



Scheme of Delegation

The aim of this document is to clarify the manner in which Farnsfield Parish Council has delegated its powers and the authority to spend. This document is in conjunction with that outlined within Farnsfield Parish Council's Standing Orders and Financial Regulations

Reserved Matters

Some matters cannot be delegated and must be decided by full Council. These include

- agreeing the budget and setting the precept
- borrowing money
- approval of the Council's Annual Accounts and the Annual Return
- making, amending or revoking Standing Orders, Financial Regulations, this Scheme of Delegation or the Code of Conduct
- appointment of representatives of Council to any other authority or organisation
- decisions to adopt the General Power of Competence

Additionally, any proposal to commit to spend above £5,000, any decision to spend where there is no agreed budget and the pay rate of employees can only be decided by full Council.

Convening a meeting takes a minimum of three clear days (not counting Sundays and Bank holidays) and on rare occasions business arises that needs a decision and/or action to be taken and it would be inappropriate to convene an additional ordinary meeting of the Council to consider the issue. As the Council has power under s. 101, LGA 1972 to arrange for the discharge of any of its functions by an officer of that authority, it is common practice for standing orders or council resolutions to provide for specific areas of decision-making to be delegated to a proper officer (see LGA 1972 s.270(3) for a formal definition). The Clerk & Responsible Finance Officer is Farnsfield Parish Council's proper officer.

Delegation to Staff

Clerk & RFO

The Clerk carries out the functions as provided by the Local Government Act 1972, and as set out in the job description for the post. The Council may delegate the full authority of the Clerk to any other temporary or permanent member of staff to act in the Clerk's absence.

The Clerk & RFO is specifically authorised to:

- Receive declarations of acceptance of office;
- Receive and publish Members' declarations of interest, and pass the originals to the Monitoring Officer of the Principal Authority;
- Receive and determine Disclosable Pecuniary Interest (DPI) dispensations and report details of all dispensations received, and the decision on them, to the next available Council meeting;
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chair;
- Take steps to fill a casual vacancy in the office of Councillor (in accordance with the Co-Option Policy and Procedure).
- Sign notices or other documents on behalf of the Council;
- Receive, retain, and dispose of plans, notices, records, and documents in accordance with the document retention policy and the law;

All figures are excluding VAT



- Certify copies of byelaws made by the Council;
- In conjunction with the Chairman of Council or Chairman of the appropriate committee to commit to spend from an appropriate agreed budget, where the budget has funds available, for any items below £999
- In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £999. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.
- In conjunction with the Chairman of the Council or Chairman of the appropriate committee to authorise the booking and attendance of any suitable training course for members of staff or Councillors
- to line manage Council staff and arrange the payment of monthly wages as agreed by Full Council

In addition, the Clerk & RFO is authorised to undertake the day to day administration of the Council, which includes:

- Calling extra meetings of the Council, or any committee, or sub-committee, as necessary, having consulted with the appropriate Chair; except those meetings called in accordance with Standing Orders by the Council Chair or Members;
- Originating, updating, and managing the content on the Council's website and Social Media page(s);
- Responding to requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations (or similar Acts and Regulations);
- Acknowledging and handling all complaints regarding the Council in line with the Complaints Policy
- Making arrangements for the routine maintenance and inspections of the Council's property;
- Purchasing basic office equipment and supplies;
- Dealing with staffing matters as set out in the terms of reference for the Personnel Committee, the Disciplinary Procedure, and the Grievance Procedure.
- Maintain the Gifts and Hospitality register.
- Determine whether any matters should be referred to the Police, the Monitoring Officer, or other enforcement body (in accordance with the Policy Statements and Procedures).
- Making VAT and other tax returns and claims to Her Majesty's Revenue and Customs
- Issuing tenders, obtain quotations, negotiate prices and contract terms
- Placing orders for approved spend
- Authorising routine recurring expenditure within the agreed budget (e.g. Software renewals, maintenance)
- Negotiating and agreeing to the reduction in cost of utility contracts
- Paying the cost of holding an election or by-election, including the cost of polling cards, for the post(s) of parish councillor as determined by and charged for by the electoral officer of the relevant Principal Authority.
- Notifying insurers of changes in circumstances and, in the event of a loss, liaising with insurers appointed representative(s)

The Cleaner, Booking Clerk and Caretaker

- The Cleaner, Booking Clerk and Caretaker, in conjunction with the Clerk and the Chairman of Council or Chairman of the appropriate committee, can place orders below £150 from



an appropriate agreed budget, where the budget has funds available and from a limited number of suppliers

Delegation to Committees

The Facilities committee has delegated authority to

- to commit to spend from an appropriate agreed budget, where the budget has funds available and on matters within the committee's scope up to £5000
- agree any discount arrangements, changes to the hire conditions and hire fees of Council facilities
- to consider correspondence brought to the committee by the Clerk and agree an appropriate action or response within the scope of the committee's delegated authority.

The Finance & Risk committee has delegated authority to

- to commit to spend from an appropriate agreed budget, where the budget has funds available and on matters within the committee's scope up to £5000
- to consider correspondence brought to the committee by the Clerk and agree an appropriate action or response within the scope of the committee's delegated authority.

The Staffing committee has delegated authority to

- to commit to spend from an appropriate agreed budget, where the budget has funds available and on matters within the committee's scope up to £1000
- to manage the work and performance of the Clerk
- to oversee recruitment of staff and to manage employment conditions
- to manage grievance or disciplinary matters and matters relating to staff conduct and performance
- to review attendance, short and long term sickness and address regular or sustained staff absence
- to manage annual leave and other leave requirements.

The Planning committee has delegated authority to

- to comment on all planning applications and to meet residents, developers or planning officers to assist with the formulation of these comments
- to consider all planning applications and to respond to them on behalf of Council
- to respond to all consultations regarding planning issues or issues that will have an impact on planning
- when an application is subject to appeal the planning committee is authorised to make written representation or to elect a member to attend the hearing.