

Scheme of Delegation

The Parish Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed and outside that detailed within the job description.

1. Proper Officer and Responsible Financial Officer

- a. To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman, and/or Vice Chairman if the Chairman is unavailable and take their view into account.
- b. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00
- c. To take any action regarding minor repairs (up to a cost of £500.00) and to report minor matters to the relevant authority.

2. General Matters

The Parish Clerk is authorised:

- a. To sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- b. To alter the date or time of a Council or committee or working group meeting but, before doing so, shall consult the Chair of the Council, or committee or task group concerned about the need for the change and about convenient alternative dates and times.
- c. To decide arrangements for the closure of the Council offices in the Christmas/New Year period in consultation with the Chair of the Council.
- d. Deal with day-to-day matters relating to the use of council premises.
- e. To manage all day-to-day matters for Council's current services, including the following:
 - i. The Council's allotments including the selection of tenants and collection of fees
 - ii. The Council's open spaces and amenity areas
 - iii. The Parish Magazine and advertising therein
- f. To act as the Council's designated officer for the purposes of the Data Protection Act 2018.
- g. To apply for planning consent for tree works by the Council.
- h. To respond to complaints made under the Council's Complaints procedure.
- i. To manage, monitor and review the Council's Internal control procedures.

3. Delegated Powers Regarding Planning Applications

In the event that no Planning and Development Committee meeting is able to be convened or that an application requires comments before the next scheduled meeting.

- a. The Planning application shall be received by the Clerk who will provide details to P&D Committee Members.
- b. All Members will report directly back to the Clerk, via email, with their comments and recommended decision.
- c. The Clerk will review and taking the majority view and comments, will compile a response in the usual manner to be sent to the appropriate NFNPA Planning Case Officer.

4. Finance and Resources Committee

- a. Following consultation with the committee Chair and / or the Council Chair, to take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional/unavoidable circumstances.

5. Delegation – Limitations

- a. All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation, and relevant Council Policies. All decisions will be reported to the first appropriate Council meeting.
- b. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Financial Officer and its Committees as and when appropriate.

6. Committees

Each committee has Terms of Reference which specify the scope of their delegated powers. Committees may in turn delegate actions to the Clerk/RFO.

7. Objectivity and Integrity in Decision Making.

The Clerk shall maintain a professional detachment from specific views expressed by individual members of the council or in the community.

The Clerk will respect the legal framework and democratic processes within which councils operate and advise the council accordingly.

The Clerk will exercise discretion and neutrality and will carry out independent assessments of problems and solutions using professional, objective consideration.

Re-Adopted On: 18th October 2022

Review: Every 2 years.

Next Review Date: October 2024