 5.2.2.2 Implement policies approved by Full Council.
- 5.2.2.3 Oversee performance against KPIs and take corrective action.
- 5.2.2.4 Authorise procurement and contracts within their limits.
- 5.2.2.5 Approve staffing deployment and operational arrangements within established staffing budgets, subject to ensuring the Chief Executive (as Head of Paid Service) is fully consulted and in agreement.
  - 5.2.2.5.1 In the absence of the Chief Executive, the Deputy Chief Executive should be consulted.
- 5.2.2.6 Approve non-material changes to service delivery models.
- 5.2.2.7 Commission, procure or acquire resources, tools, vehicles, assets or services in order to maintain the efficient, safe and effective delivery of Council services.

### 5.3 Officer Spend Delegations

- 5.3.1 The following table sets out current spend delegations (please note during a probation period for new post holders, there is a need for additional approval from their line manager and RFO), in the case of the Chief Executive, this simply includes the RFO:

Role	Delegated Financial Limit	Conditions
Chief Executive	Up to £60,000	Approves director spends above £30k to £50k  Contracts of upto 5 years with a total value not exceeding £150,000 (£30,000 per annum).
Chief Finance Officer (RFO)	Up to £60,000 (with CE co-approval)	Approves director spends above £30k to £50k
Director of Resources	Up to £30,000	Within service area
Director of Operations	Up to £30,000	Within service area
Estate Manager	Up to £25,000	Within service area
Health & Safety Manager	Up to £10,000	Within service area

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Event Manager	Up to £10,000	Within service area
Democratic Services Manager	Up to £10,000	In absence of Director of Resources
Library & Visitor Information Manager	Up to £10,000	Within service area
Data Protection & IT Manager	Up to £10,000	Within service area
Deputy Estate Manager (Environment & Enforcement)	Up to £15,000	Within service area
Deputy Estate Manager (Facilities)	Up to £15,000	Within service area
People Manager	Up to £11,000	Responsible for £11,000 training budget and £8,000 uniform budget

### 5.4 Officer Decision Publication Requirements

- 5.4.1 All operational decisions above £25,000 or any decision deemed 'key', because it has material public impact, affects multiple service areas, or significantly affects budget delivery, must be documented in a standard Officer Decision Report and published on the Council's website within 21 working days.
- 5.4.2 All reports under 5.4.1 must be reviewed by the relevant line manager, Director, RFO and signed off by the Chief Executive in advance of publication.
- 5.4.3 Regular budget reporting will continue to take place at committee meetings and follow the standard committee report sign-off process.

### 5.5 Member Communication Protocol

- 5.5.1 A Member Decision Digest will be issued monthly to all councillors summarising officer decisions made, upcoming items of significance, risks, and KPI performance exceptions.

### 5.6 Extant delegations during transition into new roles

- 5.6.1 The Terms of Reference and previous decisions/resolutions from the Council or committees to officers remain in place

where there is no clear mention or relevant item within the Scheme of Delegation that changes the past decision.

- 5.6.2 The following table reaffirms existing delegations that will become the responsibility of new officers over time. This has been left in the policy as part of a transition to confirm the existing delegation does already exist albeit the responsible officer may change:

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Service Area	Function	Officer(s)	Parameters/Other Information
Audit	To maintain a continuous audit	Responsible Financial Officer	Members remain responsible for assertion review checks, ensuring adequate provisions are made for independent internal audit and observance of the relevant external audit requirements.
Business Continuity	To act as the Lead Officer under the Business Continuity Plan and to take any and all steps to protect the Council, its staff, resources or critical infrastructure.	Proper Officer Directors	The Business Continuity Plan must be observed at all times.
Communications	To deal with all press and public relations on behalf of the Council	Communications Officer Democratic Service Manager Directors	Members may be contacted directly for comment in line with the communications policy. Members will also respond to any politically focused enquiries, whilst observing the code of conduct.
Documents	To seal/sign documents on behalf of the Council	Proper Officer	This includes entering into agreements, contracts and placing of orders.
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections	Proper Officer	Approval to commission poll cards and the use of the Election EMR where there isn't adequate budget to cover unplanned elections.
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Bronze, Silver, Gold or COBRA Commander/delegated officer.	Proper Officer Director of Operations	The Emergency Plan must be observed at all times. Said plan outlines what should happen if the Chief Executive is unavailable/not in Newquay.
Finance	To administer the Council's Bank Balances and accounts	Responsible Financial Officer	Acting as account administrator
	To maintain adequate insurance cover for the Council's activities and property	Responsible Financial Officer	
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations 1996	Chief Finance Officer	
	To authorise the payment of accounts	Responsible Financial Officer	
	To write-off outstanding debts in accordance with	Responsible Financial	Following a decision of Full Council

