CRESSWELL PARISH COUNCIL STATEMENTS OF GUIDANCE AND POLICY

SCHEME OF DELEGATION

1. Purpose

This Scheme of Delegation sets out the decisions and actions that may be undertaken by the Clerk/Responsible Financial Officer and other authorised persons on behalf of Cresswell Parish Council.
Delegated powers must always be exercised within the law, the Council's Standing Orders, Financial Regulations, approved policies, budgets and decisions of the full Council.
Delegation does not remove the Council's overall responsibility for the matter.

2. Matters Reserved to Full Council

The following matters shall normally be considered and decided by the full Parish Council:

- Setting the annual precept and budget.
- Approving the Council's annual accounts and Annual Governance and Accountability Return (AGAR).
- Approving and amending Standing Orders, Financial Regulations and other key governance policies.
- Adoption or amendment of the Council's Scheme of Delegation.
- Decisions involving borrowing or significant financial commitments outside the approved budget.
- Appointment and dismissal of the Clerk/Responsible Financial Officer.
- Approval of major contracts or expenditure outside delegated authority.
- Decisions on matters specifically reserved to the Council by law or by a previous Council resolution.
- Any matter which the Clerk considers should properly be referred to the full Council.
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3. Delegation to the Clerk / Responsible Financial Officer

The Clerk/RFO is authorised to:

- Implement decisions properly made by the Parish Council.
- Deal with routine administrative matters on behalf of the Council.
- Correspond with public bodies, contractors, residents and other organisations on matters within the Council's existing decisions and policies.
- Obtain quotations and information required for Council consideration.
- Arrange routine repairs and maintenance within the approved budget and delegated financial limits.

- Authorise routine expenditure in accordance with the Financial Regulations and approved budget.
- Deal with banking, accounting, payroll, VAT and other financial administration in accordance with the Financial Regulations.
- Submit planning consultations to the Council for consideration and, where specifically authorised, respond to consultations in accordance with a Council decision.
- Take appropriate action to protect Council property or deal with an urgent matter where delay could result in loss, damage or risk.

The Clerk shall report significant matters dealt with under delegated authority to the next appropriate Council meeting.

4. Urgent Decisions

Where an urgent decision is required between Council meetings and it is not reasonably practicable to convene a meeting of the Council, the Clerk may take appropriate action within their delegated powers.

Where a decision requires a Council resolution or exceeds the Clerk's delegated authority, the Clerk should, where practicable, consult the Chair or Vice-Chair before action is taken.

Any such decision shall be reported to the next meeting of the Parish Council.

5. Financial Delegation

Financial decisions shall be made in accordance with the Council's Financial Regulations.

The Clerk/RFO may incur routine expenditure where:

- the expenditure is within the approved budget;
- the expenditure is necessary for the proper administration or operation of the Council; and
- the expenditure is within the financial limits specified in the Council's Financial Regulations.

No delegated authority may be used to circumvent the requirement for Council approval of expenditure where that approval is required by the Financial Regulations.

6. Planning Matters

The Parish Council will normally consider planning applications at a properly convened Council meeting.

Where a response is required before the next scheduled meeting, the Clerk may seek the views of councillors and, where necessary and legally appropriate, arrange an additional meeting or other lawful decision-making process.

The Clerk has no authority to determine the Parish Council's planning response unless specifically authorised by a Council resolution.

7. Council Property and Routine Maintenance

The Clerk may arrange routine maintenance, repairs or necessary works to Council property where the expenditure is within the approved budget and Financial Regulations.

Emergency action may be taken where necessary to protect people, property or the Council's interests.

8. Employment and Staffing

The Parish Council retains responsibility for decisions concerning the appointment, dismissal, terms and conditions and formal management of Council employees.
The Clerk may undertake routine day-to-day management and administration in accordance with Council policies and decisions.
Any disciplinary, grievance or other formal employment matter shall be dealt with in accordance with the Council's adopted employment procedures.

9. Committees and Working Groups

Cresswell Parish Council may establish committees, sub-committees or working groups and may delegate specific responsibilities to them by resolution.
Any delegation shall clearly identify:

- the matter delegated;
- the authority granted;
- any financial limit;
- the period of delegation; and
- any requirement to report back to the full Council.

Working groups are advisory unless the Council has expressly delegated decision-making authority to them.

10. Limits of Delegated Authority

No person exercising delegated authority may:

- act outside the law;
- act contrary to a Council resolution;
- exceed the approved budget or financial limits;
- approve expenditure where Council approval is required;
- amend the Council's Standing Orders, Financial Regulations or other policies;
- exercise a power that legislation requires to be exercised by the full Council.

Where there is uncertainty about whether a matter is delegated, it should be referred to the full Council.

11. Recording and Reporting

All significant decisions taken under delegated authority shall be recorded appropriately.
The Clerk shall report relevant delegated decisions to the next meeting of the Parish Council.
Delegated decisions shall be included in the Council's minutes where appropriate, together with sufficient information to demonstrate how the decision was reached.

12. Review

This Scheme of Delegation shall be reviewed annually and whenever there is a significant change in the Council's responsibilities, staffing arrangements, legislation or governance arrangements.

Version:	Date Adopted	Next review date:
1.0	18.11.26	November 2027