

# COMMITTEE REPORT

<b>Subject:</b>	<i>Amendments to the Scheme of Delegation (Annex A. to Standing Orders)</i>
<b>Committee:</b>	<i>Full Council</i>
<b>Item Number:</b>	<i>20</i>
<b>Date:</b>	<i>Tuesday 26 May 2026</i>
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<b>Report status:</b>	<i>Decision</i>
<b>Confidential / Exempt:</b>	<i>No</i>

## 1. Report Summary

- 1.1 The purpose of this report is to seek Council's approval for amendments to the Scheme of Delegation, as set out in Annex. A to the Standing Orders.
- 1.2 This report provides the background, financial implications, legal and governance considerations, risks, and recommended course of action to support informed decision-making.
- 1.3 The proposed changes are intended to ensure the Scheme of Delegation accurately reflects recent operational changes.
- 1.4 Additional minor amendments will provide greater clarity and alignment with services already delivered within existing committee remit, as defined in the current Scheme.
- 1.5 These changes are proposed to ensure that services, including their strategic oversight and budget monitoring, are reported to the appropriate Committee in line with delegated responsibilities.

## 2. Recommendations

It is recommended that the Committee:

- 2.1 Approves changes to the Scheme of Delegation.

## 3. Background

- 3.1 The Scheme of Delegation was last reviewed and adopted by Full Council on 14 July 2025.
- 3.2 This review has been prompted by operational changes, specifically the transfer of Crematorium and Cemeteries services from Environmental Services to the Business

Department, noting that these services are currently referenced under the Environment Committee's remit.

- 3.3 As part of this process, a broader cross-check of service allocations across all Committees has been undertaken to ensure consistency with the existing Scheme of Delegation.
- 3.4 This review has been carried out at the start of the new financial and municipal year to ensure that services can report, in accordance with their delegated functions, to the appropriate Committees for both operational oversight and budget monitoring.
- 3.5 A full review of Standing Orders, including the Scheme of Delegation, is scheduled for later in the year. These interim amendments will ensure accuracy of reporting and governance arrangements in the meantime.

#### **4. Proposal**

- 4.1 It is proposed that the Committee adopts amendments to the Scheme of Delegation to reflect changes in service delivery and committee responsibilities.
- 4.2 The amendments will support effective governance by ensuring that services and their associated budget monitoring reports are aligned with the appropriate Committee remits, as set out in Annex A.
- 4.3 The timing of these amendments is intended to ensure that service delivery updates and budget monitoring reports are directed to the correct Committees without delay, rather than awaiting a full review of Standing Orders.
- 4.4 The proposed amendments to the Scheme of Delegation include:
  - 4.4.1 The inclusion of additional wording within the Communities Committee remit to reflect Community Strategy and Priorities 2026–2029, alongside existing community service responsibilities.
  - 4.4.2 The transfer of responsibility for receiving and considering Community Infrastructure Levy (CIL) matters from the Governance, Policy & HR Committee to the Communities Committee, following agreement by the working group, noting that the current Scheme references CIL reporting within Governance, Policy & HR.
  - 4.4.3 The removal of Crematorium and Cemeteries from the Environment Committee remit and their inclusion within the Commercial Services Committee, reflecting their operational alignment with Business Department services and existing references to commercial activities, including crematorium-related functions.
  - 4.4.4 The addition of ceremonial and civic events, led by the corporate team, within the Governance, Policy & HR Committee remit to better reflect corporate oversight responsibilities.
  - 4.4.5 Minor refinements to the wording of the Commercial Services Committee to improve clarity and alignment with current service delivery.
  - 4.4.6 The proposed amendments are detailed within the Scheme of Delegation, with text to be removed shown in ~~red~~ and new proposed wording highlighted in blue.

#### **5. Financial Position**

- 5.1 There are no direct financial costs arising from the approval of these amendments.

5.2 The changes will, however, ensure that budget monitoring reports are considered by the appropriate Committees in accordance with their delegated responsibilities.

5.3 The Responsible Financial Officer has been consulted and supports the proposed amendments.

## 6. Legal and Governance Considerations

6.1 The Scheme of Delegation defines the allocation of service areas to Committees and, in doing so, establishes their delegated authority for decision-making.

