



Farnsfield Parish Council

Scheme of Delegation

Incorporating Committee

Terms of Reference

This Scheme of Delegation forms part of the Councils Standing Orders and Financial Regulations and must be read together with any other council approved policies.

This Scheme of Delegation sets out how the Council delegates some of its powers and duties to the Proper Officer and other Officers within the Council.

This Scheme of Delegation authorizes the Standing Committees and Sub-committees of the Council to act within the delegated authority in the specific circumstances detailed.

This Scheme of Delegation shall be reviewed by the Council at least annually along with the review of the Council's Standing Orders and Financial Regulations and other council policies and procedures.

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1. DISCHARGE OF THE SCHEME

1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and must be read together with any other council approved policies. This document shall be reviewed at least annually at the Annual Council meeting or earlier, for example when there are staffing changes or proposed changes to the document.
2. One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or council members.
3. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
4. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
5. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its Standing Committees. This element of the scheme incorporates the Terms of Reference of the Standing Committees.

2. THE POWER TO DELEGATE

1. The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:
 - **Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities**
2. Unless a Statutory prohibition applies, the performance of the statutory powers and functions and related work of the council can be delegated to a committee or a sub-committee or officer of the council. A sub-committee is appointed by a Committee. A council can but does not have to appoint committees.
3. Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
4. Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
5. Two or more local authorities may discharge any of their functions jointly (s.101(5) of the LGA 1972) and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of the authorities. If a joint committee is appointed, the appointing authorities decide its members and terms of reference.
6. A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3. OFFICERS DECLARATION OF FINANCIAL INTERESTS

1. Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest in any existing or proposed contract and to notify the council in writing.
2. It is an offence under Section 117 of the Local Government Act 1972 for any employee to accept any fee or reward other than his or her proper remuneration in the course of his/her duties.

4. COUNCIL RESERVED POWERS AND SAFEGUARDS

1. Each Committee has delegated authority to decide matters within their terms of reference as incorporated within this delegation scheme except for the following matters, which are to be resolved only by Full Council:
 - a) Setting the final budget or the precept (council tax requirement)
 - b) The outcome of a review of the effectiveness of its internal controls
 - c) Approving accounting statements
 - d) Approving an annual governance statement
 - e) Borrowing
 - f) Writing off bad debts
 - g) Declaring eligibility for the General Power of Competence
 - h) Addressing recommendations from the internal or external auditors
 - i) Determining and regularly reviewing the bank mandate for all council bank accounts
 - j) Authorising any grant or single commitment in excess of £5,000
 - k) Appointment of the Chairman and Vice-Chairman of the Parish Council
 - l) Appointment of the Chairman of a Committee
 - m) To amend and re-adopt the Standing Orders, Financial Regulations, Scheme of Delegation and other Council adopted Policies and Procedures.
 - n) Determining the Council's Corporate Priorities.
 - o) To agree and/or amend the Committee terms of reference, deciding on their composition and making appointments to them.
 - p) Filling of any vacancies occurring on any committee of the Council during the council year
 - q) Adopting and revising the Council's Code of conduct.
 - r) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant committee.
 - s) To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
 - t) To determine matters involving expenditure for which budget provision is not made or where budgets may be moved to other budget headings or to an earmarked reserve as appropriate in accordance with any requirements of the Financial Regulations.
 - u) To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
 - v) To determine any matters referred to it by a Committee
 - w) To determine matters which do not fall within the remit of any Committee
 - x) To receive statutory reports from the Proper Officer and Responsible Financial Officer
 - y) To consider all other matters which must, by law be considered by Full Council
2. The Council may, at any time without prejudice to executive action taken already, revoke any delegated power delegated to a Committee or an Officer.