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	Financial Regulation (1.13)	Officer	
	To authorise procurement and placing of orders from budget lines as identified in the table below (found later in this policy).	Proper Officer Responsible Financial Officer Directors Managers	The Payment Authorisation Policy must be followed. Payments over the relevant threshold or outside the set parameters require member/committee or Full Council approval.
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	DP & IT Service Manager	This may involve seeking independent advice (including incurring a cost for such advice).
Information & Communication Technology	To be responsible for the provision, procurement and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget.	DP & IT Service Manager Proper Officer	Authorised to spend up to the budget for those items.  The Council's IT policy should be observed.  Additional/New spends to be approved by the Town Clerk.
Land and Property	To purchase necessary goods and supplies for the proper effective running of all property and land owned or controlled by the Council in accordance with Financial Regulations 13.1 – 13.4 inclusive.	Proper Officer Responsible Financial Officer Directors Managers	Subject to the Payment Authorisation Policy.
	To maintain the Council's offices and property in accordance with Financial Regulations 14.1 – 14.5 inclusive and relevant policies and procedures	Proper Officer Responsible Financial Officer Directors Managers	Subject to the Payment Authorisation Policy.
	To adjust the grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Estate Manager Deputy Estate Manager (E&E)	Subject to the Payment Authorisation Policy.
Lettings	To authorise casual lettings of the Council's various properties subject to payment in accordance with the approved scale of charges where appropriate	Proper Officer Responsible Financial Officer Director of Operations	Led by the Director of Operations, who may delegate elements of this to the Estate Manager or other suitable officer. Subject to any Charges Policy which may apply. Should the Policy not identify a particular charge, the Chief Executive shall exercise their judgement until such time as said charging

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			structure is put in place.
Members Support	To deal with requests from members for secretarial or administrative support in connection with their duties.	Proper Officer Director of Resources Democratic Service Manager	Authorise officer support. Support is provided for genuine Council projects or member queries in relation to items relation to the Council. The Town Clerk can refuse support if resources are not available or the matter is against Council policy.
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles and lease vehicles, plant and equipment	Chief Executive Director of Operations	Director of Operations leads this. Subject to the Payment Authorisation Policy and procurement. Rolling replacements need to be implemented. The Chief Executive can approve vehicle contracts of upto 5 years.
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 (inclusive) and for all other purposes prescribed by law	Chief Executive Director of Resources Democratic Service Manager	Whilst the Chief Executive is the Proper Officer, in their absence the second in line is the Director of Resources, followed by the Democratic Service Manager in that order
Staffing	To undertake the duties of Head of Paid Service, including the authorising of Training for staff under the requisite budget. Where appropriate to handle disciplinary and Grievance related issues as well as annual reviews in line with Policy also acting as the Council's lead on Safeguarding matters.	Chief Executive	
	To implement national pay awards and conditions of service	Chief Executive	Should an overspend be forecast, the Chief Executive should report this to the Governance and Resources Committee in order to identify funds to cover this and obtain the requisite EMR Release approvals from Council.
	Within the approved budget and in accordance with Standing Order 19 to administer the staffing establishment and the national agreement on pay and conditions of service	Chief Executive Responsible Financial Officer People Manager	
	To engage temporary or seasonal workers and determine their wages and conditions of service	Chief Executive People Manager	In accordance with Financial Regulation 4.1.
	To ensure the health and safety of all employees and volunteers including the commissioning of	Chief Executive Director of Operations	In conjunction with the Council's H&S Advisers. Subject to the Payment Authorisation Policy.

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	training, materials, facilities, equipment and PPE.	People Manager	
	To approve and defray day to day operational spending where such a need arises to keep a service, team or staff establishment generally operational	Proper Officer Responsible Financial Officer Directors Managers	Subject to requests from service managers/officers
Utilities, Direct Debits and Contracts	<p>To ensure utilities are in place to service the needs of the Council and its various assets.</p> <p>To ensure Direct Debits are kept updated and maintained.</p> <p>To ensure all contracts are in place and kept updated/under review.</p>	Responsible Financial Officer Directors Managers	In conjunction with standing orders and financial regulations.

### 6.0 Other Authority Giving Documents

Document	Committee
Terms of Reference	Governance and Resources Community and Tourism Environment and Facilities Planning and Licensing
Financial Regulations	
Standing Orders	
Business Continuity Plan	
Severe Weather Policy	
Committee/Council Minutes	
Staff Handbook (and employment policies and procedures)	
Health and Safety Policy	
Emergency Plan	
Emergency Temporary Powers	
Officer Decision Register	

### 7.0 Alternative Formats

7.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Chief Executive’s Office.

### 8.0 Freedom of Information

8.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council’s Website [www.newquay.gov.uk](http://www.newquay.gov.uk).

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