

# Norton Lindsey Parish Council

## Scheme of Delegation to the Clerk

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**Notes:**

1. Standing Orders were adopted October 2015 and reviewed annually; this scheme is in addition to Standing Order no. 15.
2. Local Councils may delegate decisions to a committee, a paid officer or any other local authority. The Terms of Reference for each committee will state the extent of their delegated authority.
3. No parish councillor may act independently; all parish council actions must be by way of the full council, a committee or the clerk.
4. Delegation for urgent business is a necessity in this fast-changing age and is included below.
5. The Parish Council's Standing Orders and Financial Regulations are based NALC models.
6. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. Due to the size of Norton Lindsey Parish Council the Clerk is the only paid officer; there is no other specifically identified individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
8. This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.

Service area	Function
<b>Audit</b>	To maintain a continuous internal audit that is to be available for members to review on a quarterly basis.
<b>Communications</b>	To deal with all press and public relations in consultation with members on behalf of the council (see also ICT below).
<b>Consultations</b>	To notify the Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next council meeting then to discuss with members and either call an Extraordinary meeting to agree the Council's response or collate members' individual comments by email and take the majority view to respond to the Planning Authority.
<b>Contractors</b>	To liaise with, and be the first point of contact for, all contractors appointed by the Council.
<b>Decisions</b>	To take all necessary action, including signing any document, necessary to give effect to any decision of the Council and its scheme of delegation.
<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
<b>Emergency planning</b>	<ol style="list-style-type: none"> <li>1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county &amp; district councils.</li> <li>2. To report to Council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.</li> <li>3. To provide the Chairman with a key to the Parish Council filing cabinet and a list of passwords for use only in an emergency when the Clerk is unavailable for a prolonged period of time due to sickness or other reasons. Both the key and the list of passwords will be provided in a sealed envelope which is only to be opened in the presence of the Chairman and at least one other member.</li> </ol>

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<b>Finance</b>	<ol style="list-style-type: none"> <li>1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the Council's bank accounts in order to maintain adequate cash-flow and in accordance with the Council's investment policy.</li> <li>2. To maintain adequate insurance cover for the Council's activities and assets.</li> <li>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</li> <li>4. To present accounts for payment following Council sanction.</li> <li>5. To provide a draft budget to the Council for the forthcoming year and forecast for future years.</li> <li>6. Other delegations in accordance with financial regulations.</li> <li>7. To arrange for payments to be made when it is not possible to sanction them at a scheduled council meeting or an Extraordinary meeting, following notification to members by email and subject to agreement to make the payment, by email, of the majority of members.</li> <li>8. To provide the Chairman with bank account details for use only in an emergency when the Clerk is unavailable for a prolonged period of time due to sickness or other reasons. These details will be provided in a sealed envelope which is only to be opened in the presence of the Chairman and at least one other member.</li> </ol>
<b>Data Protection and Freedom of Information</b>	<ol style="list-style-type: none"> <li>1. To have overall responsibility for the Council's publication scheme</li> <li>2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation.</li> </ol>
<b>Health, safety and wellbeing</b>	<ol style="list-style-type: none"> <li>1. To arrange for and keep the Council's schedule of risk assessments up to date.</li> <li>2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on Council property.</li> <li>3. To be the responsible officer for all safety purposes prescribed by law.</li> </ol>
<b>Information and Communications Technology</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the provision and management of information and communication technology provided throughout the Council.</li> <li>2. To report on need for replacement of out-dated equipment and the purchase of new equipment.</li> <li>3. To be responsible for the Council's website and any other online presence.</li> </ol>
<b>Land and property</b>	<ol style="list-style-type: none"> <li>1. To purchase necessary goods and supplies.</li> <li>2. To maintain the Council's offices and property.</li> <li>3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible.</li> <li>4. To consult on planting schemes for the various open areas for which the Council is responsible.</li> </ol>
<b>Meetings</b>	<ol style="list-style-type: none"> <li>1. To arrange and call meetings of the Council, committees and working groups as and when expedient in consultation with the Council's Chairman.</li> <li>2. To follow government guidance on holding meetings in times of national emergency.</li> <li>3. The Clerk to facilitate regular informal discussions where necessary between Council members, and district and county councillors where appropriate (via telephone, email or other electronic means) when it is not possible to hold meetings for a prolonged period of time.</li> </ol>
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
<b>Staff</b>	There are no other members of staff for whom the Clerk is responsible.

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<b>Standing Orders</b>	<ol style="list-style-type: none"> <li>1. To adhere to the Standing Orders of the Council.</li> <li>2. To arrange for a biennial review.</li> </ol>
<b>Urgent business</b>	<ol style="list-style-type: none"> <li>1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chairman.</li> <li>2. Wherever possible members will be given 48 hours' notice of any urgent decision the Clerk needs to take, in order for them to make their views known (notwithstanding the Clerk in consultation with the Chairman can take any action they deem as extremely urgent immediately).</li> <li>3. In the absence of the Clerk or in the event that the Clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the Council, ideally a Clerk from within the same district. The Council's Chairman will arrange a substitute Clerk in conjunction with the Clerk (where possible) and with guidance from the Warwickshire and West Midlands Association of Local Councils (WALC).</li> <li>4. In the absence of the Council's Chairman, or in the event that the Council's Chairman is an interested party, s/he will be substituted by the Vice Chairman or, where the Vice Chairman is unavailable or where there is no Vice Chairman, by a member of the Council voted for by the majority of the remaining members. In the event of a tie between members, the Chairman has the casting vote if s/he is available, if not the tied member with the longest service as a Parish Councillor will substitute the Chairman.</li> <li>5. Decisions made under this delegation will be reported to and minuted at the next Council meeting.</li> <li>6. Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the Council be called to deal with the urgent matter.</li> <li>7. When it is not possible for members to discuss issues at a scheduled Council meeting or an Extraordinary meeting, members may confer (in person, by telephone, email or other electronic means) and the outcome of this discussion will be conveyed to the Clerk by email for a decision to be made.</li> </ol>