



Scheme of Delegation Policy

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Adopted by all Councillors at the meeting on :

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Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 excluding VAT and up to £2000 excluding VAT in consultation with the Chairman. (Financial Regulations 5.15)
- To take any action regarding urgent repairs where there is serious risk to the delivery of Council services or public safety on Council owned land, up to £2000 excluding VAT on repair, replacement or other work, as necessary. (Financial Regulations 5.18)

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegated Powers re Planning

Planning applications shall be received by the Clerk who will provide details to Councillors appointed to the Planning Committee and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors consulted will report back to the Committee. The Clerk will email the proposed comments to be submitted to all Committee members. If no further comments are received, the Clerk will submit this information. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC. See Terms of Reference.

HR Committee

- To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.
- Deal with HR issues and other contractual matter (except resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours. See Terms of Reference.

Disciplinary/ Grievance Committee

A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 different Councillors will sit on the Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other

rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.