

# RINGWOULD with KINGSDOWN

## Scheme of Delegation

While the full Council can take every decision, it should, in the interests of good practice and expediency appoint committees as it sees fit; these Committees may discharge functions of the Council and additionally, delegate some of its functions to the Clerk/Proper Officer or the Responsible Financial Officer.

### **1. The council**

1.1 The following matters are reserved to the Council for decisions, notwithstanding that appropriate Committee/s may also make recommendations to the Council for its consideration.

- Setting the Precept
- Borrowing money
- Approval of the Councils Annual Accounts and completion of the Annual Return.
- Making, amending revoking Standing Order, Finance Regulations, or this scheme of delegation.
- Matters of Principle and Policy
- Nomination and appointment or representatives of the Council or any other authority, organisation or body.
- Any proposed new undertakings
- Prosecution or defence in a court of law.
- Nomination or appointment or representative of the Council at any inquiry on matters affecting the Parish excluding those reserved matters to a specific Committee
- Any other matters which must by law be reserved to the Full council

1.2 The Council may appoint working Groups (WG/s), (non councillors can be members of a committee or WG,) up to XX members with a majority of council Members over those non-Councillors co-opted, on to a task and finish basis to deal with any ad-hoc, specific projects as necessary.

### **2. The Clerk/RFO**

2.1 The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Councils accounting procedures, in accordance with the Accounts and Audit Regulation 2015.

2.2 The Clerk to the Council will be Proper Officer of the Council and as such is specifically responsible/authorised to:

- Receive Declarations of Acceptance of Office.
- Receive and record members' interests
- Receive and grant dispensation requests according to the Councils Code of Conduct, which details of all dispensation requests received and granted to be reported to the Council at the next available meeting.
- Receive and retain plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of Bylaws made by other authorities
- Sign summons to attend meetings of the Council
- To institute and appear in any legal proceedings authorised by the Council
- Seek grants and other for the Council projects.

- Agree matters relating to events within the Parish whether organised directly or by third party organisations. In addition, the Clerk has delegated powers to undertake the following matters on behalf of the Council:
- The Day-to-day administration of the services together with routine inspections and control
- The day-to-day supervision and control of staff employed by the Council
- Implement notional pay awards and conditions of service as amended at local or national agreements.
- Authorisation to call any extra ordinary meetings of the Council or any Committee as necessary, having first consulted with the Chairman of the Council and/or the Chairman of the appropriate committee.
- Authorization to respond immediately to any correspondence requiring or requesting information relating to any previous decisions made by the Council or committee. (No correspondence should be entered into by the Clerk /RFO if an opinion or decision of the Council is required.)

2.3 The delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Finance Regulations and this Scheme of delegation and any other directions given by the Council or Committee from time to time.

2.4 The openness of the Local Government Bodies regulations 2014 requires written records to be kept of certain decisions made by an officer of a parish council under these delegated powers; these decisions are:

- Made under express authorisation or
- Made under general authorisation where the effect of the decision is
  - Grant a permission or License
  - Affects the right of an individual
  - Signing a contract which has been previously agreed -in principle – by the Council or Committee

2.5 The Clerk has authority to incur emergency expenditure up to the sum of £1,000, if the Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Council. Any expenditure in excess of this limit must be authorised by a committee with full delegated power of the Council and the decisions must be recorded in the Minutes.

### **3. Urgent Matters**

3.1 Where any matter arising which requires urgent decision/action, the Clerk shall consult the Chairman of the Council and any relevant Committee if the expenditure is not provided for in the Annual budget or Finance Regulations.

3.2 Before the Clerk exercises the delegated power granted above at 2.5 those members consulted shall consider whether the matter is of sufficient significance to justify the summoning of a special meeting of the Council or any Committee.

### **4. Assistant Clerk**

4.1 The role of the assistant clerk will be to support the Clerk/RFO as required by work load.

4.2 To ensure that the following is carried out;

- To oversee the letting of the Allotment Plots and to carry out any works required to maintain the paths and vacant plots within the budget set, in liaison with the Clerk/RFO
- To oversee the inspections of the playgrounds, liaise with the PROW Officer and any contractors and their work and monitor for any discrepancies and bring back to the Clerk/RFO
- To assist in the day-to-day work of the council as requested by the Clerk

4.3 Before the Assistant Clerk exercises any powers, to consult with the RFO to consider the impact on any budget agreed by the Council.

## 5. Standing Committees

Finance & General Purposes.

The Finance & General Purposes Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- Approval of its minutes as true and correct records
- Receive DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting.
- Approval of expenditure on items included in any devolved Committee budget up to the amount specified in the budget – if so arranged.
- Monitoring all the Council's financial matters
- Formulating and monitoring policies on financial risk management and internal controls
- Approve transfers of budgets (virements)
- Agree the level of general and earmarked reserves held by the Council
- Allocation of grants and donations WITHIN the allocated budget
- Administration and maintenance of any current or future land or property owned by the Council
- Health and Safety other than staffing/workplace issues
- Receive records of any expenditure incurred by the Clerk/RFO under emergency measures as defined in 1.3 above
- To deal with Planning consultations which time prevents being presented to Full Council
- Any other matter referred to the Finance & General Purposes Committee by the Full Council
- To arrange from its members a panel to deal with the Clerks employment – carry out annual appraisal other staff issues as brought to the panel by the Clerk.

The Committee may consider and make recommendations to the Full Council on the following matters

- o Issuing a precept
- o Borrowing money
- o Matters of policy or new issues of importance to the whole area
- o Working party requests for expenditure BEYOND any agreed budget allocation
- o The Committee may appoint sub committees if necessary and will define the purpose of the sub committees (see 7 below)

## **7. Staffing Sub-Committee (recommended 3 members).**

7.1 The Sub-committee has delegated powers to make decisions on behalf of the Finance & General purposes (F&GP) Committee, about all staffing issues not delegated to the Proper Officer including;

- To consider any staff grievances in line with the adopted policy
- To carry out disciplinary hearings in line with the adopted policy, only reporting to the Council when the time of any appeal has passed
- To keep under review staff working conditions and health and safety matters
- To manage long term sickness, incidents at work and return to work programmes.
- To review the Council's staffing arrangements and recommend appropriate changes to the Council
- To carry out the Proper Officer/RFO appraisal

7.2 In the absence of the Proper Officer, all staffing matters will be the responsibility of the Staffing Committee, including welfare and the appointment of temporary staff for the post of Proper Officer/RFO as necessary.

7.3 Policy on the following matters is reserved for the Council to decide, but the staffing Committee may make policy recommendations relating to the Conditions of Service and staffing matters.

7.4 The Committee may refer specific matters to the Council for a final decision if it so wishes.

7.5 The Committee shall be governed by this full term of reference

## **8. Ad-hoc Committees**

8.1 The following committees shall be ad-hoc committees of the Council and shall consist of such members as the Council shall from time to time determine.

- Planning

## **9. Planning Committee**

9.1 The planning committee may be called to carry out an investigation into any planning matter that required detailed comments.

9.2 Any decision must adhere to the current standing orders and in line with the policy of the Council in relation to planning issues within the parish.

9.3 Will be noted and adopted at a subsequent Full Council meeting unless referred to the full council as a recommendation.

9.4 This document may be adjusted or updated as and when required due to changes in Council policy. Otherwise, the document should be reviewed no later than the date shown below.

<b>Author</b>	<b>Date written</b>	<b>Dates reviewed</b>	<b>Date adopted</b>
L Hedley	21 <sup>st</sup> March 2023		
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