3. In accordance with the Standing Orders, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least three councillors of the Council to be given to the Proper Officer, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
4. Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDATION". The Parish Clerk will then add the recommendation to the next full council agenda meeting where the item can be considered in full by the Parish Council and voted and/or ratified by members.
5. In any case where a Committee (or Sub-committee), Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

5. DELEGATION TO COMMITTEES AND SUB-COMMITTEES

1. The following matters are delegated to the Council's Committees and Sub-Committees to make decisions on behalf of the Council. The delegated decision making by Committees and Sub-Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee and/or Sub-committee, so far as is legally permissible, they are deemed to be the acts and proceedings of the Parish Council.
2. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
3. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly where a Committee has no delegated power to make a decision it makes a recommendation to Council.
4. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis unless determined otherwise by the council. Where authority has been delegated to a committee to appoint non-councillors this will be included within the Committees Terms of Reference.
5. Committees are authorised to establish Sub-Committees as and when necessary to assist in its work subject this authority being permitted and referenced within the Committees Terms of Reference:
 - a) A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers shall be decided by the committee at the time it is formed detailing the delegated powers. The collective decision making responsibilities in the committee and sub-committee are limited by the terms of reference of the parent committee.
 - b) The appointment of members to a sub-committee shall comprise of members appointed to the parent committee. The Chairman of a sub-committee shall be elected by the Committee from amongst its members appointed to the sub-committee.

- c) The Standing Committees shall be:
- 1) Facilities and Environment
 - 2) Finance and Governance
 - 3) Planning and Licensing
 - 4) Staffing
6. Committees will be formed by means of a committee preference form circulated prior to the Annual meeting. Each councillor will be required to indicate which committee they would like to serve on, in order of preference, 1, 2 and 3 (maximum). Where more than enough members apply for a committee, a ballot will take place at the meeting. The council shall formally appoint the councillors to committees by a formal resolution of the meeting and the names shall be recorded in the minutes having considered the results of the committee preference forms.
7. Appointment of councillors (or non-councillors) to committees, sub-committees, advisory committees and sub-committees shall continue on an annual basis until the next annual council meeting held in May. Filling of any councillor vacancies occurring on any committees shall be made by the full council.
8. The Chair and Vice-Chair of the Council shall be a full member of each Standing Committee in their capacity as Ex-officio with full voting rights. The Ex-Officios are entitled to being summoned to attend committee meetings, receiving agendas and background papers and speaking at meetings.
9. **Definition of “Oversee”** in regards to the Scheme of Delegation for each Committee:
- ‘To monitor and supervise the responsibilities of officers for a given area and provide instruction or direction or recommendations to officers when appropriate. This will include committees receiving appropriate reports and information from officers in order to make informed decisions’.

A) FACILITIES AND ENVIRONMENT COMMITTEE

Membership: Five Parish Councillors with voting rights

Quorum: Four Parish Councillors with voting rights

Ex-Officio: Chair and Vice Chair of the Council with full voting rights

Substitute Members: None permitted

Non-Councillors: None permitted

Meetings: As agreed at the annual meeting of the council or as and when required

Standing Orders: These shall regulate the proceedings of the committee and sub-committee

Purpose of the Committee:

- The committee is established to manage, maintain and oversee the responsibilities for the Village Centre, Lock-up, Acres, Pavilion, Millenium Woods, Playground on Station Lane, Hadleigh Park Green Space including the play area and car park, Reynolds Field, Wilsons Field including the MUGA, Street Furniture and Village Waste Management.
- Additionally, the committee is established to be responsible for managing the lease arrangements with the Library at the Village Centre, the Bowling Club and Tennis Club (at the Memorial Ground), and the Allotments at Reynolds Field (via the Allotments Association).

Terms of Reference

- 1) At the first committee meeting following the Annual Council meeting; the meeting shall confirm the Chairman of the committee appointed at the Annual Council meeting.
- 2) The Committee shall elect a Vice-Chairman from within its own membership at the first meeting following the Annual Council meeting.
- 3) In the circumstances where the Chair and Vice Chair of the committee are not present at the meeting, then a temporary Chair shall be appointed for the one meeting and voted in by the committee members present to Chair the meeting.
- 4) To approve the draft minutes of the committee and sub-committee(s) in accordance with the Standing Orders.
- 5) Village Centre: To oversee the management and maintenance of the Village Centre, and where required to consider external contractors to facilitate the service. The management areas include:
 - a) Ensuring that the conditions of the village centre hire and premises license are met
 - b) Room hire, booking systems and procedures including a review of charges and income received (having regards to GDPR and customer details).
 - c) Cleaning, maintenance, repairs and renewals
 - d) Wifi in Public Areas; Solar Panels and Audio-visual facilities
 - e) Any other management matters falling within the scope of the Village Centre
- 6) Health, Safety and Building Compliance: Management for all services within the scope of the committees responsibilities including:

- Council owned defibrillators
 - Risk Assessments and Fire Risk Assessments
 - Inspection and monitoring for health and safety purposes ensuring that a monitoring log is maintained
 - Pest protection
 - Music Licenses
 - PAT testing
 - Kitchen Extraction Fan Cleaning
 - Roller Shutters maintenance
 - Fire Procedures:
 - Fire Alarm Test (weekly)
 - Fire Alarm Service Record (Quarterly, where required, six monthly and annual)
 - Fire and Emergency Evacuation Record, fire alarm drill (twice yearly)
 - Fire Procedures review (annual – more often required in higher risk premises)
 - Action Log (record any issues found during checks, tests, drills, assessments etc carried out and recording them in a log (continuous requirement))
 - Electrical Installation Condition Testing (required every 5 years)
 - Routine and any necessary remedial maintenance work
 - Internal and External Signage
 - Disabled Access
 - Ensure that all contracts, leases and licenses are in place for all land and buildings owned by the Parish Council.
 - Any other health and safety obligations within the scope of service areas
- 7) Green Spaces, Play Areas, Skate Park, Outbuildings and Car Park: Oversee the management and maintenance and where required to consider external contractors to facilitate the service:
- a) Grass and Maintenance Contracts
 - b) Tree maintenance and inspections in accordance with the Tree Maintenance Policy
 - c) General Grounds Maintenance
 - d) Skate Park Maintenance, inspections and repairs
 - e) Play Area Maintenance, inspections and repairs
 - f) Football Pavilion and Toilet
 - g) Football goal posts and any associated equipment
- 8) Street Furniture, Waste Management and Christmas Lights - To oversee the management, maintenance and repairs of:
- a) Parish Council owned street furniture including noticeboards, public seats/benches, safety barriers, plaques, village signs, parking signs,
 - b) Waste management (general waste bins, dog poo bins owned by the Parish Council) and where required to consider external contractors to facilitate the service
 - c) Christmas Lights and accessories
- 9) Lease Arrangements - To be responsible for managing the lease arrangements with:
- a) The Library at the Village Centre
 - b) The Bowling Club and Tennis Club (at the Memorial Ground)
 - c) The Allotments at Reynolds Field (via the Allotments Association)

Sub-Committees

- 1) To appoint sub-committees as and when required:
 - a) The sub-committee must comprise of three members of the parent committee and cannot exceed the responsibilities on it by the parent committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-committee shall be agreed by the parent committee at the time the sub-committee is appointed and the collective decision making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
 - c) The Chairman of the sub-committee may be appointed by the parent committee at the time the sub-committee is appointed.

Financial Delegation and Responsibility

- 1) To authorise any expenditure associated with the responsibilities or services that fall within the committees terms of reference subject to budget parameters and in accordance with the requirements of the Financial Regulations.
- 2) To agree any discount arrangements and make recommendations to full council for the changes to the hire terms and conditions and charges of Council Facilities.
- 3) To consider contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To assemble and submit annual budget proposals as part of the budgeting process in respect of responsibilities and services of this committee in accordance with any requirements of the Financial Regulations.

B) FINANCE AND GOVERNANCE COMMITTEE

Membership: Four Parish Councillors with voting rights

Quorum: Three Parish Councillors with voting rights

Ex-Officio: Chair and Vice Chair of the Council with full voting rights

Substitute Members: None permitted

Non-Councillors: None permitted (committee regulates the finances of the council)

Meetings: As agreed at the annual meeting of the council or as and when required

Standing Orders: These shall regulate the proceedings of the committee and sub-committee

Purpose of the Committee: The committee is established to oversee and regulate financial and governance matters having regards to the proper practices set out in the Governance and Accountability Practitioners Guide, and this shall include the following responsibilities.

Terms of Reference

- 1) At the first committee meeting following the Annual Council meeting; the meeting shall confirm the Chairman of the committee appointed at the Annual Council meeting.
- 2) The Committee shall elect a Vice-Chairman from within its own membership at the first meeting following the Annual Council meeting.
- 3) To approve the draft minutes of the committee and sub-committee(s) in accordance with the Standing Orders.
- 4) To annually review any subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money and where required, consult with the relevant committee.
- 5) The committee shall oversee the work of the Responsible Financial Officer and shall provide direction, governance and an audit and scrutiny function in all financial aspects and as required in accordance with the Financial Regulations including but not limited to payments authorisation and bank reconciliations and ensuring that best value for money is achieved.
- 6) To ensure that there is adequate insurance cover in place for council assets and appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which shall be determined annually by the council.
- 7) To oversee the risk management arrangements to ensure compliance with the requirements set out in the councils Financial Regulations.
- 8) To monitor the councils overall income and expenditure budget in accordance with any requirements set out in the councils Financial Regulations.
- 9) To oversee the council's annual budget preparation in accordance with the requirements set out in the Financial Regulations and to provide support and assistance to the RFO to formulate the base and draft budgets where necessary.
- 10) To ensure that the continued existence of tangible assets shown in the Asset Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets in accordance with the requirements of the Financial Regulations.
- 11) To undertake the effectiveness of the system of internal control in accordance with any associated policies and to formally report the outcome to the full council.

- 12) To assess the financial risks and the impact of expenditure on reserves and long-term plans.
- 13) To recommend to full council the engagement of specialist consultants and advisors subject to a supported business case to support the proposal provided by the relevant committee.
- 14) To consider relevant policy and governance documents affecting the Parish Council and to keep committees up to date on implications.
- 15) To oversee the development and maintenance of the Parish Council website ensuring that it is kept up to date at all times.
- 16) To oversee the management of the councils social media page.
- 17) To be responsible for ensuring that the annual council budget process is carried out in accordance with the requirements set out in the Financial Regulations.
- 18) To consider any financial or governance matter delegated by the Council or as required in compliance with the requirements of the Financial Regulations.

Sub-Committees

- 1) To appoint sub-committees as and when required:
 - a) The sub-committee must comprise of three members of the parent committee and cannot exceed the responsibilities on it by the parent committee and the quorum shall be three.
 - b) The terms of reference delegated to a sub-committee shall be agreed by the parent committee at the time the sub-committee is appointed and the collective decision making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
 - c) The Chairman of the sub-committee may be appointed by the parent committee at the time the sub-committee is appointed.

Financial Delegation and Responsibility

- 1) To authorise any expenditure associated with the responsibilities or services that fall within the committees terms of reference subject to budget parameters and in accordance with the requirements of the Financial Regulations.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To assemble and submit annual budget proposals as part of the budgeting process in respect of responsibilities and services of this committee in accordance with the Financial Regulations.

C) PLANNING AND LICENSING COMMITTEE

- Membership:** Three Parish Councillors with voting rights
- Quorum:** Three Parish Councillors with voting rights
- Ex-Officio:** Chair and Vice Chair of the Council with full voting rights
- Substitute Members:** None permitted
- Non-Councillors:** None permitted
- Meetings:** As agreed at the annual meeting of the council or as and when required
- Standing Orders:** These shall regulate the proceedings of the committee
- Sub-Committees:** None permitted
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Purpose of the Committee: The committee is established to consider and submit comments on planning and licensing applications received from Newark and Sherwood District Council having regards to the Farnsfield Neighbourhood Plan, the Planning Policy of Newark and Sherwood District Council as defined in their Local Development Framework and it shall include the following responsibilities:

Terms of Reference

- 1) At the first committee meeting following the Annual Council meeting; the meeting shall confirm the Chairman of the committee appointed at the Annual Council meeting.
- 2) The Committee shall elect a Vice-Chairman from within its own membership at the first meeting following the Annual Council meeting.
- 3) In the circumstances where the Chair and Vice Chair of the committee are not present at the meeting, then a temporary Chair shall be appointed for the one meeting and voted in by the committee members present to Chair the meeting.
- 4) To approve the draft minutes of the committee in accordance with the Standing Orders.
- 5) To consider and comment on all planning and licensing applications received from Newark and Sherwood District Council within the statutory consultation period.
- 6) To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.
- 7) To ensure applications are compliant with the Farnsfield Neighbourhood Plan.
- 8) To consider whether to canvass opinion for and against applications.
- 9) The Committee has delegated powers to consider all planning and licencing applications and to respond to them on behalf of the Parish Council. N.B As a last resort, only in extreme or unusual circumstances, where a public meeting cannot be arranged in time to consult on individual applications, the Clerk and Chairman of The Planning and Licensing Committee will have the authority to discuss applications and agree a decision in consultation, verbally or by email, with the rest of The Planning and Licensing Committee.
- 10) To maintain a record of all applications considered, the responses of the Parish Council and the decisions taken by the planning authority.
- 11) The Chairman of The Planning and Licensing Committee is responsible for submitting responses to the relevant Planning or Licensing authority.
- 12) To ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

- 13) To ensure that any objections or recommendations are based solely on planning or licencing criteria.
- 14) To consider environmental aspects when considering applications.
- 15) To monitor the general environment of the parish and report to the relevant authorities any potential planning or licencing breaches.
- 16) To respond on behalf of the Parish Council when a time-sensitive response is required.
- 17) To respond to all consultations regarding planning or licencing issues or issues that will have an impact on planning. The Committee is authorised to make written representation and/or to elect a Councillor or the Clerk to attend to speak on behalf of the Council at a hearing.
- 18) To attend planning training sessions as offered and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

Sub-Committees

- None Permitted

Financial Delegation and Responsibility

- 1) To authorise any expenditure associated with the responsibilities or services that fall within the committees terms of reference subject to budget parameters and in accordance with the requirements of the Financial Regulations.
- 2) To assemble and submit annual budget proposals as part of the budgeting process in respect of responsibilities and services of this committee in accordance with the requirements of the Financial Regulations.

D) STAFFING COMMITTEE

- Membership:** Three Parish Councillors with voting rights
- Quorum:** Three Parish Councillors with voting rights
- Ex-Officio:** Chair and Vice Chair of the Council with full voting rights
- Substitute Members:** None permitted
- Non-Councillors:** None permitted
- Meetings:** As agreed at the annual meeting of the council or as and when required
- Standing Orders:** These shall regulate the proceedings of the committee
- Sub-Committees:** None permitted
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Purpose of the Committee: The committee is appointed to make decisions about staffing matters and to ensure that the council complies with Employment Law and follows best practice when employing staff having regards to the legal framework for the appointment of local government employees. No one Councillor can act as the line manager for the Clerk or any other employee therefore the Staffing committee is responsible for the management of the Clerk. The Clerk is responsible for the line management of other employees.

Terms of Reference

- 1) At the first committee meeting following the Annual Council meeting; the meeting shall confirm the Chairman of the committee appointed at the Annual Council meeting.
- 2) The Committee shall elect a Vice-Chairman from within its own membership at the first meeting following the Annual Council meeting.
- 3) In the circumstances where the Chair and Vice Chair of the committee are not present at the meeting, then a temporary Chair shall be appointed for the one meeting and voted in by the committee members present to Chair the meeting.
- 4) To approve the draft minutes of the committee in accordance with the Standing Orders.
- 5) To confirm that the Chair of the Staffing committee shall be appointed as the day to day contact support for the Parish Clerk. In the absence of the nominated member, the committee Vice-Chair (or another member of the Staffing committee) shall act as the day to day contact support for the Parish Clerk.
- 6) To supervise and performance manage the Clerks work, to administer leave requests, record and monitor absences and handle any grievance and disciplinary matters and pay disputes.
- 7) To manage all elements of recruitment to the post of Clerk, Responsible Financial Officer and Locum Clerks. Recruitment of subordinate posts will be managed by the Clerk. The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and recommending the successful applicant's appointment to full council.
- 8) To oversee new employment contracts and resolve changes to existing staff contracts.
- 9) To establish and keep under review the staffing structure and establishment.
- 10) To review pay scales for all staff in accordance with the requirements of the Financial Regulations and for annual budgetary purposes.

- 11) To ensure that statutory and legal duties and obligations are met including for pension and pay and for health and safety.
- 12) To audit pension and salary payments and arrangements.
- 13) To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
- 14) To review and implement all employment policies in consultation with members of staff and to keep under review staff working conditions.
- 15) To review Grievance, Disciplinary, Health and Safety, Data Protection and Equality policies and check that staff are following Council policies.
- 16) To review job descriptions and person specifications periodically.
- 17) To identify training requirements and opportunities and ensure that training needs are met.
- 18) To manage any grievance or disciplinary matters and matters relating to staff conduct and performance in accordance with the councils employment policies.
- 19) To monitor and address regular or sustained staff absence.

