



## Lyng Parish Council Scheme of Delegation

### Introduction

This Scheme of Delegation authorises the Clerk, as the Proper Officer and Responsible Financial Officer, to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.

Any Committees or Working Groups of Lyng Parish Council, without exception, do not have any delegated authority but are able to make recommendations to the full council.

### Matters Reserved for Council

The following matters are reserved to the Council for decision:

- Elect a Chairman and Vice Chairman, and appoint councillors to Committees and Working Groups and outside organisations
- Setting the Budget and the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Appointment of the Internal Auditor
- Making, amending or revoking Standing Orders, Financial Regulations, policies or this Scheme of Delegation
- Set up, amend or disband any Committees or Working Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- Approval and review of matters of policy relating to administration, facilities, risk, and corporate management
- Any proposed new undertakings / function / contracts of the Council
- Agree an annual Action Plan and monitor performance during the year
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- Consideration of requests for expenditure outside of the Council's approved budget
  - Responding to consultations both national and local, including those dealing with planning matters
- Receive and respond to Stage 2 complaints as set out within the Complaints Policy
- All strategic matters relating to the Clerk including appointment, contractual arrangements, salary and conditions of service.
  - Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required
- Consider statutory demands from electors e.g. allotments, parish polls
- All other matters which must, by law, be reserved to the full Council

## Delegated actions of the Clerk

Shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time

The Proper Officer is authorised to act on behalf of the Council in cases of urgency or emergency. The Chair or Vice Chair will be consulted before such action is taken and matters reported to the Council as soon as possible.

The Proper Officer will review, update and maintain any emergency response procedures to facilitate and enable an appropriate response in the event of a local emergency.

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

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- To call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chair

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, including the cemetery, allotments and play area together with routine inspection and control
- Authorisation to respond immediately to correspondence in all forms requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Chair of the Council.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Approve emergency expenditure of up to £500 in consultation with the Chair of the Council if possible.
- Implementation of decisions made at Council meetings
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Administration of the Lyng Parish Council social media page and website including responsibility for content, together with responsibility for press releases, media contact, and public consultations as directed by the Council
- Receive and respond to Stage 1 complaints
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with them regarding the conduct of elections
- In consultation with the Chair of the Council (if available), lead the Council's response in the case of a major emergency
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document

- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- From time to time, the Council may delegate further matters to the Clerk on either a one off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation

### **Responsible Financial Officer**

The clerk also acts as the Responsible Finance Officer. (In a period of extended absence the Parish Council will need to appoint someone else to the role as required by law).

The Responsible Financial Officer shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time. This includes but is not limited to:

- Administer the Council's bank accounts
- Make arrangements to pay the Clerk's salary, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC.
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, in accordance with Financial Regulations
- Recommend the annual budget and precept