

Scheme of Delegation

1. Introduction

- A. The scheme sets out the necessary delegations to the Parish Clerk, acting in the role of Proper officer or Responsible Financial Officer and to the Council's Committees, and sets out a framework for the operation of the delegations herewith authorised.
- B. Where the Parish Clerk is unavailable due to illness or other absence the appropriate delegation may be exercised by other office staff.
- C. Additionally, the Parish Clerk, Deputy Clerk or other officer may be tasked with undertaking certain delegated activities as the designated officer for a particular Committee of the Council. Where the Member of Staff is acting as the designated officer for a committee they should be referred to as the Committee Clerk.
- D. Delegated actions shall be undertaken in accordance with the Council's Standing Orders, and Financial Regulations, as well as the Council's Environmental and Procurement Policies.

2. The Role of the Proper Officer/RFO

- A. The Proper Officer/RFO may take action on matters which are of such urgency as to require immediate action, and cannot wait until the next Council, or Committee Meeting to authorise taking the required action. In general, this power should be exercised following consultation with the Chair, or if they are unavailable the Vice Chair of the Council.
- B. The Proper Officer/ RFO may incur expenditure on behalf of the Parish Council which is necessary to carry out any repair, replacement or other work which is of such urgency as to require immediate action up to a figure of £500. This figure will be reviewed annually.
- C. Additionally, the Proper Officer/RFO may undertake action to institute minor repairs up to a cost of £500. This figure will be reviewed annually.
- D. The Proper Officer shall have authority to report minor issues of public service failures or complaints by members of the public to the proper authority or organisation.

3. The Role of the Committee Clerk in the Planning Process

- A. The Committee Clerk will receive applications and other matters relating to Planning and ensure these are placed on the Agenda of the Planning Committee for consideration. Where there is not time for the Planning Committee to meet to make a recommendation or to respond to a consultation the Committee Clerk may request an extension from the Planning Authority. Exceptionally where applications or other matters cannot be responded to in time by the Planning Committee the Committee Clerk may place the item for consideration on the Agenda of a Full Council Meeting.
- B. Where a matter cannot be considered by either the Planning Committee or Full Council and an extension cannot be obtained then the Committee Clerk may respond on behalf of the Council, subject to consulting the Chair of the Planning Committee, or if he is unavailable the Vice Chair of the Committee.

- C. Once a decision is made on a Planning issue i.e. whether to refer it to the Borough Council Planning Committee the Committee Clerk shall ensure that the appropriate response is passed to the Planning Authority.

4. Delegations to Committees

- A. **Finance Working Group.** The working group's role is to consider and scrutinise the Council's Financial operations and to carry out detailed analysis of current and proposed policies.
- B. **Human Resources Committee.** The Committee has delegated authority to deal with all HR and contractual issues and will have delegated authority to make all decisions relating to staff and their employment, other than the final appointment or termination of staff which must be subject to the approval of Full Council. The Committee may be allocated appropriate budgetary funding by the Council to carry out its operations within the parameters set by the Council.
- C. **Planning Committee.** The Committee shall be given delegated authority to respond to Planning Applications or to consultations on other Planning matters including change to Planning Policies, and to pursue issues arising from determined Planning Applications i.e. the Enforcement of Planning Conditions.
- D. **Traffic Committee.** The Committee shall have delegated authority to pursue traffic management, transport, and parking issues in the Parish and in particular to prepare the Council's Highway Improvement Plan. It shall undertake decisions regarding the necessary expenditure to expedite these projects within the budget set by the Full Council.
- E. **Environment Committee.** The Committee shall have delegated authority to consider and pursue issues relating to the management of the public open spaces within the Parish and to make decisions relating to the necessary expenditure to carry out these objectives within the budget set by the Full Council.
- F. **Communications Committee.** The Committee has delegated authority to progress issues related to the Council's Communications with the public and in relation to event management and to make decisions relating to the necessary expenditure to carry out these objectives within the budget set by the Full Council.

5. Disciplinary/Appeals Panels

The Council may establish a Panel to hear disciplinary or grievance issues, which will consist of 3 members. Where a case proceeds to an appeal the Council will establish a panel consisting of 3 different members. All Members will require to be trained in the appropriate procedures.

6. General Provisions

Delegated decisions should be reported to Full Council at the first appropriate Full Council Meeting. Notwithstanding the above the Council may delegate the power to make further decisions on individual matters to a Committee or the Proper Officer as and when appropriate.

This policy will be reviewed annually.