

SCHEME OF DELEGATION



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Introduction

This document sets out the manner in which this Parish Council has delegated powers and responsibilities. It is one of the Council's four principle governance documents, alongside its Standing Orders, Financial Regulations, and Statement of Internal Control.

The power to delegate functions is set out in the Local Government Act 1972 s101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level:

- **Clerk:** day-to-day administration of the Council.
- **Working Groups:** make recommendations within their Terms of Reference to the full Council.
- **Full Council:** responsible for major policy decisions.

Where circumstances prevent standard procedures, decisions may be made jointly by the **Chairman, Vice-Chairman, and Clerk.**

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information available to them at all times. Therefore, the Clerk reports all major decisions taken under delegated powers at the next available Council meeting.

Proper Officer and Responsible Financial Officer

The Clerk shall be:

- the Proper Officer - performing all statutory functions in accordance with the Local Government Act 1972.
- the Responsible Financial Officer in accordance with the Accounts and Audit Regulations in force at any given time.

Delegated Powers and Responsibilities

In addition to the responsibilities set out in the Clerk's job description the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control.
- Authorisation to call any extra meetings of the Council or any Working Group as necessary, having consulted with the Chairman of the Council and/or the Leader of the appropriate Working Group.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Working Groups.
- Authorisation of routine expenditure in accordance with Financial Regulations (Budgetary Control and Authority to Spend).
- Preparation and submission of comments to Planning Applications where the Council's

agreed stance is known.

- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 2018 or General Data Protection Regulation (whichever is in force at the time of request)
- Issuing press releases and statements to the press on the Council's known policies, following consultation with Chairman/Vice Chairman of the Council.
- Updating and managing the content of the Council's website.
- Co-ordination of the Council's newsletter articles.
- Disposal of Council records according to legal restrictions and the Council's Record Management Policy.
- Take appropriate actions arising from emergencies in consultation with Chairman/Vice Chairman of the Council - as appropriate to the circumstances.
- All emergency actions must be reported to the Council at the next meeting, or within 48 hours where urgent.

Working Groups

- Working Groups may make recommendations to the Council within their Terms of Reference.
- Working Groups do not have authority to commit Council funds unless specifically authorised by full Council.

This Scheme has been drafted from the NALC Model Scheme of Delegation and was confirmed by the Parish Council in March 2020.

This scheme will be reviewed and amended as required, due to changes in legislation or on the employment of a new Clerk.