



**SCHEDULE OF  
DISCHARGE OF  
DELEGATED FUNCTIONS  
May 2021**

Under the provisions of Section 101 of the Local Government Act 1972 the Town Council has powers to arrange for the discharge of its functions by a Committee, Sub-Committee or an individual officer of the Council.

The Town Council has established two Committees for this purpose; these may in turn establish Working Groups to support the discharge of their functions.

Council meetings will be preceded by a session for public questions lasting no more than 30 minutes. Additionally there shall be two dedicated public meetings, including the Annual Town Meeting, where the main purpose will be to receive questions from the public. These sessions will be governed by rules of procedure as agreed by the Council.

**(1) FULL COUNCIL**

The powers, duties and functions of Full Council are as follows:

**(a) Constitution**

Full Council shall comprise all Members of the Town Council. Four members of the Council shall constitute a quorum. If the number of Members present is less than the required quorum the meeting shall be adjourned and business not transacted shall be placed before the next meeting of Council.

Full Council shall elect a Town Mayor and Deputy Town Mayor from its membership at the Town Council's Annual Meeting.

Full Council shall elect Chairmen and Vice – Chairmen of all Committees at its Annual Meeting.

**(b) Meetings**

Full Council will meet in public 6 times a year. This excludes the Annual Meeting and the Annual Town Meeting.

### **(c) Functions and Delegations**

- (1) The power of making the precept, the approval of the Budget and Financial Plan and approval of delegated budgets and the power to set service standards to be adopted by Committees and Sub-Committees
- (2) To approve Standing Orders and Committee Structures
- (3) To approve the Final Accounts
- (4) To approve the Policy Framework comprising the Neighbourhood Plan and other strategy and policy documents, including those prepared by Committees and Sub-Committee
- (5) Civic and Ceremonial duties
- (6) To receive and subject to scrutiny the minutes of Standing Committees, and where appropriate, to require a written or verbal report of the Chairman or Vice-Chairman of the Committee
- (7) Appointments to Outside Bodies
- (8) Appointment or dismissal of the Town Clerk

## **(2) DEVELOPMENT AND STRATEGIC MANAGEMENT COMMITTEE**

The powers, duties and functions of this Committee are as follows:

### **(a) Constitution**

The Committee shall comprise five Members plus the Town Mayor and Deputy Town Mayor as ex-officio voting members. Three members of this Committee shall constitute a quorum. If the number of Members present is less than the required quorum the meeting shall be adjourned and business not transacted shall be placed before the next meeting of this Committee.

### **(b) Meetings**

The Committee will meet in public 11 times a year.

### **(c) Functions and Delegations**

The Development and Strategic Management Committee is responsible for the development, management and delivery of operational services and the monitoring of service standards. Its responsibilities further extend to the planning and delivery of events and development planning including advising Full Council on matters relating to the Neighbourhood Plan and consideration of substantive planning applications.

The Committee has powers to take decisions and authorize expenditure and budget variations within the limit of budgets delegated to the Committee by Full Council. Any items exceeding a Committee's delegated responsibilities must be reported to Council for approval

The Committees specific areas of responsibility include:

1. Services

- (a) The Operations Team
- (b) Playgrounds
- (c) Allotments
- (d) Bus Shelters
- (e) Public Seats
- (f) War Memorials
- (g) Litter Bins
- (h) Other operational and environmental functions, including the work of the Community Warden(s), delegated to the Committee by Full Council

2. Events

The Committee is also has responsibility to develop and stage events and activities for the benefit of local people and to promote Cramlington within the County and wider region. This will include the management, administration and development of:

- (a) Festive Lights

- (2) Any further opportunities and events through which the Town Council can promote a positive image of Cramlington

The Committee is also responsible for the management of the transfer, development and assimilation of new services.

The Committee's Chairman or Vice-Chairman will be required to make regular reports to Council on the work of the Committee.

(3) Planning and Transport

In respect of development planning and transport the Committee has the following functions and responsibilities:

- (a) To make **binding** decisions on behalf of Cramlington Town Council in respect of:
- (b) The making of representations on applications for planning permission, highways and other planning regulatory matters notified to the Town Council
- (c) The making of representations in respect of appeals against the refusal of planning permission
- (d) The making of recommendations regarding street naming

(d) The making of recommendations to the appropriate authority regarding highways matters and public transport services (including taxis)

The Committee is also responsible for making recommendations to Full Council on:

(f) The development and management of all aspects of the Neighbourhood Plan and other emerging land use policies and strategies including the Northumberland Local Development Plan.

