



Scheme of Delegation – S101 Local Government Act 1972

Adopted at the Full Council Meeting held on xxxx.

1. Officers acting under delegated powers can exercise the full range of powers necessary to discharge the Council's functions, including taking decisions, implementing decisions and managing the service, contracts and staff for which they are responsible.
2. Such delegations include the full range of powers to discharge the function unless the decision of the Council limits these powers.
3. Any decisions made under the auspices of the above must be made in consultation with two senior Councillors.
4. Where a power has been delegated to an officer, the Council that has delegated the function are not themselves prevented from exercising the function.
5. Where a power is delegated to an officer, the law requires that the discretion of the officer is not fettered. This means that the decision can be taken by an officer, in consultation with two senior Councillors, and does not have to be in joint consultation with the Full Council.
6. The exercise of delegated powers by an officer is subject to some qualifications as set out below:
When exercising delegated powers, an officer must
 - a. Comply with the law and the Council's properly approved policies and procedures when discharging functions of the Council;
 - b. Comply with any limitations or restrictions on their delegated powers contained in the above;
 - c. Seek appropriate legal, financial and other specialist advice. An officer must have regard to any advice received;
 - d. Consult legal advice and discuss with the Council before approving any settlement agreements with employees;
 - e. Be satisfied before taking a decision, that they are authorised to take the decision and make and maintain an appropriate record of the decision and their authority to take it;
 - f. Unless permitted by the Council during a civil emergency, not commit the Council to a course of action that will result in a financial obligation beyond the approved budget of the Council;
 - g. Not delegate powers to the Council's contractors, consultants or other third parties except where authorised.

7. The Parish Clerk is the appointed Proper Officer with a separate Responsible Finance Officer, they both have powers to:
 - i. Take any action and incur expenditure, limited to £1,000,
 - ii. Take any decision where any delay incurred in taking the decision would seriously prejudice the Council's or the public interest to the extent that it is appropriate to exercise emergency powers. In exercising this power, the Proper Officer must consult with the Council or in consultation with two senior Councillors, unless the delay caused by doing so would itself be likely to result in danger to life or property. The Proper Officer will report any such decision to the next meeting of the Council.

8. The Proper Officer, in consultation with two senior Councillors, has the full range of powers necessary to discharge the Council's functions, implementing decisions and undertaking efficient management of services, contracts and staff in the following functional areas;
 - a. Accounting and financial planning.
 - b. Audit and risk management.
 - c. Financial services including banking and investments.
 - d. Monthly performance.
 - e. Run payroll.
 - f. Payments to suppliers.
 - g. Any issues arising from outdoor spaces and assets.
 - h. Planning application responses in conjunction with councillors.
 - i. Deal with any staffing matters in the absence of HR.
 - j. With regard to contracts incidental to the functions of the Council has the power to procure, award, modify, vary and terminate such contracts.
 - k. Any other services required to ensure the continuation of services provided by the Council and the running of the Parish Office.

9. The Proper Officer has been designated by the Council to undertake efficient management of staff and employees' health and wellbeing.