

MODEL SCHEME OF DELEGATION

- The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a sub-committee reporting to a committee, or the clerk, being the council's proper officer.
- Decisions may not be taken by an individual councillor, including the chairman.
- Working groups of councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the council and to make recommendations to council.
- The council should agree terms of reference for delegation whether this is to an officer or committees, sub-committees and working groups, and these should be reviewed annually.

Clerk's Finance Consultative Group

- From time to time the council will appoint two councillors (who will not be bank signatories) to form the finance group.
- The finance group will monitor financial records, bank reconciliations, budgetary control and other internal financial control measures.
- The finance group will monitor the work of the internal auditor.
- The finance group will support the clerk in making recommendations to council regarding:
 - Budget planning
 - Financial regulations
 - Appointment of RFO and internal auditor
 - Risk management
 - Insurance review
 - Internal and external auditors' reports.

Clerks Finance Payments

The clerk is authorised to arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

- to incur expenditure and make payments up to the limit set in the Financial Regulations.

- to incur expenditure on behalf of the Council which is necessary to procure services, 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 set in Financial Regulations and shall report the action to the council as soon as practicable thereafter.

Urgent Decisions of Council

- Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman (and vice chairman) of the council.
- Decisions made under this delegation will be reported to and minuted at the next council meeting.
- Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

Planning Delegation to the Clerk

- The council delegates decisions arising under development control consultations to the clerk in consultation with members determined by council.
- The councillors to be consulted will be (choose one of the following options)
 - Any three members of the council
 - The chairman, vice chairman and one other member of the council
 - Any three members from a named group of members of the council
- Consultation may be by correspondence, including email, or in person. It may take place at meetings of the council or its committees.
- Alternatively, the clerk will arrange for relevant papers to be circulated to the councillors who should return them as soon as possible, together with their comments, to the clerk for determination of the council's response within the prescribed consultation period.
- Decisions made under delegation will be reported to and minuted at the next council meeting.
- Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate.

Staffing Committee

1. General

- a) The staffing committee will consist of at least two councillors appointed by council.
- b) The committee will be mindful:
 - i. of the legal framework for and good practice in employment matters.
 - ii. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the committee.
 - iii. of the nationally negotiated model contract and terms and conditions for the employment of the clerk to the council.
 - iv. of the CALC model member-officer protocol.

2. Matters for recommendation to council

The committee will receive reports from the clerk and make recommendations to council regarding:

- a) budget allocation.
- b) all policy issues relating to staff.

3. Matters for delegation to the staffing committee

The committee will receive reports from the clerk and will:

- a) be responsible for staff recruitment.
- b) confirm individual contracts of employment and all terms and conditions.
- c) decide upon annual salary awards.
- d) consider matters arising from the application of the council's disciplinary and grievance procedures and take all necessary action.
- e) as and when required under the council's disciplinary and grievance procedures, appoint an appeals panel, whose members will not be members of the staffing committee, and appoint the chairman of the appeals panel who will initiate an appeals panel meeting.

- f) Consider recommendations from the appeal panel and take any necessary actions.