
Agenda Item: Scheme of Delegation

Meeting Date: Monday, 23 June 2025

Contact Officer: Deputy Town Clerk

The purpose of this report is to approve a Scheme of Delegation for Witney Town Council.

Background

The Council's 'scheme of delegation' dictates what decisions/resolutions can be made by the Council, Committees, officers and those who hold roles of responsibility; they help expediate the Council's work and actions and are closely tied to the terms of reference for each Committee.

The Town Council has the power to delegate functions under the Local Government Act 1972 s 101:

a) the Town Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority.

Standing Orders and Financial Regulations outline which decisions may be taken by officers upon satisfaction of certain conditions. Both these documents were reviewed, updated and agreed by the Council in the last year.

Current Situation

The scheme was last updated during the last Council administration and the Committee structure has adapted since that time. An updated Scheme of Delegation is attached as **Appendix A** for consideration.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no impact from this report
- b) Biodiversity – no impact from this report
- c) Crime & Disorder – no impact from this report
- d) Environment & Climate Emergency – no impact from this report

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The Scheme of Delegation ensures that decisions taken by Committees, Sub-Committees or Officers are in line with legislation and are therefore less likely to be successfully challenged.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial Implications

➤ There are no financial implications.

Recommendations

Members are invited to note the report and,

1. Consider adopting the updated Scheme of Delegation for Witney Town Council.