HELLESDON PARISH COUNCIL

Scheme of Delegation

1. Introduction

- This Scheme of Delegation authorises 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.

2. 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.
- The Co-option of a member to fill a Casual Vacancy.
- The Approval of the Council's Annual Budget and Precept
- The Approval of the Council's Statement of Internal Control.
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Governance Statement.
- Appointment of the Internal Auditor and Consideration of Internal Audit Reports.
- The Consideration of the External Auditor's Report.
- Making, amending, revoking or waiving Standing Orders, Financial Regulations, policies or this Scheme of Delegation.
- The Approval of the Council's Code of Conduct
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups 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
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- The Incurring of Expenditure not in the Budget or above Committee Budgetary Provision.
- Consideration of requests for expenditure outside of the Council's approved budget
- Receive and respond to complaints as set out within the Complaints Policy
- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Parish Clerk and other employees
- Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required.
- Resolution to make the Council Eligible to Exercise the General Power of Competence.
- Consider statutory demands from electors e.g. allotments, parish polls

- All other matters which must, by law, be reserved to the Full Council

3. Matters Reserved for Planning Committee

- Responding to consultations both national and local, including those dealing with planning matters

4. Proper Officer

Delegated actions of the Parish Clerk and Responsible Financial Officer 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 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
- Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chairman

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

- Undertake the duties of the "Head of Paid Service".
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) 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 Chairman 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 £10,000 in consultation with the Chairman of the Council if possible.
- Approve general expenditure of up to £3,000 together with expenditure as set out within the Council's approved budget.
- Develop income generating activities.

5. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Creation, content, production and distribution of the Council's contribution to Just Hellesdon, annual report and website, together with press releases and media contact, and public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to complaints
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Chairman 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)
- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- 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
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the community centre) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- 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.

6. 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 Finance

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 balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- 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, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation