



# PUCKLECHURCH PARISH COUNCIL

## SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer/ Responsible Financial Officer and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

### 1. Parish Clerk

1.1 The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council. Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

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

- The day to day administration of services, together with routine inspection and control.
- Day to day supervision of all contractors/ staff employed by the Council.
- Authorisation of routine expenditure within the agreed budget.
- Emergency expenditure up to £1000 outside the agreed budget.

**2021/04/07 4dii** Resolved to extend the enhanced delegation to the Proper Officer already in place until such time as existing Covid restrictions no longer apply.

- 1) To take decisions in pursuance of the provision of ongoing Council services and normal routine business.
- 2) to transact urgent business on its behalf: meaning requires urgent action be taken before the next ordinary meeting of the Council; and/or it is impractical to call an extraordinary meeting (for example where there are insufficient members for such meeting to be quorate/cannot guarantee Covid secure meeting space).
- 3) In the event that any procurement decision needs to be made, delegated authority is granted to the Proper Officer in consultation with the Chairman and having sought in writing the views of all councillors with not less than 3 working-days' notice to approve the appointment of any contractor with all decisions made being ratified by the council at the first available meeting.
- 4) Wherever possible the Proper Officer will action the business after consultation with the Chairman and having sought in writing the views of all councillors with not less than 3 working-days' notice.
- 5) Urgent financial expenditure must be in accordance with the Financial Regulations of the Council.
- 6) Any exercise of delegated powers under this order shall be notified to the Council as soon as practicable.

### 2. Council

2.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate working group(s) may make recommendations for the Council's consideration.

- Setting the Precept;
- Borrowing money;



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- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by-laws;

## 3. Committees

3.1 Committees may be formed by resolution of the Council to which they report. Delegated powers may be decided upon at the time the Committee is formed, by means of a minute detailing the terms of reference.

## 4. Sub Committees

4.1 Sub Committee may be formed by resolution of the Committee to which they report. Delegated powers may be decided upon at the time the Sub Committee is formed, by means of a minute detailing the terms of reference.

## 5. Working Groups/Parties

5.1 Working groups/parties may be formed by resolution of the Council or a Committee at any time. The remit of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the Committee that formed it.

## 6. Urgent Matters

6.1 In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult the Chair and/or Vice Chair of the Council. With the concurrence of those member(s) the Parish Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. Full details of the circumstances justifying the urgency and of the action taken shall be submitted to the next available meeting of the Council.

## 7. Delegation - Limitations

7.1 Committees/ Sub Committees and Working Groups shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

### **Addendum**

#### **2020/03/18 7a To RECEIVE pre-submitted reports from Councillors.**

*Report on actions to respond to the coronavirus submitted by Cllr Boyle was considered.*

Resolved to:

Suspend public meetings for the foreseeable future.

Operate in accordance with the published Scheme of Delegation giving delegated authority to the Parish Clerk to undertake the following matters on behalf of the Council:

The day to day administration of services, together with routine inspection and control.

Day to day supervision of all contractors/ staff employed by the Council.

Authorisation of routine expenditure within the agreed budget.

Emergency expenditure up to £1000 outside the agreed budget.



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appoint a committee comprising any three 'well' councillors' to deal with extreme emergency situations, if required.

Approve an initial grant of £500.00 for Pucklechurch & Shortwood Good Neighbours Scheme to enable it to manage volunteers and to publicise its services.

use PPC's website and noticeboards to publicise Covid-19 advice provided by for example the Government /NHS.

Policy formally adopted	20 <sup>th</sup> March 2019	Agenda item. 9i
Reviewed plus addendum	18 <sup>th</sup> March 2020	Agenda item 7a
Reviewed and enhanced	7 <sup>th</sup> April 2021	2021/04/07 4dii