

Scheme of Delegation

Lapley, Stretton and Wheaton Aston Parish Council

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

1. Responsible Financial Officer Duties & 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 & Powers

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

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices disclosing interests at meetings;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign notices, agreements, licences or other documents on behalf of the Council;
- 2.1.5 Receive copies of By-laws made by another local authority;
- 2.1.6 Certify copies of By-laws made by the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Keep proper records for all Council Meeting
- 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him/her regarding the conduct of elections

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

- 2.2.1 The day to day administration of services, together with routine inspection and control.
- 2.2.2 Authorisation of routine expenditure within the agreed budgets. Agreed budgeted expenditure up to £500 Parish Clerk only, up to £5000 in conjunction with the Chairman
- 2.2.3 Arrange and administrate the Christmas Lights Event including incurring costs within the budget and report back to full Council
- 2.2.4 Emergency or necessary expenditure up to £500 outside of the agreed budget (see 7 - Urgent matters below).
- 2.2.5 Dealing with all press and public relations on behalf of the Council in consultation with the Chairman or Vice-Chairman.
- 2.2.6 Liaise with appropriate bodies on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda.

- 2.2.7 Produce the quarterly newsletter and Annual Report in consultation with the Chairman.
 - 2.2.8 Make decisions as to whether items are appropriate for inclusion in the website and/or social media channels.
 - 2.2.9 Respond to planning applications following a comment submitted by the Chairman in consultation with members
 - 2.2.10 To view and control CCTV
 - 2.2.11 Approve employee holidays and working hours after consultation with the Chairman
 - 2.2.12 Prepare and research items/topics and present to Council to improve Council services and functions
 - 2.2.13 Delegate to the Assistant Clerk and, where appropriate i.e information requirements
 - 2.2.14 The Clerk is to receive employee timesheets and submit the Clerk timesheet periodically to the Chairman.
 - 2.2.15 The Council supports agile working (in particular for employees with a medical need) The Clerk is permitted to work from home and in the office flexibly accounting for hours on a timesheet
- 3.3 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 **Urgent Matters**

- 3.1 In the event of any matter arising ***which requires an urgent decision*** notwithstanding delegated powers granted by paragraph 2.2 above, the Clerk shall forthwith consult with the Chairman and/or Vice-Chairman and those Members so consulted together with the Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 3.2 Before exercising the delegated powers granted by paragraph 3.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chairman that an Extraordinary Meeting of the Council should be called.
- 3.3 Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

Approved at a meeting of Lapley, Stretton and Wheaton Aston Parish Council on
4th July 2019

Next review May 2020