



Cofton Hackett Parish Council

## **COFTON HACKETT PARISH COUNCIL**

### **SCHEME OF DELEGATION**

**Reviewed and Adopted by Cofton Hackett Parish Council:  
18<sup>th</sup> May 2020**

**To be reviewed May 2021**

This scheme of delegation sets out how the Council delegates some of its powers and duties to the Parish Clerk and other Officers within the Council. These delegations are necessary for the effective day to day running of the Council and to prevent every decision having to come to a Council meeting for agreement. This scheme of delegation will be reviewed by Council as necessary (at least annually) along with the review of the Council's Standing Orders and Financial Regulations.

## **1. INTRODUCTION**

The powers and duties set out in this scheme are delegated to the Parish Clerk. The Parish Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.

## **2. EXTENT OF DELEGATION**

- 2.1 All delegated functions shall be deemed to be exercised on behalf of, and in the name of, the Council.
- 2.2 The Parish Clerk will exercise these powers in accordance with:
- approved budgets
  - the Council's Standing Orders and Financial Regulations
  - the Council's Policy Framework and other adopted policies of the Council
  - all statutory common law and contractual requirements
- 2.3 The Parish Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 2.4 Provided that such authorisation is not prohibited by statute, the Parish Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
- the Officer authorised by the Parish Clerk acting in the name of the Parish Clerk –
  - such authorisation not being prohibited by statute.
- 2.5 A delegation to a subordinate Officer shall not prevent the Parish Clerk from exercising the same power or duty at the same time.

## **3. GENERAL MATTERS**

The Parish Clerk is authorised to:

- 3.1 Sign, or where appropriate, have sealed on behalf of the Parish Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Parish Council.
- 3.2 Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 3.3 Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Chairman of the Council, or Chairman of the Committee or Task Group concerned.
- 3.4 Decide arrangements for the closure of the Council offices in the Christmas/New Year period.

- 3.5 Deal with day to day matters relating to the use of office accommodation space.
- 3.6 Manage all of the Council's services including:
- Shows and events
  - Facilities Management
  - Services agreed under contract
  - Websites and social media accounts relating to the council and council activities
- 3.7 In consultation, where appropriate, with the relevant Chairman; vary as necessary fees and charges for the delivery of Council services.
- 3.8 To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and GDPR queries.
- 3.9 To apply for planning consent for the carrying out of development by the Council
- 3.10 To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee.
- 3.11 Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance.
- 3.12 To respond to complaints made under the Council's complaints procedure.
- 3.13 To manage, monitor and review the Council's internal control procedures.
- 3.14 To manage, monitor and review the Council's Corporate Risk Management Strategy.

#### **4. FINANCIAL MATTERS**

The Parish Clerk is authorised to:

- 4.1 Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 4.2 Operate the Council's banking arrangements including the setting up/removal of cheque signatories.
- 4.3 Incur expenditure, in accordance with the Council's Financial Regulations, on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations and for which delegated authorisation has been sought prior.
- 4.4 Pay all accounts properly incurred.

- 4.5 Pay all subscriptions to organisations to which the Council belongs.
- 4.6 Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 4.7 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 4.8 Incur expenditure on revenue items within the approved estimates and budgets.
- 4.9 Incur expenditure on capital schemes within the Council's approved capital Programme.
- 4.10 Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 4.11 Enter into leasing and contract hire agreements for the acquisition of vehicles, machinery and equipment on such terms as are considered appropriate and have been approved by Council.
- 4.12 Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - the cost not exceeding the approved estimate
  - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
  - all the requirements of the Council's Financial Regulations being complied with
- 4.13 Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 4.14 Manage investments and raise and repay loans as appropriate in accordance with the Financial Regulations.
- 4.15 Authorise action for the recovery of debts.
- 4.16 Write-off debts up to the level set by the Council.
- 4.17 Maintain a Register of Assets and Inventory of Equipment.
- 4.18 Make all necessary arrangements for the Council's insurances.

## **5. PROPERTY MATTERS**

The Parish Clerk is given authority to manage the land and property of the Council including:

- 5.1 Agreeing the terms of any lease, licence, conveyance or transfer.

- 5.2 The granting or refusal of the Council's consent under the terms of any lease.
- 5.3 Variations of restrictive covenants of a routine nature.
- 5.4 The granting of easements, wayleaves and licences over Council land.
- 5.5 Initiating legal actions or proceedings against unauthorised encampments or encroachments on Council land.
- 5.6 Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 5.7 Exercising responsibility for the safe custody and maintenance of the civic regalia.

## **6. URGENCY**

- 6.1 The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency, *(in such instances notifying the Chairman, Deputy of the action which she intends taking)*.
- 6.2 Any such action is to be reported to the next meeting of the Council. The Chairman is to be consulted where possible before such action is taken.

## **7. EMERGENCY PLANNING**

- 7.1 The Parish Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 7.2 Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chairman and the Chairman of any relevant Committee are to be consulted where possible before such action is taken

## **8. PROCEDURAL**

The Parish Clerk can:

- 8.1 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.2 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.3 Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

## **9. HEALTH AND SAFETY AT WORK ACT 1974**

- 9.1 The Parish Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

## **10. LEGAL PROCEEDINGS**

The Parish Clerk is authorised to:

- 10.1 Take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.2 Take Counsel's advice or instruct Counsel to represent the Council.
- 10.3 Negotiate and settle the terms of documents to give effect to a decision of the Council acting under delegated powers.
- 10.4 Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 10.5 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act and GDPR.
- 10.6 Serve Requisitions for Information.
- 10.7 Prepare a draft budget for consideration by the Council.
- 10.8 Prepare the final accounts for each financial year.