



Scheme of Delegation incorporating Committee Terms of Reference

This scheme of delegation forms part of the Councils Standing Orders and Financial Regulations.

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.

This scheme of delegation authorises the Standing Committees and Sub-committees of the Council to act within the delegated authority in the specific circumstances detailed.

This scheme of delegation will be reviewed by Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 1.2 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 1.3 Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. THE POWER TO DELEGATE

- 2.1 The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101. Local Government Act 1972 S. 101 Arrangements for discharge of function by local authorities
 - (1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: (a) by a Committee, a sub-Committee or an officer of the authority, or (b) by any other local authority.
 - (2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the subcommittee may arrange for the discharge of any of those functions by an officer of the authority.
 - (3) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.
 - (4) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

3 OFFICERS CONFLICTS OF INTEREST

- 3.1 Under the Local Government Act 1972, section 117; Officers must make a formal declaration about council contracts where the employee has a financial interest. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Parish Clerk.
- 3.2 Where an employee is unsure whether an interest should be declared, they should speak to the Parish Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.
- 3.3 Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.
- 3.4 All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest
- 3.5 Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Parish Clerk. Any approval granted by the Parish Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

4 COUNCIL RESERVED POWERS & SAFEGUARDS

- 4.1 Each Committee has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
- a) To appoint the Chairman and Deputy Chairman of the Parish Council
 - b) To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies.
 - c) Approval of Budget and setting the precept
 - d) Approval of the Annual Return and Audit of Accounts
 - e) Considering the external auditors report made in the public interest
 - f) To determine the Council's Corporate Priorities.
 - g) To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them.
 - h) Filling of any vacancies occurring on any committee of the Council during the council year
 - i) To adopt the schedule of meetings for the ensuing year.
 - j) Declaring the eligibility of the General Power of Competence (to be confirmed by a resolution subject to satisfactory criteria met)
 - k) Adopting and revising the council's code of conduct.
 - l) Approve any grant above £2,000 , or single commitment in excess of £5,000

- m) Addressing any recommendations in any report from the internal or external auditors
- n) Appointment or nominating Council representatives to outside bodies
- o) Agreement to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant committee.
- p) To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties.
- q) To determine matters involving expenditure for which budget provision is not made or is exceeded.
- r) To determine matters affecting or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- s) To determine any matters referred to it by a Committee in accordance with Standing Orders.
- t) Approval of borrowing
- u) To determine matters which do not fall within the remit of any Committee
- v) To receive statutory reports (e.g. AGAR) from the Parish Clerk/Responsible Financial Officer
- w) To consider all other matters which must, by law be considered by Full Council

4.2 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

4.3 In accordance with the Standing Orders, the Council may, under specified conditions, reverse a Committee (or Council) decision within 6 months either by a special motion, bearing the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

4.4 Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDATION". The Parish Clerk will then add the recommendation on to the next full council agenda meeting where the item can be discussed in full by the Parish Council and voted by members.

4.5 In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

5 DELEGATION TO COMMITTEES

- 5.1 The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where they are delegated to the Committee, so far as is legally permissible, they be deemed the acts and proceedings of the Council.
- 5.2 The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 5.3 Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 5.4 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council. The appointment of non-councillors will be on a strictly non-voting basis.
- 5.5 The Council and each Committee is authorised to establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- a) A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the committee at the time it is formed detailing the delegated powers. The collective decision-making responsibilities in the committee and sub-committee are limited by the terms of reference of the committee.
 - b) The appointment of members to a sub-committee shall comprise of members appointed to the parent committee. The chairman of a committee or subcommittee may be elected by the committee from amongst its members.
 - c) The work of a working group will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
- 5.6 The Standing Committees shall be:
- a) Environment and Climate Change Committee
 - b) Events & Communications Committee (Bar & Catering Committee and Communication Working Party)
 - c) Finance Committee
 - d) Health, Safety and Wellbeing Committee (Personnel and H&S)
- 5.7 The detailed arrangements for the committee structure, and appointment of committees are set out in the Standing Orders, Appendix A.

Definition of "Oversee" in regard to the Scheme of Delegation for each Committee

To monitor and supervise the responsibilities of officers for a given area and provide instruction or direction or recommendations to officers when appropriate. This will include committees receiving appropriate reports and information from officers in order to make informed decisions.

(A) ENVIRONMENT AND CLIMATE CHANGE

Membership: Six Parish Councillors

Quorum: Three Parish Councillors with voting rights

Non-Councillors: Permitted

Meetings: Monthly

Terms of Reference:

- 1) Full Council to elect Committee members and a Chairman with the Vice Chairman being elected from within its own membership. Where Chair and Vice Chairman are not present at the Committee then a temporary Chair for one meeting, will be voted in by the Committee members present.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To oversee the management of the Allotments sites owned by the Council and managed by the councils Deputy Clerk and to consider an annual repairs, maintenance and improvements program for ring fenced allotment monies to be used on allotments sites only.
- 4) To oversee the development and implementation of the neighborhood plan and make recommendations to full Council as and when required.
- 5) To work with other authorities responsible for housing, parking, economic development including employment which affect the parish.
- 6) To liaise with organisations involved with regeneration and initiate negotiations on such issues as devolution, local area agreements and any relevant legislation.
- 7) To liaise with providers on any issues relating to the community/village public transport services.
- 8) To oversee the maintenance of the bus shelters owned by the parish council.
- 9) To work with other authorities responsible for traffic calming and signage, car parking, and other highway matters.
- 10) To liaise with local police on anti-crime initiatives and partnerships, recommending ways in which the Council can assist in crime prevention.
- 11) To consider any maintenance and repair works on footpaths and public rights of way. This should not include pavements on the highway.
- 12) To consider for approval external funding bids for Environmental Projects.
- 13) To oversee the provision and maintenance of dog waste and litter bins, refuse and litter picking issues under the control and responsibility of the parish council.
- 14) To oversee matters relating to street cleansing, cleansing of public areas and security under the responsibility of the parish council.
- 15) To oversee matters relating to the environment, grounds maintenance of open spaces, street scene (including street furniture) and to oversee and manage any service level agreements with North East Derbyshire District Council including CCTV in the village.
- 16) To oversee the safety inspections of the play areas and to consider any remedial actions arising from the safety and annual inspection reports.
- 17) To consider the future development of all open spaces in the village (with or without play areas).
- 18) To oversee matters relating to the war memorial's upkeep and maintenance and to support the Church with the Remembrance Day services.
- 19) To oversee matters relating to the Cemetery provision.
- 20) To oversee matters relating to the management of the grit bins in the village including replenishment and requests for new grit bins in accordance with the Councils grit bin policy.

- 21) To discuss the work of the Handyperson within the scope of Environmental matters and to oversee the van vehicle/maintenance.
- 22) To oversee matters relating to the maintenance and upkeep of the parish clock.
- 23) To encourage and wherever possible deliver local interventions that will help assist North East Derbyshire District Council and Derbyshire County Council in achieving its stated Carbon Dioxide emission neutral date and to actively participate in partnership initiatives seeking to reinforce this objective.

Sub-Committees

- 1) To appoint sub-committees as and when required:
 - a. The sub-committee must comprise of three members of the parent committee and cannot exceed the responsibilities on it by the parent committee and the quorum shall be three.
 - b. The terms of reference delegated to a sub-committee shall be agreed by the parent committee at the time the sub-committee is appointed and the collective decision making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
 - c. The Chairman of the sub-committee shall be appointed by the parent committee at the time the sub-committee is appointed.
 - d. The Standing Orders shall regulate the proceedings of the committee and sub-committees.

Financial Delegation & Responsibility:

- 1) To be responsible for any allocation of budgets delegated by Full Council (in accordance with the approved council budget).
- 2) To agree and approve expenditure for projects and match funding bids for Environmental Projects within delegated financial budgets.
- 3) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation.
- 5) To receive the committee financial statements for monitoring purposes and to ensure that officers do not exceed its overall delegated budget.
- 6) To assemble and submit to the Finance Committee, estimates of income and expenditure for the proceeding 3 years in respect of services of this Committee no later than 30th October each year.

(B) Events & Communications Committee

Membership: Six Parish Councillors

Quorum: Three Parish Councillors with voting rights

Non-Councillors: Permitted

Meetings: Bi-Monthly

- 1) Full Council to elect Committee members and a Chairman with the Vice Chairman being elected from within its own membership. Where Chair and Vice Chairman are not present at the Committee then a temporary Chair for one meeting, will be voted in by the Committee members present.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To oversee the management for the parish suite, bar and catering facilities, and where required to consider external contractors to facilitate the service. Management areas include:
 - a) Hall Hire and room booking system and procedures and annual review of charges
 - b) Catering services and food hygiene including food environment inspections
 - c) Licensing and purchasing of alcohol and sales
 - d) Maintenance, repairs and renewals (parish suite, signage, kitchen, committee room, foyer, toilets)
 - e) Cleaning of the parish suite (hall, rooms, kitchen, toilets, outside lighting and patio area)
 - f) Financial management and procedures including payment methods, audit and banking having regards to GDPR and customer details.
 - g) Vending Machine and Bar and Catering stock ordering and stock takes
 - h) Wifi in public areas
 - i) Events managed and Co-Ordinated by the parish council
 - j) Any other management matters falling within the scope of the Parish Suite.
- 4) To oversee and direct the promotional and marketing aspects on behalf of the council, including:
 - a) Notice boards and external displays
 - b) Press Release in accordance with any press policies
 - c) Promotion of council services and activities
 - d) Social Media posts in accordance with any social media policies
 - e) Parish Council website
 - f) Publication and distribution of the annual newsletter in conjunction with the Parish Clerk. Members of other committees are required to provide an input on their committee and ward work subject to be consideration/approval by this committee.
- 5) To oversee the co-ordination of community events including the Christmas lights Switch On and to promote events, entertainments, the arts, recreational matters tourism by or on behalf of the Parish Council and in liaison or partnership with external bodies and in consultation with the delegated Events Officer who will be the lead person/organiser of each event on behalf of the Parish Council.
- 6) To oversee the Christmas and festival lights/decorations and to ensure officers have maintained and inspected in accordance with Health and Safety requirements.

Sub-Committees

- 1) To appoint sub-committees as and when required:
 - a. The sub-committee must comprise of three members of the parent committee and cannot exceed the responsibilities on it by the parent committee and the quorum shall be three.

- b. The terms of reference delegated to a sub-committee shall be agreed by the parent committee at the time the sub-committee is appointed and the collective decision making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
- c. The Chairman of the sub-committee shall be appointed by the parent committee at the time the sub-committee is appointed.
- d. The Standing Orders shall regulate the proceedings of the committee and sub-committees.

Financial Delegation & Responsibility:

- 1) To be responsible for any allocation of budgets delegated by Full Council in accordance with the approved council budget.
- 2) To agree and approve expenditure for projects and match funding bids within agreed financial budgets falling within the scope of the committees delegated authority.
- 3) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation.
- 5) To receive the committee financial statements for monitoring purposes and to ensure that officers do not exceed its overall budget.
- 6) To assemble and submit to the Finance Committee, estimates of income and expenditure for the proceeding 3 years in respect of services of this Committee no later than 30th October each year.

(C) Finance Committee

Membership: Six Parish Councillors

Quorum: Three Parish Councillors with voting rights

Non-Councillors: Non-councillors cannot be appointed on this committee as it regulates and controls the finances of the Council.

Meetings: Bi-Monthly

- 1) Full Council to elect Committee members and a Chairman with the Vice Chairman being elected from within its own membership. Where Chair and Vice Chairman are not present at the Committee then a temporary Chair for one meeting, will be voted in by the Committee members present.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To annually review any recommendations from the Clerk in relation to subscriptions, service provision/level agreements with suppliers and providers with a view to their continued necessity, suitability and value for money and where required, consult with the relevant committee.
- 4) To approve the use of a variable direct debit which shall be renewed by resolution of the council at least every two years.
- 5) To review the effectiveness of the internal audit in accordance with the Internal Audit Policy.
- 6) The Clerk will undertake the work of the Responsible Financial Officer and the Committee will provide direction, governance and an audit & scrutiny function.
- 7) To oversee that there is adequate insurance cover in place for council assets and appropriate fidelity guarantee for members and officers which shall cover the maximum risk exposure which it to be recommended annually by the Clerk, for the Committee to consider.
- 8) To annually review the council corporate risk assessment in accordance with the risk assessment policy and recommend to Council for adoption.
- 9) To review the effectiveness of internal control to part comply with section two of the annual governance statement, to be carried out twice a year (once every six months) and to oversee that adequate and effective system of internal controls is in place to secure the integrity of finance and any other information, including the introductions of effective systems of risk management.
- 10) To recommend to Council the approval of the Annual Return (sections one and two) inclusive of the financial statements and supporting documentation.
- 11) To be responsible for approval of tangible moveable property exceeding the value of £100.00 shall be sold, leased or otherwise disposed of, without approval of the Finance committee. Where the value of an asset is in excess of £2,000 then the decision of its disposal must be recommended to full Council for authorization together with any consents required by law.
- 12) To be responsible for the engagement of specialist consultants and advisors subject to a supported business case to support the proposal provided by the relevant committee.
- 13) To consider all policy and governance documents affecting the Parish Council as advised by Clerk/RFO and to keep committees up to date on implications.
- 14) To be responsible for reviewing the Council's Standing Orders, Financial Regulations and other council policies and procedures (as and when it appears necessary) and recommend any changes to Full Council.
- 15) To be responsible for approving all grant applications in accordance with their terms and conditions. Any grant exceeding £2000.00 must be recommended for approval by full council.

Sub-Committees

- 1) To appoint sub-committees as and when required:

- a. The sub-committee must comprise of three members of the parent committee and cannot exceed the responsibilities on it by the parent committee and the quorum shall be three.
- b. The terms of reference delegated to a sub-committee shall be agreed by the parent committee at the time the sub-committee is appointed and the collective decision making responsibilities in the committee or sub-committee must not exceed the terms of reference of the parent committee.
- c. The Chairman of the sub-committee shall be appointed by the parent committee at the time the sub-committee is appointed.
- d. The Standing Orders shall regulate the proceedings of the committee and sub-committees.

Budget Process:

- 1) To review the committee bids submitted by each committee for inclusion in the draft budget (each spending committee must have regards to it's three year forecast of revenue and capital receipts).
- 2) To consider the draft budget prepared by the RFO detailing all estimates of receipts and payments including the use of reserves for the following financial year. The draft budget will include the committee bids submitted by each committee.
- 3) The committee may request a second version of the budget to be prepared by the RFO, but the committee must reach an agreement on the draft budget to be recommended to full Council
- 4) To ensure that the budget process outlined in the committee terms are carried out in accordance with the councils Financial Regulations.

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council in accordance with the approved council budget.
- 2) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation.
- 3) To consider sponsorship and contributions to jointly funded projects that may be made that fall outside of the grant criteria but within the committee's terms of reference.
- 4) To receive and recommend approval of the monthly schedule of payments incorporating all council expenditure to full council having satisfied that all payments represent previously authorized expenditure in accordance with the committee delegated budget, Financial Regulations and the Scheme of Delegation.
- 5) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed it's overall budget.
- 6) To receive and review, estimates of income and expenditure for the proceeding 3 years in respect of services of this Committee no later than 31st October each year.
- 7) To be responsible for the review of expenditure not delegated to any other standing committee.

(D) Health, Safety and Wellbeing Committee

Membership: Six Parish Councillors

Quorum: Three Parish Councillors with voting rights

Non-Councillors: Permitted

Meetings: Quarterly (or as required)

- 1) Full Council to elect Committee members and a Chairman with the Vice Chairman being elected from within its own membership. Where Chair and Vice Chairman are not present at the Committee then a temporary Chair for one meeting, will be voted in by the Committee members present.
- 2) To consider where appropriate alternative external funding on council projects on request by a committee or Council.
- 3) To oversee the health, safety and building compliance management for all council buildings under the parish councils responsibility including:
 - a) Risk Assessments and Fire Risk Assessment
 - b) Pest Protection
 - c) Music License
 - d) PAT Testing
 - e) Kitchen Extraction Fan Cleaning
 - f) Roller Shutters maintenance
 - g) Fire Procedures:
 - Fire Alarm Test (Weekly)
 - Fire Alarm Service Record (Quarterly, where required, six monthly and annual)
 - Emergency Lighting, Inspection, test and maintenance (monthly and annual)
 - Fire and Emergency Evacuation Record, fire alarm drill (Twice yearly)
 - Fire Extinguisher Training Record (Routine)
 - Fire Procedures Review (annual – more often in higher risk premises)
 - Action Log (record any issues found during checks, tests, drills, assessments etc carried out) and recording them in a log (continuous requirement)
 - h) Reception/Visitor Signing in procedures
 - i) Internal Signage
 - j) Disabled Access
- 4) To oversee the service charges as set out in lease schedule to North East Derbyshire County Council (part B services) which include:
 - a) 40% of the 11.58% service charge percentage to be billed quarterly, covering:
 - Supply of gas and electricity; Water rates; Gas testing; Insurance; Asbestos surveys; Provision of sanitary bins; Alarms; NNDR unless the Premises are rated separately to the remainder of the Landlord's Building; Legionella testing; Electrical testing; Fixed wire only; Cleaning repair maintenance and landscaping where relevant of the Common Parts; Maintenance, repairs and improvements (where beyond reasonable repair) to the drainage, pipes heating and systems, electrical and mechanical, apparatus and vents
 - b) 100% of the 11.58% service charge percentage to be billed quarterly, covering:
 - Maintenance, repairs and improvements (where beyond reasonable repair) to that

part of the structure and exterior of the Landlord's Building which immediately touches the Premises including but not exclusively, the frames, walls (including cladding), floors, roofs, barge boards, windows and doors SAVE THAT where work also includes maintenance repair and improvements to parts of the Landlord's Building not immediately touching the Premises the Service Charge will be calculated based on the proportionate area of the Landlord's Building affected.

- 5) To oversee all health and safety matters not otherwise delegated to other council committees.
- 6) To review recommendations of health and safety for all council employees and contractors.
- 7) To oversee the procurement of employment health and safety support services.
- 8) The Clerk will answer to the full Parish Council but the Chair of the committee or the Chair of the Council will act as the day-to-day contact support for the Parish Clerk (Line Manager), to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the committee Chair (or another member of the Personnel committee) will act as the day to day contact support (Line Manager).
- 9) To review staffing structures and levels and make recommendations to the Council.
- 10) To authorise overtime for staff in exceptional circumstances subject to budget parameters.
- 11) To receive reports from the Parish Clerk for the management of other Council employees.
- 12) To confirm the appointment of appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent taking into account the employees job descriptions.
- 13) To oversee the Clerks responsibilities for contracts of employment, job descriptions and person specifications for employed staff and to oversee the execution of new employment contracts and changes to contracts.
- 14) To consider and approve pay awards, increments and payroll management including payroll service level provision.
- 15) To review staff pension arrangements.
- 16) To consider and approve appropriate training and continual professional development programs are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme which is created, designed by the Clerk and monitored by this committee.
- 17) To review staff salaries and terms of employment and make recommendations to Council if required. The committee will take in to consideration recommendations to Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC).
- 18) To be responsible for the recruitment and appointment of all staff posts including the post of Parish Clerk and Responsible Financial Officer.
- 19) Should the Clerk's position become vacant, the deputy Clerk would assume temporary responsibility for HR matters, including recruitment process and will report any material matters to this Committee. In the absence of both the Clerk and Deputy Clerk roles, this Committee along with the Appointed Temporary Responsible Person will assume HR responsibilities or seek delegated responsibility where possible.
- 20) To appoint from its membership a recruitment panel when necessary. Recruitment panels will normally include three members and Chair of Council in the case of appointment to the Parish Clerk or RFO posts; and two members of the Committee plus the Clerk for all other posts. The recruitment panel must report its findings to this committee prior to the offer of employment being made to the candidate.
- 21) To oversee any process leading to the dismissal of staff (including redundancy).
- 22) To monitor and address regular or sustained staff absence.
- 23) To consider a grievance or disciplinary matter (and any appeal).
- 24) To consider any staffing matters referred to the Committee or by the Council.

- 25) To review all Council policies that relate to staff employment on an annual basis.
- 26) The Clerk to ensure the Council complies with all legislative requirements relating to the employment of staff and provides monitoring reports to this Committee.
- 27) To review the Employee Handbook and make amendments as and when required.

Sub-Committees (Grievance, Disciplinary and Appeal Panels):

- 1) To appoint a grievance or disciplinary sub-committee comprising of no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures. The members appointed must not previously been involved in the case.
- 2) The Chairman of the sub-committee shall be appointed by the parent committee at the time the sub-committee is appointed.
- 3) To be responsible for any appeals which must be heard by a panel of three members of this committee who have not previously been involved in the case. There may be insufficient members of this committee who have not previously been involved. If so, the appeal panel will appoint a member of the Council by consent.
- 4) The Standing Orders shall regulate the proceedings of the committee and sub-committees.

