

[illegible]

Scheme of Delegation

1. Delegation to Officers

- 1.1 The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- 1.2 The Council may at any time, following resolution, revoke any delegated authority.
- 1.3 Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they shall report the matter to Committee or the Council for a decision.
- 1.4 All grant funding decisions are to remain with the Council or relevant Committee.

2. Parish Clerk

The Parish Clerk is the Proper Officer of the Council as defined in law.

In addition, the Parish Clerk shall:

- a) Issue all statutory notifications.
- b) Receive Declarations of Acceptance of Office.
- c) Receive and record notices disclosing pecuniary interests.
- d) Receive and retain documents and plans.
- e) Hold the Council's Seal and apply it to documents as approved.
- f) Sign notices or other documents on behalf of the Council.
- g) Receive copies of Bye laws made by principal authority.
- h) Certify copies of Bye laws made by the Council.
- i) Sign summons to attend meetings.
- j) Ensure compliance with Standing Orders.
- k) Manage all Parish Council staff, either directly or indirectly, and to have the power to delegate any task to appropriate Officers.
- l) Manage the provision of Council services, buildings, land and resources.
- m) Incur expenditure in an emergency up to £5,000, whether budgeted or not.
- n) Incur expenditure for all routine operational matters i.e. plant/equipment, IT equipment, signage, furniture, stationery etc. subject to budget up to £3,000 per item.

- o) Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- p) Deal with dispensation requests from Members under the Code of Conduct.
- q) Deal with matters specifically delegated by Council or Committee.
- r) Take all decisions relating to the training of Councillors and staff.
- s) Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- t) Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.
- u) Facilitate all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- v) Responsible for the overall management of all budgets in accordance with Council policies.
- w) Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.
- x) Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- y) Overall responsibility for Health & Safety across all Council owned sites.

3. Responsible Financial Officer

- a) Ensure compliance with Financial Regulations.
- b) Ensure compliance with all financial procedures.
- c) Determine accounting policies, records and control systems.
- d) Manage risk management of the Council.
- e) Oversee the Financial Management of the Council.
- f) Report on the financial performance of the Council.
- g) Oversee the management of the budget process.
- h) Prepare a budget for presentation to the Council.
- i) Complete the annual close down of the accounts system.
- j) Proper administration of the Council's financial affairs.
- k) Report to External Auditor matters under appropriate financial legislation.
- l) Arrange and manage the Council's insurance arrangements.
- m) Management of Council salaries in accordance with contracts of employment.
- n) Matters specifically delegated by Council or Committee.

- o) Management of maintenance contracts.

4. Assistant Clerk

- a) Day to day management of land, buildings and other resources.
- b) Project development for consideration by relevant Committee.
- c) Matters specifically delegated by Council or Committee.
- d) Developing income generating activities.
- e) Traffic data collection, including Community Speed Watch, Speed Data Recorder and Vehicle Activated Signs and other surveys as required by the Council.
- f) In the absence of the Parish Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- g) Day to day management of general office administration, including stationery budgets and such other budgets as allocated by the Parish Clerk.
- h) Matters specifically delegated by Council or Committee.
- i) Management of the Council's social media presence.
- j) Delegated authority in the absence of the Parish Clerk – subject to discussion/approval of the Chairman of the Council, Vice-Chairman and Chair of the relevant committee (or if the same as the Vice-Chairman) A. N. Other councillor.