

## **CODDINGTON AND DISTRICT PARISH COUNCIL SCHEME OF DELEGATION**

### **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 any Committees, to decide matters within their Terms of Reference. Matters of major policy should be recommended to the Full Council. While delegation is necessary, it is the Council's policy that members of the press and public should have the fullest information available to them 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 the 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 and social media platforms.
- Co-ordination of any Council 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.

### **Powers Which Cannot be Delegated**

- Levying or issuing a precept.
- Borrowing money.
- Approving Council's annual accounts.
- Considering an auditor's report made in the public interest.
- Confirming that the council has satisfied the statutory criteria to exercise the general power of competence.
- Adopting or revising the Council's Code of Conduct.

**This Scheme has been drafted in accordance with the NALC Model Scheme of Delegation. The Scheme will be reviewed and amended as required due to changes in legislation or on the employment of a new Clerk.**