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council (in accordance with the approved council budget).
- 2) To review and approve the committee payments list for compliance in accordance with the Financial Regulations and Scheme of Delegation.
- 3) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget.
- 4) To assemble and submit to the Finance Committee, estimates of income and expenditure for the proceeding 3 year in respect of services of this Committee no later than 31st October each year.

6 DELEGATION TO OFFICERS

The delegations to officers in this scheme should not be construed as a job description for individual members of staff. This is a Scheme that sets out specific delegations to officers to act within defined parameters on behalf of the council. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

a. Parish Clerk (Proper Officer)

- 1) The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 2) As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
- 3) The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.
- 4) In the extended absence of the Proper Officer the Deputy Parish Clerk may assume this role and responsibility under agreement and in consultation with the Chair of Health, Safety and Wellbeing Committee and will have the delegated powers to act as the Parish Clerk, in the absence of the Parish Clerk. The powers exercised by the Deputy Parish Clerk in such circumstances shall be recorded in a delegation register.
- 5) The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders.
- 6) The Clerk is responsible for processing declarations of acceptance of office.
- 7) The Clerk is responsible for retaining a copy of every Councillors Register of Interests.
- 8) The Clerk is responsible for dealing with dispensation requests from Members of the Council.
- 9) The Clerk has delegated authority to take appropriate steps to ensure the Council does not exceed its powers.
- 10) The Clerk has delegated authority to delegate any delegated responsibilities to any member of staff as appropriate.
- 11) The Clerk has responsibility for ensuring the Council follows the Public Contracts Regulations 2015, as laid down in the Council Finance Regulations Section 11.

Day to Day Administration

- 12) The Clerk is responsible for day-to-day administration of services, together with routine inspection and control.
- 13) The Clerk is responsible for placing orders and incurring expenditure on revenue items in accordance with the approved scheme of delegation and Finance Regulations, on behalf of the Council up to the amounts included in the approved budget and where required, in consultation with the relevant Chair of the committee.
- 14) The Clerk is responsible for the management for all staff employed by the Council and is given delegated authority to manage the council staff in accordance with the Council's policies, procedures, and budget
- 15) The Clerk has authority to release press statements on any activities of the Council in accordance with the Council's Communication policy in agreement with the relevant committee Chair or the Council Chairman or in his/her absence the Deputy Council Chairman.

- 16) To be responsible for editorial control of the Parish Council websites and social media accounts.
- 17) The Clerk shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
- 18) The Clerk/RFO is afforded delegated powers, as defined in the Financial Regulations, to be able to practically deal with the need to place orders and make payments from the Bank Account(s) as required and to transfer between Bank Accounts and Investment accounts in order to optimise cash flow and interest income generation.

Council Assets & Emergency Expenditure

- 19) In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether there is any budgetary provision for the expenditure, in accordance with the approved scheme of delegation and shall report to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 20) In the case of an emergency, the Clerk shall have the authority to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).
- 21) The Clerk will have authority to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the council or committee.
- 22) Delegations to The Proper Officer in relation to the letting of contracts are set out in the Standing Orders.
- 23) Delegations to The Proper Officer in respect of land and premises are set out in the Standing Orders.
- 24) The Clerk will have the authority to dispose of the Councils assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £250.00 in accordance with the Councils Asset Policy.

Training for Officers & Members

- 25) The Clerk is required to identify training needs for all staff and seek approval from the Chair of Health, Safety and Wellbeing Committee to agree these.
- 26) The Clerk is authorised to book training courses for themselves and council staff within the budget approved parameters or as directed by the Health, Safety and Wellbeing Committee.
- 27) The Clerk is authorised to book training courses for members of the Council in accordance with the members training policy.

(b) Responsible Financial Officer

- 1) The Clerk will be the Responsible Financial Officer and will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law
- 2) The Responsible Financial Officer shall ensure the approved precept is issued to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3) The Responsible Financial Officer will have the authority to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities
- 4) The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

- 5) The RFO will be responsible for maintaining a petty cash float of £200 and ensuring it is managed in line with Financial Regulations 6.21.

