



# Andover Town Council

Item No.

- The Policy & Resources Committee approve recommending the updated Scheme of Delegation and updated associated documents to Full Council. Which include:
  - Scheme of Delegation\*
  - Standing Orders (terminology change only)
  - Financial Regulations (minimal terminology change only)
  - Code of Conduct (minimal terminology change only)
  - HR subcommittee ToR (changed to reflect the Scheme of Delegation – change in red)\*
  - Proper Officer Job Description (changed to align directly with the Scheme of Delegation)\*
- Once approved by Full Council the documents will be updated on the Council's website as will the hyperlinks to the final versions.

**Produced for:** P & R Committee

**By:** Proper Officer

**Date of Report:** 23 July 2025

## Purpose of the Report

This report presents the updated **Scheme of Delegation** for consideration and approval. The document has been comprehensively reviewed and extended to ensure clarity, consistency, and alignment with the Council's core governance framework.

## Key Updates and Rationale

- Expanded Content: The Scheme now clearly sets out the roles and responsibilities of the Proper Officer (Town Clerk and RFO) and Full Council, providing a single reference point for delegated authority.
- Document Alignment: The Scheme has been cross-referenced with the:
  - Standing Orders
  - Financial Regulations
  - Code of Conduct
  - Committee, and Sub Committee, Terms of Reference
  - Proper Officer Job Description.

This ensures that all documents are consistent in terminology and intent.

- Terminology Standardisation: Terms such as "Proper Officer" have been used consistently across all documents to reflect statutory language and improve clarity.
- HR Sub-Committee ToR: Updated to incorporate relevant delegation elements previously omitted. Changes are marked in red for ease of reference.
- Job Description for Proper Officer (Town Clerk and RFO) has been amended to align directly with the Scheme of Delegation.
- Cross-Verification: All documents have been reviewed manually and validated using comparison software to ensure full alignment. Supporting comparison tables are available on request.

## Next Steps

- The Policy & Resources Committee approve recommending the updated Scheme of Delegation and updated associated documents to Full Council. Which include:
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  - HR subcommittee [ToR](#) (changed to reflect the Scheme of Delegation – change in red)\*
  - [Proper Officer Job Description](#) (changed to align directly with the Scheme of Delegation)\*

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(\* attached for review)