



S101 Delegation of Powers

1. Purpose

This Scheme of Delegation, made under Section 101 of the Local Government Act 1972, authorises the Chief Executive Officer/Responsible Finance Officer and, where appropriate, the Deputy Officer, to act on behalf of the Council in urgent circumstances where a decision cannot reasonably wait until the next Full Council/Committee meeting.

2. Delegation of Power

The Council's Scheme of Delegation authorises the Chief Executive Officer/Responsible Finance Officer, or the Deputy Officer acting in consultation with the Chief Executive Officer where practicable, to take action on behalf of the Council on any urgent matter that cannot reasonably wait until the next meeting of the Council.

3. Representation, Planning and External Meetings

The Chief Executive Officer/Responsible Finance Officer or Deputy Officer may, following consultation with the Chair and with the input of at least three Councillors where appropriate, authorise attendance or representation at meetings, consultations, planning matters or external bodies where timing does not permit prior consideration by Full Council/Committee, provided such representation is consistent with existing Council policy or previous resolutions.

4. Urgent Action

- To take action on any urgent operational, legal, health & safety, staffing, financial or service continuity matters
- The Chief Executive Officer or Deputy Officer will notify Councillors of the issue and proposed action by email or other appropriate recorded communication.
- Action taken under delegated authority should involve consultation with Members in accordance with this Scheme of Delegation.

5. Financial Thresholds

- To authorise expenditure on items within a budget approved by Council.
- To incur expenditure on behalf of the Council, which is necessary for any

repair, replacement or other work or essential project 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 of £5,000.

- To take any action regarding minor repairs (up to a cost of £1,500) and to report minor matters to the relevant authority.

6. Record Keeping

- A written record shall be retained for all delegated decisions, including the reason for urgency, consultation undertaken, action approved and any financial implications.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation; and

7. Reporting Back

- Any action taken under delegated authority shall be reported to the next available Full Council or relevant Committee meeting.

- End of Policy -

Date of policy adoption	August 2021
Review Date	May 2022
Review Date	May 2023
Review Due	May 2024
Review Due	May 2025
Review Due	May 2026
Next Review Date	May 2027