(c) Deputy Parish Clerk

- 1) The Deputy Parish Clerk has the delegated responsibility to issue the meeting summons agenda for any Council or committee meetings under the direction of the Parish Clerk or in the absence of the Parish Clerk.
- 2) The Deputy Parish Clerk is given delegated responsibility to manage and support all administration in relation to the Council services and activities and to support the Clerk to the Council in the execution of all Council business to meet the Parish Council's statutory requirements. This will include attending meetings, minute taking, events management support, maintaining records, supporting the Parish Clerk with day-to-day management of the Council, and ensuring that all legal requirements are complied with.
- 3) The Deputy Parish Clerk shall have the delegated powers of the Proper Officer in the Absence of the Proper Officer. The powers exercised by the Deputy Parish Clerk in such circumstances shall be recorded in the delegations register.
- 4) Responsible for the administration and management of allotments:
 - a) collection of fees and charge
 - b) Letting of vacant plots
 - c) Ensuring that the rules and regulations are adhered to (Rules and regulations in the use of the Council's allotments by plot holders are set out in the Tenancy Agreements signed by all tenants)
 - d) Resolution of disputes
 - e) Promotion of allotments
 - f) Reporting to the Environment committee on allotments management including the submission of a formal allotments management report.
 - g) Ensuring that all allotment sites are maintained, and repairs undertaken and reported back to the Environment Committee.
 - h) To instruct the Handypersons to carry out site visits and inspections on allotment sites.
- 5) To incur expenditure on revenue expenditure items subject to approved budget parameters and to a maximum limit of £500.

(d) Events/Business Manager

- 1) Under the general supervision of the Clerk, the Events/Business manager shall have specific delegated responsibility for the following:
 - a) Delegated management responsibility for the parish suite including maintenance and provisions of hall hire and event services.
 - b) Revenue expenditure up to the maximum limit of £500.00 per order for the functions of the Parish Suite and event services. The Events and Communications Committee should be consulted on further expenditure and a full monthly report provided to the Committee, showing a full breakdown of income and expenditure.
 - c) Supervision of volunteers in accordance with the council policies
 - d) To act as the appointed Fire Warden and Co-ordinator in the event of a fire in conjunction with the building fire safety regulations.
 - e) To work in conjunction with council employees to manage the parish suite functions.

- f) In the absence of the Events/Business Manager, the Proper Officer will be responsible for delegating these responsibilities.

(e) Handypersons/Maintenance Officer

- 1) Under the general supervision of the Clerk, the Handypersons shall have the authority within approved budgets, to incur revenue expenditure on maintenance and repairs on council land, assets including machinery and shall report to the Environment & Climate Change Committee from time to time.
- 2) To carry out allotment site visits and support allotments management as directed by the Deputy Parish Clerk.
- 3) To support the Parish Office to maintain all council services and activities.

(f) Consultants / Self-Employed Contractors

- 1) Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

7. Summary of Financial Delegation to Officers in accordance with the Financial Regulations

Authority	Officer	Limit	Scope of Decision Making
To incur expenditure (FR)	Parish Clerk	Within budget < £1,000. No single commitment exceeding £1,000.	As Proper Officer to the Council, the Clerk is tasked with enacting the decisions of the Council and does this within approved budget parameters.
	Deputy Parish Clerk	Within budget < £500. No single commitment exceeding £500 without further approval from the Parish Clerk.	As the Deputy Clerk to the Council, routine expenditure may need to be incurred and/or in the absence of the Parish Clerk. Expenditure is restricted to items less than £500.
	Events/Business Manager	Within budget < £500.00 per order for the functions of the bar and catering services.	For the management of the Parish Suite Bar and Catering Services.
		Within budget < £250.00 for event management services.	For ad-hoc events managed by the council or on behalf of the council that requires a cost element.
	Handypersons/Maintenance Officer	Within budget < £100.00. No single commitment exceeding £100.00 without further approval from the Parish Clerk.	Expenditure on maintenance and repairs and purchase of machinery/tools.
Emergency Expenditure	Parish Clerk	Maximum of up to £3,000 with or without any budget provision	In cases of extreme risk to the councils services which in the Clerks judgement is necessary to carry out.
Certification of Invoices	Responsible Financial Officer	All invoices	RFO is responsible for carrying out the majority of data inputting on the accounts system and they are required to carry out another level of checks for compliance with the Financial Regulations whilst analysing and coding.

Signed.....  Chair of Council Cllr S Clough