

Cranwell, Braucewell and
Byard's Leap Parish Council

Scheme Of Delegation (ordinary) Policy

Adopted 15 May 2023

To be reviewed annually



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DELEGATED POWERS

1. INTRODUCTION

1.1 This scheme of delegation outlines the delegation of duties to officers of the council during ordinary periods. The scheme is in addition to the emergency scheme of delegation which is enacted in periods considered to be a temporary period of emergency. The activities included in this document are not exclusive and will be carried out in addition to any responsibilities and duties already conferred to the post of Clerk and RFO.

1.2 Delegated powers within this scheme may already be provided within existing policies of the council including but not limited to Standing Orders and Financial Regulations. The purpose of this scheme is to detail in a single document the delegated powers given to officers on a day-to-day basis.

1.3 The following provisions to this policy should be noted:

- The delegations in this scheme are subject to any limitations imposed by law, the budget and the Council's policies including Standing Orders and Financial Regulations.
- The inclusion of examples in the scheme does not limit the generality of the wording to which the example relates.
- The reference to a legislative provision extends to any amendment or re-enactment or consolidation of that provision.
- In the exercise of any statutory function any words or phrases in the appropriate part of the scheme which are defined in the relevant legislation shall bear the same definition as in that legislation.
- Grant of a delegated power does not necessarily imply any budget provision for the exercise of that power or the consequences of such exercise.
- All delegated powers referred to in the scheme are given to the Clerk/RFO only.

The Clerk may at his/her discretion authorise other members of staff to act on his/her behalf using the powers delegated in this scheme. During any period of absence affecting the Clerk, the delegated powers are extended to any Deputy Clerk or Assistant Clerk as required.

2. TABLE OF DELEGATED AUTHORITY.

a. Expenses, travel and reimbursements.

Save for the Clerk's expenses, the approval of financial allowances to staff for travelling, subsistence and costs incurred. To be included in the list of payments presented to Full Council or Finance and Policy

b. Absences and working time.

Agree all leave arrangements with employees and document absence due to sickness, holiday, bereavement, parental leave and care and compassionate leave.

c. To receive timesheets and arrange TOIL where necessary.

Ordinary leave arrangements such as annual leave, sickness or compassionate leave will not be reported to council.

Additional leave arrangements beyond those listed in the policy for care and compassion or bereavement will be considered by the committee responsible for staffing.

d. Management and disciplinary procedures

To carry out appraisals for all staff and make recommendations for salary increments, training and performance development plans as appropriate.

To carry out informal procedures for performance management.

Disciplinary policy - reported to committee responsible for staffing.

e. Representing Council.

To represent the authority at any conference or meeting to which the authority is invited unless the Council has indicated otherwise. This delegation is not provided within an existing policy. Results reported to Full Council.

f. Data protection.

To respond to requests for information including requests made under Subject Access arrangements and Freedom of Information. Request and response reported to Full Council at the next appropriate meeting.

g. Training.

To arrange training for staff and councillors which falls under the available Training Schemes and any other training (with or without an additional cost) which covers the minimum training requirements as listed in the Training policy. Formal qualifications and any other training requests will be considered by the Council or appropriate committee. Where there is ambiguity, the Clerk will make a decision in consultation with the Chairman of the committee responsible for personnel matters.

Attendance at training reported to full Council and included in Annual Reports.

h. Planning

To submit comments on behalf of the council for planning applications in consultation with the Chairman of the Council and any other members as the Clerk sees appropriate. The authority will be reserved for use only in the following circumstances:

- Where a meeting of the council cannot be held prior to the consultation deadline.
- Where an extension to the consultation period has been refused This delegation is not provided within an existing policy.

Reported to the full Council.

i. Media

- To submit articles, news and information to local publications, Facebook and the Council website. No consultation required and not essential to be reported.
- To maintain the Parish Council's website and make decisions on the style and content of the webpages. No consultation required and not essential to be reported.
- To maintain the Council's Facebook presence and determine its content. No consultation required and not essential to be reported.

Urgent situations:

In urgent situations, the clerk can issue a letter or press release with the agreement of the chairman of the council or relevant committee.

Where possible, members of the Council or committee should have the opportunity to comment on a draft copy beforehand.

j. Meetings and Council Members

- Receive and hold declarations of acceptance of office for Councillors.
- Receive and record notices disclosing interests at meetings.

- Sign and issue summonses to attend meetings of the Council.
- Notify the NKDC of any casual vacancies and liaise with him/her regarding elections.

No consultation required and not essential to be reported.

k. Financial - Authority to spend:

To authorise expenditure which is budgeted for including but not limited to expenditure relating to:

- Stocks and supplies – for facilities, cleaning and administration
- Caretaker materials - for repairs and maintenance
- External contractors for maintenance, repairs or assistance (up to £500 in ordinary circumstances). For example - urgent repairs.

In addition, the clerk is authorised to incur expenditure, in conjunction with the Chairman or Chairman of appropriate committee for any items below £2,000 which may or may not have a budgetary provision.

Reported in the list of payments submitted for approval to Full Council.

In cases of extreme risk to the delivery of council services, authority is given to the clerk to incur revenue expenditure (with budgetary provision or not) for repairs, replacement or other work up to £500.

A list of such payments shall be submitted to the next appropriate meeting of the full council.

l. Authorising and making instruction for payment - to authorise payments:

a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of council, where the clerk and RFO certify that there is no dispute or other reason to delay payment.

A list of such payments shall be submitted to the next appropriate meeting of full council or Finance and Policy committee.

b. To authorise payment for:

- Expenditure items relating to a continuing contract, statutory duty or obligation. This includes (but is not exclusive to) salaries, PAYE, NI, pension, regular maintenance contracts. A record of regular payments shall be drawn up and a list of such payments shall be submitted to the next appropriate meeting of the full Council.
- Fund transfers within the Councils banking arrangements up to the sum of £10,000. A list of such payments shall be submitted to the next appropriate meeting of the full Council.

m. Income

To collect all income due to the Council including appropriate interest and costs. No consultation required. Statements of income presented to Full Council.

n. Grants

To apply for grants on the Council's behalf which cannot reasonably wait to be considered until the next meeting.

This delegation is not provided within an existing policy.

To be done in consultation with the Chairman of the relevant Standing committee and the Chairman of the Council.

o. Recreation spaces and hire.

To grant permissions for the use of recreational open space in accordance with Council policy (if any) and statutory requirements. This delegation is not provided within an existing policy. No consultation required and not essential to be reported..

p. Events

To grant use of the Council's land to local groups and organisations for annual and occasional events. This delegation is not provided within an existing policy. No consultation required and not essential to be reported.

q. Hire or facilities

To exercise control and management of the facilities, including control of access, security, lettings, hire of facilities, negotiation of charges not otherwise fixed by the Council.

To negotiate hire charges in special circumstances for example giving use free of charge for a charity event. This delegation is not provided within an existing policy.

No consultation required and not essential to be reported.

r. Inspections

Carry out routine inspections of the Council's facilities, buildings and services This delegation is not provided within an existing policy. No consultation required. Reported to Full Council where appropriate and /or where action is needed.

3. REVIEW ARRANGEMENTS

3.1 This policy will be reviewed annually by the full Council who will recommend alterations, adoption or revocation of the policy.