

WELFORD ON AVON PARISH COUNCIL

SCHEME OF DELEGATION

This Scheme of Delegation was adopted by the Council at the meeting held on 24 March 2020 in response to the current Coronavirus pandemic.

Introduction

This document sets out the manner in which the Parish Council has delegated powers and responsibilities. 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. The power to delegate functions is set out in the Local Government Act 1972 s101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day to day administration of the Council and Committees to decide matters within their Terms of Reference. Matters of major policy should be recommended to the Full Council. Whilst delegation is necessary, it is the Council's policy that members of the press and public should have the fullest information available to them at all times. Therefore, the Clerk reports all major decisions taken under delegated powers at the next available Council meeting.

The Clerk shall be:

- The Proper Officer and carry out functions as provided by the Local Government Act 1972.
- The Responsible Financial Officer in accordance with the Accounts and Audit Regulations in force at any given time.

Delegated Powers and Responsibilities

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control.
- Authorisation to call any extra meetings of the Council or Committee as necessary, having consulted with the Chairman of the Council / Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine expenditure in accordance with Financial Regulations and manage timely transfer of funds between the Council's bank accounts to maintain adequate cash-flow.
- Preparation and submission of comments to Planning Applications where the Council's agreed stance is known.
- Handling of requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation (whichever is in force at the time of request).
- Issuing press releases and statements to the press on the Council's known policies.
- Up-dating and managing the content of the Council's website.
- Co-ordination of the Council's newsletter articles.

- Disposal of Council records according to legal restrictions and the Council's record Management Policy.
- Take appropriate actions arising from emergencies in consultation with the Chairman / Vice Chairman of the Council.

This scheme has been drafted from the NALC Model Scheme of Delegation and was confirmed by the Parish Council in March 2020.

The Scheme will be reviewed and amended as required due to changes in legislation, or on the employment of a new Clerk.

Otherwise, the Scheme is confirmed at each Annual General Meeting of the Council – May 2020.