



## Scheme of Delegation Policy

### 1. Introduction and Legal Basis

1.1. This Scheme of Delegation is adopted to empower the Clerk to act with efficiency and authority to manage the council's business

1.2. The council delegates authority to the Proper Officer (Clerk) under s101 of the Local Government Act 1972

1.3. All delegated functions must be exercised in compliance with the Council's [Standing Orders, Financial Regulations], and in line with the law.

### 2. General Delegations to the Clerk

The Clerk is authorised to:

- **Day-to-Day Administration:** Manage all day-to-day administrative services, including correspondence, records, and website updates
- **Staff Management:** Act as the line manager for all employees, including authorizing training, managing annual leave, and managing staff according to council policies
- **Information Requests:** Handle all requests under the Freedom of Information Act 2000 and Data Protection/GDPR regulations
- **Press/Media:** Issue press releases on behalf of the council, strictly in accordance with the Council's official position
- **Asset Management:** Manage and maintain council assets and land, organizing repairs up to a delegated limit of **£500.00**

### 3. Financial Delegation to the Clerk

3.1. The Clerk (as Responsible Financial Officer - RFO) is authorised to incur expenditure on revenue items within the approved budget

3.2. The Clerk may authorise emergency expenditure up to a limit of **£1000** in any one matter, subject to reporting this to the next council meeting

3.3. The Clerk may authorize payment of regular invoices (e.g., utility bills, salary) without prior council approval, provided they are within budget

### 4. Emergency and Urgent Delegation

4.1. In an emergency, or when a decision cannot wait until the next scheduled meeting, the Clerk is authorised to take action to protect the interests of the community

4.2. Before taking urgent action, the Clerk shall consult the Chairman (or Vice-Chairman if the Chairman is unavailable)

4.3. All actions taken under this emergency delegation must be reported to the next Council meeting

## **5. Planning Applications**

5.1. The Clerk is authorised to submit comments on planning applications, provided that they have consulted with at least two Councillors

5.2. If a decision cannot be reached due to controversy, the Clerk will request an extension to the response deadline to allow for an Extraordinary Meeting

## **6. Matters Reserved for Full Council**

The following powers are not delegated to the Clerk and must be approved by the full Council:

- Setting the precept and approving the budget
- Approving the Annual Governance and Accountability Statement
- Borrowing money
- Making, amending, or revoking Standing Orders or Financial Regulations
- Appointing the Chairman/Vice-Chairman (annual meeting)
- Appointing staff

## **7. Review**

This Scheme of Delegation shall be reviewed annually