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  - all the requirements of the Council's Financial Regulations being complied with.
- 4.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
  - 4.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
  - 4.16. Authorise action for the recovery of debts.
  - 4.17. Write-off debts up to the level set by the Council.
  - 4.18. Maintain a Register of Assets and Inventory of Equipment.
  - 4.19. Determine the Town Council's insurance requirements on the Council's behalf.
  - 4.20. Make all necessary arrangements for the Council's insurances.

## 5. **STAFFING MATTERS**

- 5.1. The Chief Officer is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
  - 5.2. Appointments to posts including apprentices.
  - 5.3. Employment of temporary employees.
  - 5.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
  - 5.5. Management of staff performance.
  - 5.6. Control of discipline and performance, including the power of suspension and dismissal.
  - 5.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
  - 5.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.

- 5.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 5.10. Approve payment of overtime.
- 5.11. Agree variations to the condition of employment.
- 5.12. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 5.13. Authorise training in line with the Council's policies.
- 5.14. Authorise the provision of uniforms or protective clothing.
- 5.15. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 5.16. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 5.17. Agree to premature retirement on the grounds of duly certified ill health.
- 5.18. Terminate employment during probation and to review salary on completion of probationary periods.
- 5.19. Commission legal and professional advice on staffing matters.

## **6. PROPERTY MATTERS**

- 6.1. The Chief Officer is given authority to manage the land and property of the Council including:
- 6.2. Agreeing the terms of any lease, licence, conveyance or transfer.
- 6.3. The granting or refusal of the Council's consent under the terms of any lease.
- 6.4. Variations of restrictive covenants of a routine nature.
- 6.5. The granting of easements, wayleaves and licences over Council land.
- 6.6. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 6.7. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.

- 6.8. Exercising responsibility for the safe custody and maintenance of the civic regalia.

## **7. URGENCY**

- 7.1. The Chief Officer is authorised to act on behalf of the Council in cases of urgency or emergency.
- 7.2. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Mayor, and the Chairs of any relevant Committee are to be consulted where possible before such action is taken.

## **8. EMERGENCY PLANNING**

- 8.1. The Chief Officer is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 8.2. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Mayor and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

## **9. PROCEDURAL**

- 9.1. The Chief Officer can:
- 9.2. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 9.3. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 9.4. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

## **10. HEALTH AND SAFETY AT WORK ACT 1974**

- 10.1. The Chief Officer is authorised to oversee the discharge of the Council's responsibilities under the Act.

## **11. LEGAL PROCEEDINGS**

- 11.1. The Chief Officer is authorised to:
- 11.2. Take and discontinue legal proceedings in any Court or at any Tribunal.

- 11.3. Take Counsel's advice or instruct Counsel to represent the Council.
- 11.4. Seek injunctions and commence proceedings for the purposes of:
  - enforcement in accordance with the Council's policies
  - recovering money due to the Council
  - recovering or otherwise preserving possession of the Council's land or property
  - defending the interests of the Council
  - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 11.5. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 11.6. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 11.7. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 11.8. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 11.9. Serve Requisitions for Information.
- 11.10. Prepare a draft budget for consideration by the Council.
- 11.11. Prepare the final accounts for each financial year.