

# **Rothbury Parish Council**

## **Scheme of Delegation 2020**

### **1. Responsible Financial Officer**

The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the proper administration of the Parish Council's financial affairs in accordance with the Accounts and Audit Regulations in force at any given time.

### **2. Proper Officer**

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

- (1) receive declarations of acceptance of office;
- (2) receive and record notices disclosing personal and prejudicial interests;
- (3) receive and retain plans and documents;
- (4) sign notices or other documents on behalf of the Council;
- (5) receive copies of by-laws made by the Unitary Authority;
- (6) certify copies of by-laws made by the Parish Council; and
- (7) sign summonses to attend meetings of the Parish Council.

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

- (1) The day to day administration of services, together with routine inspection and control;

- (2) Day to day supervision and control of staff, if any, employed by the Parish Council;
  - (3) Authorisation of routine expenditure within the agreed budget up to a limit of £1,000; and
  - (4) Emergency expenditure up to £1,000 outside the agreed budget. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
  - (5) Respond to planning applications following consultation with all Parish Councillors, if the time for a response is before a scheduled meeting of the Council
- 2.3. 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 Full Council or its Standing Committees from time to time.

## 3.Council

- 3.1. The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee may make recommendations for the Council's consideration.
- (1) Setting the Precept;
  - (2) Borrowing money;
  - (3) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
  - (4) Making, amending or revoking by-laws;
  - (5) Making of orders under any statutory powers;
  - (6) Matters of principle policy;
  - (7) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);

- (8) Any proposed new undertakings;
- (9) Prosecution or defence in a court of law;
- (10) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the parish, excluding those matters specific to a Committee;
- (11) Confirming the appointment of the Parish Clerk; and
- (12) Responding to public consultations on matters affecting the parish other than those that are properly dealt with by an appropriate Committee.

## 4. Committees

4.1 The **Staffing Committee** shall consider and determine the following matters:

- (1) Matters of council staffing.
- (2) Make a recommendation to the Full Council on the appointment of a Parish Clerk/Responsible Financial Officer.
- (3) Fill vacancies and appoint all other staff required to implement decisions and functions of the Parish Council.
- (4) Deal with all employee issues, including disciplinary and grievance matters.
- (5) Carry out the annual appraisal of employees.
- (6) Review contracts of employment, employment policies, job specifications and rates of pay.
- (7) Deal with any other matter which may be delegated to it by the Council from time to time.

## **5. Working Groups / Parties**

- 5.1. Working groups / parties may be formed by resolution of the Council or a Committee at any time. The work 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 Chairman of the appropriate Committee and, with the agreement of that member, shall have delegated power to act on behalf of the Council in respect of the particular matter under consideration.
- 6.2. Before exercising the delegated powers granted by paragraph 6 (1) above, the Parish Clerk and those members consulted shall consider whether the matter is of sufficient importance to justify the summoning of a special meeting of the appropriate Committee. Where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 6.3. Any action that is taken as a matter of urgency shall be reported to the next meeting of the Council or Committee as appropriate.
- 6.4. Before exercising the delegated powers granted by paragraph 6 (1) above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chairman of the Full Council that a special meeting of the Council should be called in accordance with Standing Orders.

## **7. Delegation - Limitations**

- 7.1. Committees and officers 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.