Sub-Committees

- None Permitted

Financial Delegation and Responsibility

- 1) To authorise any expenditure associated with the responsibilities or services that fall within the committees terms of reference subject to budget parameters and in accordance with the requirements of the Financial Regulations.
- 2) To assemble and submit annual budget proposals as part of the budgeting process in respect of responsibilities and services of this committee in accordance with the requirements of the Financial Regulations.

6. ADVISORY COMMITTEES AND SUB-COMMITTEES

1. Section 102 (4) of the Local Government Act 1972 sets out the following:

4) A local authority may appoint a committee, and two or more local authorities may join in appointing a committee, to advise the appointing authority or authorities [F8, or, where the appointing authority or each of the authorities operate executive arrangements, any executive of that or those authorities, or a committee or member of that executive,] on any matter relating to the discharge of their functions, and any such committee—

- a) may consist of such persons (whether members of the appointing authority or authorities or not) appointed for such term as may be determined by the appointing authority or authorities; and*
- b) may appoint one or more sub-committees to advise the committee with respect to any such matter.*

2. Committees and sub-committees appointed in accordance with the above section 102(4) of the Local Government Act 1972 are 'advisory' committees, therefore the advice can relate to the council or it's committees or sub-committees on any matter relating to the discharge of the councils functions. Advisory committees appointed under this section do not have any legal power to discharge the functions of the council, committees or sub-committees.
3. In the event that the council appoint working parties, panels or committees to advise the council, then they shall be appointed in accordance with section 102 (4) of the Local Government Act 1972 and shall be subject to the legal requirements contained within the Local Government Act 1972.

7. DELEGATION TO OFFICERS

1. The delegations to officers in this scheme should not be construed as a job description for individual members of staff. This is a Scheme that sets out specific delegations to officers to act within defined parameters on behalf of the council. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation, council approved policies and procedures and with directions given by the Council from time to time.
2. The section of the scheme sets out matters delegated to the Council's Officers to make decisions or act 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.
3. The Council may at any time, following resolution, revoke any delegated authority.
4. 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 report the matter to Committee or the Council for a decision.

[A] Parish Clerk [Proper Officer]

- 1) The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to exercise the delegations of the Proper Officer contained within the councils Standing Orders.
- 2) In addition, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - a) The day to day administration of services, together with routine inspection and control in accordance with the councils policies and procedures
 - b) The day to day administration of council correspondence, including Freedom of Information requests and GDPR subject access requests.
 - c) Day to day supervision and management of all staff employed by the Council.
 - d) Authorisation of routine expenditure within the agreed budget in accordance with the requirements of the Financial Regulations.
 - e) Emergency expenditure in accordance with the Financial Regulations.
 - f) Authorisation of payments in accordance with the Financial Regulations.
 - g) Matters specifically delegated by Council or Committee or Sub-Committee.
- 3) To be responsible for editorial control and management of the Parish Council website and social media accounts.
- 4) The Clerk will have authority to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the council or committee. Emergency expenditure may be incurred in accordance with the requirements of the councils Financial Regulations.
- 5) The Clerk may identify training needs and book training courses for council employees including him/herself subject to consultation from the Chair of the Staffing Committee and in accordance with the requirements of the Financial Regulations.
- 6) The Clerk is authorised to book training courses for Council Members as directed by the Council or requested by a Council Member, subject to the training being delivered by the

councils local county association provider and the expenditure authorised in accordance with the requirements of the Financial Regulations.

[B] Responsible Finance Officer

- 1) The Responsible Finance Officer to the Council holds a statutory office, appointed by the Council is specifically authorised to exercise the delegations of the Responsible Financial Officer contained within the councils Financial Regulations and shall:
 - act under the policy direction of the council;
 - administer the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determine on behalf of the council its accounting records and control systems;
 - ensure that the accounting control systems are observed;
 - ensure that the accounting records are kept up to date;
 - seek economy, efficiency and effectiveness in the use of council resources; and
 - produce financial management information as required by the council

- 1) The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent as required by the Council's Standing Orders.

[C] Cleaner, Booking Clerk & Caretaker

- 1) The Cleaner, Booking Clerk and Caretaker are authorised to incur expenditure in accordance with the requirements and limits set out in the councils Financial Regulations and subject to budget provision.

[D] Consultant / Self-Employed Contractors

- 1) Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.