Hereford City Council Scheme of Delegation

1. Introduction

This Scheme of Delegation sets out the functions and decision-making responsibilities delegated by Hereford City Council ("the Council") to:

- Council committees and sub-committees
- The Clerk and other designated officers

The aim is to ensure effective and efficient governance, in compliance with relevant legislation and the Council's standing orders.

2. General Principles

1. **Reserved Powers**: The Council retains the right to make decisions on matters of major policy, budget, and legal responsibilities.
2. **Legal Compliance**: Delegations must be exercised within the law and in accordance with Council policy.
3. **Reporting**: Delegated decisions must be reported to the Council or the relevant committee at the next possible meeting.
4. **Limits of Authority**: Delegated authority does not permit officers or committees to make decisions outside their remit or exceed agreed budgets.

3. Matters Reserved for Full Council

The following matters are reserved for decision by the full Council:

- Approval of the annual precept and budget
- Adoption or amendment of Standing Orders and Financial Regulations
- Setting the strategic direction and policies
- Approval of the annual governance and accountability return (AGAR)
- Decisions involving land and property transactions
- Appointments to committees
- Co-option of councillors
- Determination of responses to key consultations

4. Delegation to Committees

4.1 Finance Committee

Delegated authority to:

- Monitor budget expenditure and make recommendations for virements
- Oversee financial audits and risk management
- Review and recommend updates to financial procedures
- Authorise routine expenditure within agreed budget
- To make decisions regarding contracts for the provision of goods and services over £5,000
- To monitor the performance of the council's deposit and investment funds
- To demonstrate due diligence with public money by seeking three quotes up to £29,999, all tenders above this threshold will need to be placed on the Government Procurement Portal, good practice guidance recommends that tenders above £10,000 to be managed through this portal.

4.2 Governance Committee

Delegated authority to:

- Ensure the proper discharge of Council's obligations under the General Data Protection Regulations and Freedom of Information Act.
- Consider legislative and other procedural changes and their implications for Council.
- Within the Working from Home Policy, during adverse weather or when the Town Clerk is unavailable, the need for working from home can be discussed with and authorised by the Chair of Governance Committee.

4.3 Staffing Committee

Delegated authority to:

- Oversee staffing structure and recruitment
- Conduct staff appraisals and disciplinary matters
- Review staff policies and contracts

4.4 Planning Committee

Delegated authority to:

- Comment on planning applications within statutory deadlines
- Consider local planning policy issues and consultations
- Make representations to the local planning authority

4.5 Community Development Committee

Delegated authority to:

- Consider applications for grant funding from community groups and organisation for a maximum of £3,000 per applicant.
- Consider and refer to Council applications for grants of more than £3,000
- To consider and award Small Grants of £500 to projects and community groups that complete the small grant application.
- To consider and provide a Community Awards event.

4.6 Environment Committee

Delegated authority to:

- Consider application for grant funding for improvements to parks, open spaces and street scene responding to climate change or biodiversity of no more than £3,000 per applicant within agreed budget.
- Consider applications for grant funding from community groups and organisation for a maximum of £3,000 per applicant.
- To initial and deliver projects within their allocated budget.

Committees may further delegate to sub-committees or working groups as agreed by the committee.

5. Delegation to Officers

5.1 Town Clerk/RFO (Proper Officer)

Delegated authority to:

- Act as the Council's Proper Officer and Responsible Financial Officer (RFO)
- Implement decisions of the Council and its committees

- Authorise expenditure within allocated budgets between meetings on behalf of the Council (in liaison with the Chair of Finance) and report back to Council as soon as practicable.
- Manage Council staff, facilities, and contractors
- Issue notices and correspondence on behalf of the Council
- Deal with routine correspondence, enquiries, and administrative tasks
- Certify documents, manage records, and keep minutes
- Maintain financial records and prepare accounts supported by the Finance Officer
- Prepare draft budgets and financial reports in consultation with the Finance Committee
- Ensure proper financial management and audit compliance supported by the Finance Officer
- Comment on planning applications between meetings, if necessary (in liaison with the Chair of the Planning & Highways Committee.

7. Review and Amendment

This Scheme of Delegation shall be reviewed annually at the Annual Council Meeting or as required. Any amendments must be approved by resolution of the full Council.

Version Control

Author	Date written	Approved by:	Date
Kim Carpenter	April 2026		
Amended by Governance/TC	11th June 2026		
Amended by Governance	16th June 2026		