6.2 The proposed amendments will strengthen governance arrangements by ensuring that delegated responsibilities accurately reflect current service delivery structures.

6.3 Amendments to Standing Orders, including the Scheme of Delegation, require approval by Full Council.

6.4 Failure to approve these changes may result in Committees operating outside their formally delegated authority in relation to certain services.

## 7. Consultation and Engagement

7.1. No external consultation was undertaken due to the internal operational nature of these changes. Appropriate internal officers, including the Chief Executive Officer and Senior Management Team, have been consulted.

## 8. Strategic and Policy Alignment

8.1 The proposal supports effective corporate governance, ensuring alignment between committee responsibilities, service delivery, and budget monitoring, as set out within the Council's governance framework.

## 9. Implementation and Next Steps

9.1 Subject to the Committee's decision, the following actions will be taken:

- a. Upload updated Scheme of Delegation to the Council website and internal systems.
- b. Ensure service updates and budget monitoring reports are presented to the appropriate Committees in line with the revised Scheme.
- c. Progress a full review of Standing Orders.

9.2 Responsibility for implementation will sit with the Head of Corporate & Interim Deputy Chief Executive Officer.

## 10. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	No additional costs, however, amendments will require updates to committee budget monitoring reporting arrangements.
Legal	High	Ensure Committees operate within their formally delegated authority.
Risk	Medium	Updating the Scheme reduces the risk of non-compliance with Standing Orders.

<b>Personnel</b>	Medium	Some adjustments to service reporting will be required.
<b>Environmental Impact</b>	None	No direct impact.
<b>Equalities Impact Statement</b>	None	No direct impact.
<b>Community / Public Impact</b>	Low	The community should not see a change to services.
<b>Procurement / Contractual</b>	Low	No contractual changes are proposed.
<b>Property / Asset</b>	None	No direct impact.
<b>Data Protection</b>	Low	GDPR compliance will continue to be maintained.

## **11. Appendices / Background Papers**

### 11.1 Appendix A – Scheme of Delegation (version 17)



## **STANDING ORDERS ANNEX A**

### **– SCHEME OF DELEGATION (Proposed version 17)**

Councillors are requested to note that this Annex forms a stand-alone/independent part of the overall Standing Orders.

#### **1 COMMITTEES OF THE COUNCIL**

- a The Council may determine the number and type of any or all Standing committees without the need to amend Standing Orders. The council will currently appoint the following Standing Committees, which includes:
  - i) The Finance Committee
  - ii) The Communities Committee
  - iii) The Environment Committee
  - iv) The Governance, Policy & HR Committee
  - v) The Planning Committee
  - vi) The Commercial Services Committee
  - vii) Any others deemed appropriate, whether temporary or permanent committees.
- b Any member of the City Council may attend meetings of any committee of which they are not a member. They must declare that they are not a member, may speak on any matter only with the permission of the Chair and shall not vote.
- c The allocation of members to each committee is in proportion to the Full Council make-up after elections and intermittent by-election results, and through the individual 'groups', and equates to 2 committees per Councillor (plus Full Council) – ie 48 committee places with 24 councillors.

#### **2 FULL COUNCIL**

##### **Matters Reserved for Full Council**

- a Setting the precept and approval of the Council's budget.
- b Approval of the Annual Accounts.
- c Completion of the Annual Return including the Governance Statement.
- d The making, amending or revoking of Standing Orders, Financial Regulations and the Scheme of Delegation and Committee Terms of Reference.
- e Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
- f Appointment of any new committees in accordance with standing orders.
- g Appointment of members to committees.
- h Fixing the dates of routine meetings of the Council and its Committees.
- i Adoption or revision of the Council's Code of Conduct.

- j Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.
- k Consider important matters of policy or principle which have been referred directly by committees or officers.
- l Nomination or appointment of representatives of the Council to outside bodies (except approved conferences or meetings).
- m Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Council, excluding those matters specific to a committee.
- n The making, amending or revoking of bye-laws.
- o Authorisation as to terms and purpose for any application for Borrowing Approval.
- p Approval of purchase, acquisition by other means, lease, sale or disposal of land, property and assets of significant historical or civic value.
- q Consideration of the recommendations made by a committee.
- r Dismissal of Proper Officer / Chief Executive Officer.
- s Dismissal of the RFO / Head of Finance.
- t Approval of key documents, policies and strategies including obligations under data protection legislation, complaints and freedom of information policies.
- u Consideration of other matters that the council may from time to time determine necessary and that fall within its statutory functions, powers and obligations.

