

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

STREETHAY PARISH COUNCIL

SCHEME OF DELEGATION TO THE PARISH CLERK

Adopted: 21st May 2024

Version Control: V1.2

Last Review: 19th May 2026

Review Schedule: Annually

INTRODUCTION

1. The powers and duties set out in this scheme are delegated to the Clerk/RFO. This document is intended to be used in addition to the Standing Orders and Financial Regulations of the Council. In authorising the use of this scheme, the Council agree for the addition in the Financial Regulations of reference to the Scheme of Delegation document, and the terms within it.
2. The Financial Regulations authorise the Clerk to approve expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget for any items below £500 (Financial Regulations, 4.1). Any provisions made in this document are additions to this clause, and allow either expenditure of a greater value, or without budgetary restrictions.
3. The scheme does not delegate any matter:
 - a. Reserved by law
 - b. Which by law may not be delegated to a Councillor and/or an Officer
4. Any subsequent amendments are identified by the date and minute number of the Council resolution in brackets after the amendment.

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

5. The scheme will be reviewed on a regular basis as required by the Council and when a new Clerk/RFO is appointed.

EXTENT OF DELEGATION

1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
2. The delegated powers set out in this document are to be exercised in accordance with:
 - a. Approved budgets
 - b. The Council's Financial Regulations
 - c. The Council's Contract Procedure Rules
 - d. The Council's Procurement Strategy
 - e. The Council's Policy Framework and other adopted policies of the Council
 - f. All statutory common law and contractual requirements
3. The Clerk/RFO may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

ADMINISTRATION DELEGATION

1. The Clerk/RFO is authorised to undertake the day-to-day administration of the Council to include:
 - a. Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories.
 - b. Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council as appropriate to the circumstances).

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

- c. To approve and discharge expenditure within the administration budget, subject to authorisation by two bank signatories.

TRAINING DELEGATION

1. To approve and discharge expenditure within the Training budget, subject to authorisation by two bank signatories, subject to the following circumstances:
 - a. The Clerk/RFO may authorise the purchase of Councillor training if a Councillor has requested to attend and has confirmed their availability for the course, as per the Training & Development Policy.
 - b. The Clerk/RFO may authorise the order of employee training only if such authority is granted by the Employment Committee, or for an employee whereby they exercise line management responsibilities for.
 - c. The Clerk/RFO is expected to consult with the training courses on offer from bodies which the Council is a member of (e.g. NALC, SPCA, etc.), but the Clerk/RFO may exercise freedom on the provider where no suitable courses are available.

PLANNING DELEGATION

1. The council delegates decisions arising under development control consultations to the Clerk/RFO in consultation with all Councillors.
2. Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the council.
3. The Clerk/RFO will arrange for relevant papers to be circulated to the councillors who should return their comments, to the Clerk/RFO for determination of the council's response within the prescribed consultation period.
4. Delegated decisions will be reported to, and recorded in the minutes of, the next council meeting.

STREETHAY PARISH COUNCIL



Website: www.streethayparishcouncil.gov.uk

Email: clerk@streethayparishcouncil.gov.uk

5. In respect of controversial or major development proposals, the Clerk/RFO in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter.

URGENT DECISIONS & MAINTENANCE

1. Urgent decisions required between scheduled meetings of the council within existing budget headings are delegated to the Clerk/RFO in consultation with the Chairman of the Council, as per the Financial Regulations.
2. Emergency expenditure up to £500, irrespective of whether there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations), may also be approved by the Clerk/RFO, in consultation with the Chairman.
3. Decisions made under this delegation will be reported to, and recorded in the minutes of, the next council meeting.
4. Under this delegation, where appropriate, the Clerk/RFO may decide that an extraordinary meeting of the council be called to deal with the urgent matter.
5. Decisions relating to the maintenance of the play area, grounds and other assets may also be taken by the Clerk as appropriate, within existing budget/ reserves headings.

WRITTEN RECORDS

1. The Openness of Local Government Bodies Regulations 2014 a written record to be kept of certain decisions made by an officer of a parish council acting under delegated powers. The Clerk/RFO will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.