



Scheme of Delegation

Adopted: 02/06/2016

Reviewed: 30/10/2018

Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that cannot wait until the next Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her view into account.
- To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure subject to the limit of £500.
- Specifically authorised to:
 - i. Receive declarations of interest
 - ii. Receive and record notices disclosing pecuniary interest
 - iii. Receive and retain documents for the Parish Council
 - iv. Sign Notices and other documents on behalf of the Parish Council
 - v. Sign Summons to attend meetings of the council
 - vi. To be responsible for the Parish Council's petty cash
- Delegated authority to undertake the following matters
 - i. Day to day administration of services, together with routine inspection and control
 - ii. Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council and/or Chairman of the appropriate Committee
 - iii. Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decisions of the Council, but not to correspondence requiring an opinion to be taken by the Council or its Committees

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making of Orders under statutory powers
- Matters of principle or policy
- Nomination of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)

- Any proposed new undertaking
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

Standing Committees:

Buildings Committee

The Buildings Committee shall have delegated authority to take decisions relating to the Parish Council office for maintenance and repair, office improvements, Health & Safety issues, Fire regulations and Gas & Electricity certificates.

Communications Committee

The Communications Committee shall have delegated authority to take decisions on all committee matters in accordance with its approved terms of reference and with the exception of those decisions which would affect Council policy and have potential of extending its liabilities and financial commitments.

Environment Committee

The Environment Committee shall have delegated authority to take decisions on all committee matters in accordance with its approved terms of reference and with the exception of those decisions which would affect Council policy and have potential of extending its liabilities and financial commitments.

Employment Committee

The Employment Committee deals with all personnel issues and other contractual matters (except the resignation of staff) and will have delegated authority to make decisions relating to staff and their employment to be reported back to Full Council for approval.

Grievance & Disciplinary Committees

The two Committees are made up of three Members and work independently from each other. Members are required to undertake training in disciplinary and grievance issues, if not already qualified. The Committees are required to meet as and when issues are identified.

Neighbourhood Planning Committee

The Neighbourhood Planning Committee shall have delegated responsibility to progress the development of a Neighbourhood Plan. This shall involve working with both the Community and the Local Planning Authority to provide for better planning for the Parish.

Standards Committee

The Standards Committee shall have delegated authority to review the Parish Council's Standing Orders, Financial Regulations and Risk Assessment on an annual basis. It will also oversee the development and review of miscellaneous policies and ensure compliance under the Local Councils Award Scheme.

And any other ad-hoc Committees as deemed necessary by the Council from time to time.

Limitations to Delegation

All decisions taken under delegated authority will be in accordance with the Parish Council's Standing Orders, Financial Regulations, Committee Terms of Reference and this scheme of delegation, and where applicable other rules/legislation/regulations. All decisions and recommendations will be reported to the first appropriate Council meeting.

The Council may delegate power to make additional decisions on individual items to the Proper Officer and its Committees as and when appropriate.