



## Morecambe Town Council

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Proper Officer: Mr Luke Trevaskis

**Scheme of Delegation**  
**To be next reviewed by 31 May 2023**  
**Reviewed and adopted on 5 May 2022**  
**First adopted by Morecambe Town Council on 1 October 2020**

### Introduction

This document sets out the manner in which Morecambe Town Council has delegated its powers.

The legal basis of the delegation conferred by the Scheme is contained in Section 101 of the Local Government Act 1972.

### Proper Officer and Responsible Financial Officer

The Proper Officer of the Council is delegated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Proper Officer is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer.

The Proper Officer of the Council is employed by the Council under Section 112 of the Local Government Act 1972 for the proper discharge of its functions.

The Proper Officer is designated to discharge the delegated authority outlined in each adopted budget, including (but not limited to) payroll provisions, office equipment and consumables, office rent, award schemes, insurance, communications, public relations, marketing, community engagement, urgent legal matters in consultation with the Chairman, and any such projects and/or campaigns delegated to him/her in consultation with members if so required.

### Committees

Committees of the Council are delegated to act in all matters covered by the Committee's Terms of Reference and subject to prior Council approval of delegated capital and revenue estimates.

Any activity requiring application for consent to borrow must first have been approved by the Council, and loan sanction secured.

The exercise by Committees of powers shall be without derogation to the powers of the Council. Notwithstanding the powers delegated to Committees, the Council retain the right to exercise such powers when necessary.

Every Committee shall have power to authorise an officer to take decisions on specific matters falling within the Committees' terms of reference.

### Council

The following matters are reserve for the full Council and may not be delegated to a Committee:

- The adoption of Standing Orders and Financial Regulations
- The appointment of permanent representatives to outside bodies
- Co-option
- The making of by-laws
- The dismissal of the Head of Paid Service
- The setting of the annual budget and precept
- The approval of final accounts and statutory return
- The noting of the internal audit report