Within delegated budgets for this purpose the Committee is further responsible for:

(g) The management, delivery and monitoring of bus services supported by the Town Council

The Committee's Chairman or Vice-Chairman will be required to make monthly reports to Council on the work of the Committee.

### **(3) PERSONNEL COMMITTEE**

#### **(a) Constitution**

The Committee will advise Council on all HR matters and take action as specified by its delegated power in respect of grievance and disciplinary matters.

#### **(b) Meetings**

The Committee will meet annually to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary to deal with grievance or disciplinary matters, to recruit to staff vacancies; or to deal with other emerging personnel issues.

#### **(c) Membership**

Membership shall comprise of five members. The Town Mayor and Deputy Town Mayor of the Council shall be ex-officio voting members. Three members of the Committee shall constitute a quorum for meetings.

#### **(d) Functions and Delegations**

(a) To review staffing structures and levels and make recommendations to the Council.

(b) To agree and review annually contracts of employment, job descriptions and person specifications for staff.

(c) To review staff salaries and terms of conditions and make recommendations to Council.

(d) To appoint from its membership a Recruitment Panel comprising 3 Councillors to recommend appointments to Council. Recruitment Panels will normally include three members in the case of appointment to the Town Clerk /RFO posts; and one member of the Committee plus the Clerk for all other posts. The appointment of the Town Clerk/RFO will be subject to confirmation by Full Council.

(e) To appoint from its membership three members to act as a Hearing Panel to hear disciplinary and grievance matters as set out in the Council's Disciplinary Procedure. The Panel will advise the Committee on its conclusions but a final decision will rest with the Committee. Proposed disciplinary action/dismissal of the Town Clerk will be subject to confirmation by Full Council. The Committee has powers to take disciplinary action/dismiss other staff without referral to Full Council.

(f) To appoint from its membership an Appeals Panel comprising 3 members, who shall not be a member of the Hearing Panel, to consider appeals against disciplinary action as set out in the council's Disciplinary Procedure. In respect of the Town Clerk the Panel will advise the Committee on its conclusions and the Committee shall refer a final decision to Full Council. In respect of all other posts the Panel will report its conclusions to the Committee. The Committee has powers to take action in respect of all other staff without referral to Full Council.

(g) To review health and safety at work for all Council employees.

(h) To review all Council policies that relate to staff employment on an annual basis.

(i) To ensure the Council complies with all legislative requirements relating to the employment of staff.

#### **(4) COMMUNITY AND YOUTH COMMITTEE**

The powers, duties and functions of this Committee are as follows:

##### **(a) Constitution**

The Committee shall comprise five Members plus the Town Mayor and Deputy Town Mayor as ex-officio voting members. Three members of this Committee shall constitute a quorum. If the number of Members present is less than the required quorum the meeting shall be adjourned, and business not transacted shall be placed before the next meeting of this Committee.

##### **(b) Meetings**

The Committee will meet in public 6 times a year.

### **(c) Functions and Delegations**

The Community and Youth Committee is responsible for engaging with communities, the development and facilitation of community initiatives, and the quality assurance of service delivery. Its responsibilities further extend to the planning and delivery of community events and building strong community networks.

The Community and Youth Committee shall be responsible for:

1. developing links with established community and youth groups working in Cramlington and providing support to progress the activities of such groups.
2. identifying and facilitating the development of new provision where it is needed
3. facilitating co-operation and joint working between voluntary organisations and to co-ordinate the work of the voluntary and community sector (VCS) in the town
4. facilitating links between the VCS and statutory bodies
5. maintaining a directory of VCS activities and giving high profile to the work of the VCS in Cramlington and communicating its services to residents
6. Oversight of services provided through the Eastfield community centre and decisions relating to its usage.
7. the provision and funding of holiday activities

The Committee has full powers to take decisions delegated to the Committee by Full Council.

The Committee's Chairman or Vice-Chairman will be required to make regular reports to Council on the work of the Committee.