### 3 THE FINANCE COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 9 members of the Council who will meet as committee at least 4 times per year + January budget-setting meeting.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
  - i) All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council.
  - ii) To receive, and consider, Budget Monitoring Reports at each meeting.
  - iii) All matters relating to Internal and external Audits.
  - iv) Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities.
  - v) Review and approve appropriate Council Finance Policies.
  - vi) Approval of Leases and Licences.
  - vii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the RFO.

### 4 THE COMMUNITIES COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 7 members of the Council who will meet as committee at least 3 times per year.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic direction setting, for which there is a previously approved revenue budget, all matters relating to:
  - i) Community Services including the Community Strategy and Priorities 2026-2029 and related community services delivery (community development, community events and Our Salisbury Pantry operations).
  - ii) Grants, including rent-reductions, to community groups within SCC's boundaries.

- iii) Review and approve Safeguarding management and policies.
- iv) Review and approve Council-Communities' Policies.
- v) To receive, and consider, relevant Budget Monitoring Reports at each meeting.
- vi) To receive and consider relevant Community Infrastructure Levy matters including processing, administration and assessment of proposals.
- vii) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination.
- viii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the Head of Communities.

## 5 THE ENVIRONMENT COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 9 members of the Council who will meet as committee at least 4 times per year.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to:
  - i) Environmental Services which includes – Facilities, Streetscene, Parks & Open Spaces and CCTV.
  - ii) Review and approve Health and Safety policies, including associated risk assessments, and receive incident reports.
  - iii) Review and approve Council-Environmental and Facilities Policies.
  - iv) The committee will deliver the council's Net Zero agenda on behalf of the council.
  - v) The committee shall receive relevant Budget Monitoring reports at each meeting.
  - vi) Any matter requiring additional or new budget provision outside that previously agreed by the Council in respect of the above work areas shall be referred to the Finance Committee for final consideration and determination.
  - vii) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this Committee is the Head of Environment

## 6 THE GOVERNANCE, POLICY & HR COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 7 members of the Council who will meet as committee at least 3 times per year.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
  - i) Review and approve Council Policies (not covered by other specialist committees), including Governance, Corporate and HR Policies in accordance with SCC's Policy Management Policy.
  - ii) Review Standing Orders, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining to SCC.
  - iii) Review Members Code of Conduct, Induction Handbook and other such guidance, making appropriate recommendations to Full Council on any regulatory/legislative changes, or those pertaining purely to SCC.

- iv) Forward updated Standing Orders and Members Code of Conduct, with Recommendations, to Full Council for approval and adoption.
- v) Review Corporate Governance and Risk Management.
- vi) Consider staff Conditions of service.
- vii) Review and approve employment policies.
- viii) Matters related to grievance, disciplinary and capability matters for the Proper Officer and senior managers, in accordance with the Council's Grievance Policy and the Council's Disciplinary & Appeals Policy.
- ix) Oversight of matters related to grievance, disciplinary and capability matters for all staff.
- x) Conduct annual appraisal of the Proper Officer/CEO (to be conducted by this Committee's Chair, Council Chair/Mayor and an Administration Leader) following best practice.
- xi) Consideration of appeal against dismissal by Heads of Service, in accordance with the Council's policies.
- xii) Recommendation to Full Council concerning dismissal of Proper Officer/CEO.
- xiii) Recommendation to Full Council concerning the dismissal of the RFO.
- xiv) The committee shall receive relevant Budget Monitoring reports at each meeting.
- xv)
- xvi) Ceremonial and civic events lead by the corporate team.
- xvii) The committee shall be able to receive updates and reports from other SCC committees as appropriate and necessary.
- xvii) Any matter may be referred by the Committee to the Full Council or other committee for information or final approval.

