

WOOLMER GREEN PARISH COUNCIL

SCHEME OF DELEGATION

This Scheme of Delegation clearly defines the parameters within which the Parish Clerk is able to act with delegated authority in specific circumstances. It clearly defines the parameters without reference to Councillors. Where consultation with others is a requirement to act it is clearly set out with whom that consultation should take place.

The power to delegate functions is set out in the Local Government Act 1972 s101.

The Parish Council

The following matters are reserved to the Council for decision:

- To set the Precept.
- To borrow money.
- To approve and adopt the budget.
- To approve the statutory annual return.
- To adopt and amend Standing Orders, Financial Regulations or this Scheme of Delegation.
- To approve eligibility for the General Power of Competence.
- To approve matters of principle or policy.
- To make byelaws.
- To nominate and appoint representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)

Delegation to the Parish Clerk

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. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chairman (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.

4. Power to authorise relevant training courses provided the expense can be met from approved budgets.

5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget.
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
8. 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
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press and social media statements on any activities of the Council.
12. Power to act on own initiative to implement the Councils policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Chairman, to make such Civic arrangements as are necessary.
16. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders
17. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
18. The Parish Clerk, in consultation with all Councillors, to make comment on planning applications submitted to Woolmer Green Parish Council by Welwyn Hatfield Borough Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.