

Wingerworth Parish Council

Scheme of Delegation

Wingerworth Parish Council
Scheme of Delegation

Table of Contents

- 1. Scheme of Delegation3
- 2. Responsible Financial Officer (RFO).....3
- 3. Proper Officer3
- 4. The Council4
- 5. Committees4
- 5.1 Finance and General Purposes Committee shall consider and report back to the full Council on the following matters:.....4
- 5.2 Standards & Governance Committee shall consider and report back to the full Council on the following matters:.....4
- 5.3 Health & Safety Committee shall consider and report back to the full Council on the following matters:5
- 5.4 Premises Committee shall consider and report back to the full Council on the following matters:.....5
- 5.5 Churchyard Committee shall consider and report back to the full Council on the following matters:5
- 5.6 Community Engagement Committee shall consider and report back to the full Council on the following matters:.....5
- 5.7 Facilities Committee shall consider and report back to the full Council on the following matters:.....5
- 6. Working Groups/Advisory Groups5
- 7. Urgent Matters5
- 8. Delegation-Limitations6

1. Scheme of Delegation

This scheme of delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person – the Clerk to the Council) and sets out the responsibilities of standing committees and sub-committees of the Council.

2. Responsible Financial Officer (RFO)

The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

3. Proper Officer

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

- Receive declarations of acceptance of office
- Receive and record members' interest
- Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Receive and retain plans and documents
- Sign notices or other documents on behalf of the Council
- Receive copies of bye-laws made by a primary local authority
- Sign summons to attend meetings of the Council
- To institute and appear in any legal proceedings authorised by the Council

In addition, 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 inspection and control
- Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement
- Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee
- Authorisation to respond immediately to any correspondence requiring or requesting information or 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 recurring expenditure within the agreed budget according to the Council's financial regulations
- Emergency expenditure up to £2000.00 outside of the agreed budget according to financial regulations.

- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000

4. The Council

The full Council (Fourteen Members) can take all decisions or it may appoint one or more committees or sub committees for the purpose of discharging its functions. It may also delegate some of its functions to the officer(s) of the Parish Council.

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bye-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- All other matters which must by law be reserved to the full Council

5. Committees

5.1 Finance and General Purposes Committee shall consider and report back to the full Council on the following matters:

Council budgets
 Precept requirements
 Matters of council administration and staffing
 Financial Regulations
 NJC salary scales
 Insurance

5.2 Standards & Governance Committee shall consider and report back to the full Council on the following matters:

Standing Orders
 Scheme of Delegation
 FOI, Data Protection and GDPR
 Council policies and procedures

5.3 Health & Safety Committee shall consider and report back to the full Council on the following matters:

H&S reports
H&S audits and follow up actions
Complete annual site visits
Monitor H&S documents including Play Area Checks
Draft H&S policy statements

5.4 Premises Committee shall consider and report back to the full Council on the following matters:

Review any items in relation to the management of the Parish Hall

5.5 Churchyard Committee shall consider and report back to the full Council on the following matters:

Review outstanding and new actions required to support maintenance of churchyard
Complete annual site visit

5.6 Community Engagement Committee shall consider and report back to the full Council on the following matters:

Identify ways to increase community engagement
Host/support community events

5.7 Facilities Committee shall consider and report back to the full Council on the following matters:

Pavilion
Tennis courts
Bowls club and hut
Cricket pitch
Deer Park
Adlington Park
Chartwell Park
Allotments
Play equipment
Gym equipment
Notice boards

6. Working Groups/Advisory Groups

Working groups/Advisory Groups may be formed at any time. The work of such a working group/advisory group will be decided upon at the time it is formed. Each working group/advisory group will report back with recommendations to the Council.

7. Urgent Matters

In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult the Chair of the Council 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.

Before exercising the delegated powers, 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 or full Council. The Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chair of the Full Council that a special meeting of the Council should be called in accordance with Standing Orders.

Any action that is taken as a matter of urgency shall be reported to the next meeting of the Council or Committee as appropriate.

8. Delegation-Limitations

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.