



Armitage with Handsacre Parish Council

Scheme of Delegation

Date created	Date adopted	Date last reviewed	Next review date
November 2024	December 2024	N/A	February 2025

1. Introduction

In accordance with the powers conferred upon it by s101 (1), (5) and (6) of the Local Government Act 1972, Armitage with Handsacre Parish Council has arranged for certain functions to be discharged by its committees and the Parish Clerk.

This Scheme of Delegation authorises the Proper Officer of Armitage with Handsacre Parish Council (the Parish Clerk) and the Standing Committees to act with delegate authority in the specific circumstances detailed. It will be reviewed annually at the Annual Parish Council meeting

2. Matters Reserved to the Full Council

The following matters are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council to consider:-

- Setting the Parish Precept
- Borrowing money
- Approval of the Council's Annual Accounts and Annual Return (AGAR)
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Approval and adoption of matters of principle or policy, including Strategy and Action Plan
- The appointment of the Parish Clerk
- Nomination and appointment of representatives of the Council to any authority, organisation or outside body (excluding conferences, meetings or events)
- Noting of minutes approved by Committees
- Approval of application of the Local Council Award Scheme
- Any proposed undertaking committing council expenditure above £10,000
- Responses to legislative and other allied consultations excluding those dealt with by the Planning Committee
- Prosecution or defence on a Court of Law other Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence
- The adoption of a Neighbourhood Plan

3. The Proper Officer

The Parish Clerk shall be the Proper Officer of the Council and as such shall be specifically authorised to:-

- Receive Declarations of Acceptance of Office
- Receive Members' Registers of Interest
- Receive and record notices disclosing personal and prejudicial interest
- Receive and retain plans and documents
- Sign notices or other documents on behalf of the Council

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- Receive copies of By-laws made by the Parish Council
- Certify copies of By-laws made by the Parish Council
- Prepare agendas, consulting with Chair of Council or Committees as appropriate before distribution
- Sign summons to attend meetings of the council
- As Responsible Financial Officer shall be responsible for the Councils accounting procedures in accordance with the Accounts and Audit Regulations in force, at any given time

In addition, the Clerk has delegated authority to undertake the following matters on behalf of the Council:-

- Day to day administration of services, together with routine inspection and control
- Day to day supervision and control of any staff employed by the Council, including agency
- Authorisation of routine recurring expenditure within the agreed budget
- Authorisation of expenditure on emergency works up to a maximum of £500 within the agreed budget
- Respond to requests made under the Freedom of Information/Environmental Information regulations legislation
- Arrange and call all meetings of the Council and its Committees
- Authorisation to call extra meetings of any Committees as necessary having consulted the Chair of the Council and/or the Chair of the Committee
- Authorisation to respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its committees
- Communication with media
- Administration of website, Facebook and other social media channels

These delegation actions of the Proper Officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time

4. Chair of the Council

The Council will appoint a Chair at the Annual Meeting of the Parish Council. Since no individual member may act alone in an executive capacity, the Parish Clerk is delegated and directed to work with the Chair to undertake the overall management of the business of the council, including:-

- Day to day decisions on the implementation of Council policy
- Managing urgent business

5. Urgent Matters

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In the event of any matter arising which requires an urgent decision the Clerk shall consult with the Chair and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council

Before the Clerk exercises the delegated powers granted by the above paragraph, those members consulted shall consider whether the matter justifies summoning an extra-ordinary meeting of the Full Council or appropriate Committee

Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Council and/or Committee

6. Attendance of Members at Committee Meetings

All Councillors have an absolute right to attend any Committee meeting. The Chair of the Committee has at their discretion, the right to allow a non member to speak on a matter under discussion at the meeting