



# **SCHEME OF DELEGATION**

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*This Policy will be reviewed annually by Full Council.*

*Adopted: Full Council Meeting 21<sup>st</sup> May 2024 Minute ref 24/011 (c)*

*Reviewed: Full Council Meeting 8<sup>th</sup> May 2025 Minute ref 25/011 (c)*

## **INTRODUCTION**

The power to delegate functions is set out in the Local Government Act 1972 s101. The intention of this Scheme of Delegation is to allow the Council to act with all reasonable speed. All Council decisions must be agreed at a properly constituted meeting of the Council unless the decision is delegated to the Clerk, as proper officer to the Council, or a nominated Committee. No individual Councillor can make decisions or issue instructions on behalf of the Council.

## **THE COUNCIL**

All powers are reserved to the Council as a whole, except as hereinafter set out.

## **THE CLERK (AS PROPER OFFICER)**

General responsibilities of the Parish Clerk are set out in the Clerk's job description.

The Parish Clerk also has the delegated authority to undertake the following matters on behalf of the Council:

- (a) Day-to-day administration, development, management, and promotion of Council services and associated activities, together with routine inspection and control.
- (b) Day-to-day supervision, control and management of all staff employed by the Council including appointment, disciplinary and dismissal, unless stated otherwise in adopted Council policies, procedures, or terms of reference.
- (c) Authorise routine expenditure as set out in the Council's Financial Regulations.
- (d) Authorise emergency expenditure as set out in the Council's Financial Regulations.
- (e) Apply for grant aid in respect of any expenditure approved by the Council or in the Council's budgets.
- (f) Obtain quotations for goods and services in accordance with the Council's Financial Regulations provided the potential value does not exceed the threshold for the seeking of formal tenders.
- (g) Respond to routine correspondence or consultations where factual information only is required.
- (h) Preparation and submission of responses to minor planning applications where the Council's agreed stance is known.
- (i) Make minor corrections to the Council's policies or procedural documents to amend obvious errors or to revise such documents to ensure consistency with the law subject to such amendments being brought to the attention of the Council at the next meeting.
- (j) Take any other action designed to ensure that the Council operates within the law subject to such actions being brought to the attention of the Council at the next meeting.

- (k) Manage any annual or ongoing contracts.
- (l) In the event of a decision being required outside of the approved calendar of meetings, to seek advice from the Council Chairman and/or Committee Chairman as to whether the matter is of sufficient urgency and importance to convene an extraordinary meeting of the Council or appropriate committee. Where an extraordinary meeting cannot be lawfully convened or is inquorate, to follow (m) below.
- (m) In accordance with the Local Government Act 1972 s101, in exceptional circumstances the Clerk is empowered to take any decision that would normally be taken by the Council. Such a decision may only be taken:
  - a. Where there would be a significant loss, either financial or of opportunity, that would be detrimental to the community were the decision not taken until the next scheduled meeting of the council, AND
  - b. Following consultation with at least one member, preferably the Chairman or Vice-Chairman of the Council or a Committee in that order, AND
  - c. If the decision entails new expenditure by the Council, that no expenditure be committed that exceeds 20% of the Council's reserves.

The decision and circumstances shall be reported to the next meeting of the Council.

## **COUNCIL COMMITTEES**

Committees take responsibility for specific aspects of Council business, build knowledge, experience, and expertise in the Committee's subject, enabling Committee Chairs to present proposals and recommendations for the Council to vote on.

Each Committee of the Council has delegated authority as set out in the Committee's specific Terms of Reference.

The following Committees currently undertake the delegated work of the Council:

- (a) Finance Committee
- (b) Planning & Highways Committee
- (c) Village Hall Management Committee
- (d) Personnel Committee

## **WORKING GROUPS**

Working groups set up by the Council have their own Terms of Reference, but do not have any delegated authority.