The Heads of Service for this committee will be the Head of HR and Head of Corporate

## 7 THE PLANNING COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 9 members of the Council who will meet monthly as committee to provide an effective response to planning applications.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination:
  - i) To comment on planning applications received from the local planning authority (ie Wiltshire Council).
  - ii) To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plan or Studies as considered appropriate, including routine transport issues.
  - iii) To comment on Licensing matters received from the local licensing authority (ie Wiltshire Council).
  - iv) To comment on Highway Improvement and Traffic Survey requests as required.
  - v) Street naming when requested.
  - vi) To make recommendations regarding waiting restrictions within the City.
  - vii) Consideration of the Community Area Transport Group recommendations.
  - viii) Retain custodianship of the local Neighbourhood Development Plan and advise upon its delivery and future updating.
  - ix) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this committee will be the Head of Corporate supported by the Head of Environment

## 8 THE COMMERCIAL SERVICES COMMITTEE

- a Membership and Frequency of Meeting:
  - i) 7 members of the Council who will meet as committee at least 3 times per year.
  - ii) Members to be appointed by Full Council each year.
- b Matters for consideration and determination - [the strategic management of the following, for which there is a previously approved revenue budget, all matters relating to](#)
  - i) The Charter Market and other speciality markets.
  - ii) All council events [lead by the business team](#).
  - iii) The commercial use of the Guildhall.
  - iv) Information Centre and Shopmobility.
  - v) Communications and Public Relations (internal and external including press, social media, website, advertising, etc).
  - vi) Other SCC commercial opportunities (such as to foster partnership relationships with residents, commerce and other SCC organisations).
  - vii) [The Crematorium and Cemeteries services](#).
  - viii) Review and approve Council Commercial Services Policies including that for dealing with the press and media.
  - ix) The committee shall review any other commercial considerations from across the council, including the crematorium.
  - x) The committee shall receive relevant Budget Monitoring reports at each meeting.
  - xi) Any other matter which may be delegated to it by the Full Council from time to time.

The Head of Service for this committee will be the Head of Business

## 9 OTHER COMMITTEE MATTERS

- a Other standing committees or sub-committees may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the committee or sub-committee is formed by means of a minute detailing the terms of reference (including its membership, frequency of meetings, accountability & reporting, and areas of interest).
- b Any Committee may refer matters on which it has delegated authority to the Full Council or other committee for a final decision if it so wishes.
- c Any Committee may refer matters onto other committees for discussion if it so wishes.
- d Committees and sub-committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations, and where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

## 10 WORKING OR STEERING GROUPS

- a Working Groups may be formed by resolution of Full Council or a committee at any time.
- b The work of such a working or steering group will be decided upon at the time it is formed by means of a minute detailing the terms of reference which will consider the purpose of the working group, its membership, and frequency of meetings, accountability & reporting and areas of interest.

- c Working or Steering Groups will report back with recommendations to Full Council, or the committee that formed it, from time to time and as appropriate.
- d The Council and Standing Committees may appoint Working Parties without delegated powers comprising of Councillors with powers to co-opt non-Councillors on a non-voting basis. The Chairman has authority to invite other Councillors to attend the meeting. The quorum of any working party must be at least three Councillors.
- e Working Parties shall be convened via a report from the Chief Executive to Council or a Standing Committee or a Councillor motion to Council.
- f The Chairman of any Steering or Advisory Group shall be elected from within the councillor representation. The Chairman will be ratified by the parent committee or Full Council at the first opportunity.
- g An appropriate council officer will support any working groups convened.

## 11 ANNUAL PARISH MEETING

The Council will hold a Parish Meeting annually, between 1<sup>st</sup> March and 31<sup>st</sup> May.

This is an opportunity for Parish Residents to attend and ask questions, make observations and comments, of the City Council's Councillors.

This is not a Committee of the Council.

### For Note:

Reference to Proper Officer – shall include that of Clerk / Chief Executive Officer / CEO

Reference to Responsible Financial Officer – shall include that of Head of Finance / RFO

### Proposed changes to be Adopted by Full Council: 26 May 2025

Policy No.	Version	Owner	Doc. No.	Date published	Review Due Date	Review Team	Adoption Date
CP001 - A	17	HOC/CEO			May 2027	HOC/CEO	26 May 2026 by FC
CP001 – A	16	CSM/CEO		14 July 2025	May/July 2028 – if reqd	CSM/CEO	14 July 2025 by FC
CP001	15	CC/CEO		21 Feb 2025	June 2024 – if reqd	Management	