



SCHEME OF DELEGATION

Section 101 of the Local Government Act 1972 provides:

That a Council may delegate its powers (except those incapable of delegation) to a committee; or an Officer.

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1. Responsible Financial Officer Duties and Powers

The Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer Duties and Powers

The Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1 Receive declarations of acceptance of office.
- 2.2 Receive and record notices disclosing interest in meetings.
- 2.3 Receive and retain plans and documents.
- 2.4 Sign notices, agreements, licences or other documents on behalf of the Council.
- 2.5 Receive copies of By-laws made by the Unitary Authority.
- 2.6 Certify copies of By-laws made by the Council.
- 2.7 Sign and issues summonses to attend meetings of the Council.
- 2.8 Keep properly records of all Council meetings.
- 2.9 Notify the Electoral Office of any casual vacancies and liaise with them regarding the conduct of elections.

In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 2.10 The day-to-day administration of services, together with routine inspections and controls.
- 2.11 Respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an option to be taken by the Council or its Committees.
- 2.12 Authorisation to call any extra meetings of the Council, or Committee as necessary having consulted with the Chair of the Council or Committee.
- 2.13 Order goods and services as set out in the Council's Financial Regulations.
- 2.14 Purchasing basic office equipment and supplies.
- 2.15 Vire money between cost centres within a budget heading approved by the Council.
- 2.16 To arrange for payment of staff salaries between meeting dates at the approved rates of pay authorised by the Council.
- 2.17 Deal with internal and external audit matters in accordance with Council policy.
- 2.18 Day to day management and updating of the Parish Council website and Facebook page.
- 2.19 To authorise relevant training course provided the expense can be met from approved budgets having taken into account the training needs of employees and Councillors.
- 2.20 Responding to requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations (or similar acts and regulations).
- 2.21 Emergency or necessary expenditure up to £2,500 outside of the agreed budget (see 8 – Urgent Matters) outside the agreed budget.
- 2.22 Dealing with press and public relations on behalf of the Council in consultation with the Chair or Vice Chair.
- 2.23 To submit grant requests on behalf of the Council.

- 2.24 To liaise with Insurers regarding insurance claims.
- 2.25 Management of the Council's burial ground including arrangements for interments and issuing Grants of exclusive rights of burial. Maintaining up to date records in the burials register and authorisation of cemetery memorial applications. All in accordance with the terms of the Blunham Parish Council Cemetery Regulations.

Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- 3.1 Setting the Precept.
- 3.2 Borrowing money.
- 3.3 Making, amending, or revoking Standing Orders, Financial Regulations, or this Scheme of Delegation.
- 3.4 Adopting or revising the Code of Conduct.
- 3.5 Making, amending or revoking By-laws.
- 3.6 Making of Orders under any Statutory powers.
- 3.7 Matters of principle or policy.
- 3.8 Nomination and appointment of representatives of the Council to any other authority, organisation or body (except approved Conferences or meetings).
- 3.9 Any proposed new undertakings.
- 3.10 The purchase, transfer or disposal of land.
- 3.11 Prosecution or defence in a court of law.
- 3.12 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 3.13 Approving the annual return and actions in respect of the Internal Audit Report.
- 3.14 Confirming the eligibility to exercise the General Power of Competence.
- 3.15 Confirming the appointment of the Clerk.

4. Standing Committees of the Council

The Council may at the Annual Meeting appoint Standing Committees, and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf.

- 4.1 Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and may at any time dissolve or alter the Membership of a Committee.
- 4.2 **The Chair and Vice Chair of the Council may be Members of every Committee should they wish.**
- 4.3 Every Committee shall propose a Chair and Vice Chair at the first meeting of that Committee following the Annual Meeting. That Chair and Vice Chair then presides until the next meeting following the Annual Meeting of the Council.
- 4.4 Committees shall meet within the timetable approved by the Council at its Annual meeting or on the appointment of the Committee.
- 4.5 Meetings shall be open to the public, although the Committee may resolve to exclude the press and public under S1 Public Bodies (Admission to Meetings) Act 1960 only when there are confidential matters to be discussed.
- 4.6 The Chair of a Committee, or the Chair of the Council, may summon a special meeting of that Committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee. That summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- 4.7 The quorum of all Committees will be laid out in the terms of reference for that Committee.
- 4.8 Committees shall, at all times, act in accordance with the Council's Standing Orders and Financial Regulations. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws, or orders made and with any directions given by the Council from time to time.
- 4.9 The Minutes of any Committee meetings are to be approved by the Committee at its next meeting and a copy ratified by the Council at the next appropriate meeting.
- 4.10 Members of Committees shall vote by a show of hands. Chairs of Committees shall have a second or casting vote.

5. Present of Non-Members of Committees at Committee Meetings

A Member who has proposed a motion which has been referred to any Committee of which they are not a Member, may explain their motion to the Committee but shall not vote.

Any Council Member may attend, and with the permission of the Committee Chairman, speak on any particular matter(s) at a meeting of a Committee of which they are not a member, but they may not vote.

6. Delegation to Committees

Except as mentioned below, each Committee shall exercise on behalf of the Council the functions assigned to it as set out in its Terms of Reference.

Committees/Committee are not bound to exercise delegated powers and may at their discretion refer matters back to the Council for decisions.

Each Committee is required to answer any queries and requests for clarification on recommendations it has made to the Council.

7. Working Groups/Parties

Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.

8. Urgent Matters

- 8.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by paragraph 2.21 above, the Parish Clerk shall forthwith consult with the Chair and/or Vice Chair of the Council and those members consulted together with the Parish Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 8.2 Before exercising the delegate powers granted by paragraph 8.1 above, those Members consulted shall consider whether the matter is of sufficient interest and importance to justify the summoning of an Extra Ordinary meeting of the Council.
- 8.3 When summoning an Extra Ordinary meeting of the Council, full details of the circumstances justifying the urgency shall be conveyed to Members of the Council at the meeting.