



SPEEN PARISH COUNCIL

Scheme of Delegation

This Scheme of Delegation authorises the Proper Officer/Responsible Financial Officer, and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Financial Officer Duties and Powers

1. Responsible Financial Officer

The Clerk to the Council shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1. The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised to:

2.1.1. Receive declarations of acceptance of office

2.1.2. Receive and record notices disclosing pecuniary interests

2.1.3. Receive and retain plans and documents

2.1.4. Sign Notices or other documents on behalf of the Council

2.1.5. Receive copies of By-laws made by a Primary local authority

2.1.6. Certify copies of By-laws made by the Council

2.1.7. Sign summons to attend meetings of the Council

2.2. In addition, the Clerk to the Council has the delegated authority to undertake the following matters on behalf of the Council:

2.2.1. Day to day administration of services, together with routine inspection and control

2.2.2. Accept and manage all bookings for buildings and recreation grounds owned and/or managed by the Council, including the accepting, making and invoicing of these.

2.2.3. Authorisation to call any extra meetings of the Council or any Committee as necessary, having consulted with the Chair of the Council, and/or the Chair of the appropriate Committee

- 2.2.4. Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
- 2.2.5. Authorisation of routine recurring expenditure within the agreed budget
- 2.2.6. Emergency expenditure up to £1,000 outside of the agreed budget. Expenditure on behalf of the Council which is necessary to carry out the running of the Council which is of such urgency that it must be done at once whether or not there is any budgetary provision subject to a limit of £1,000 in accordance with Financial Regulation 5.6.j and is not considered necessary to increase the threshold.
- 2.2.7. Any expenditure that exceeds the amount provided in the revenue budget for that class of expenditure not considered urgent to be approved by the Chair of The Council via email or online discussion.
- 2.2.8. Any expenditure over £1,000 that is considered extremely urgent and not provided for within the Council's budget is to be approved by the Chair of The Council via email or online discussion in accordance with Financial Regulation 5.6.k. If such expenditure is of such urgency approval may be obtained via telephone and immediately followed up by an email confirmation of the approval.
- 2.2.9. Any expenditure incurred not provided for within the budget shall be reported to Full Council via email at the earliest opportunity.
- 2.2.10. Responsibility for all contact with the media, including the content and issue of press releases, following agreed procedures
- 2.2.11. Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time
- 2.2.12. To order poppy wreaths and Christmas trees in accordance with the Council's most recent decision on the matter.
- 2.2.13. To carry out all duties and procedures as necessary to ensure the smooth operation of the Council sites. To carry out any repair, replacement or other work within the expenditure at 2.2.5. These are to be reported back as soon as practicable to Full Council, or appropriate.

3. Council

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- 3.1. Setting the Precept
- 3.2. Borrowing money
- 3.3. Approval of the Council's Annual Accounts and completion of the Annual Return
- 3.4. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation

- 3.5. Making, amending or revoking by-laws
- 3.6. Making of Orders under any statutory powers
- 3.7. Matters of principle or policy
- 3.8. Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings)
- 3.9. Any proposed new undertakings
- 3.10. Prosecution or defence in a court of law
- 3.11. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee

4. Urgent Matters

- 4.1. In the event of any matter arising which requires an urgent decision the Clerk to the Council shall forthwith consult with the Chair and/or Vice-Chair of the Council before acting on behalf of the Council in respect of the particular matter then under consideration.
- 4.2. Before the Clerk exercises the delegated powers granted by paragraph 4.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a Special Meeting of the Council.
- 4.3. Before exercising the delegated power granted by paragraph 4.2 above, the Committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Chairman of the Council that an Extraordinary Meeting of the Council should be called in accordance with Standing Orders.
- 4.4. Whenever any action is taken in this way, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Committee concerned and of the Council.

5. Committees

5.1 Staffing Committee

The **Staffing Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- 5.1.1 Approval of its Minutes as true and correct records
- 5.1.2 To deal with all personnel, employment and recruitment issues with, where necessary, reports and recommendations being made to Full Council.
- 5.1.3 In case of an emergency that will not wait until the next council meeting, the Staffing Committee will have full powers to act on behalf of the council.

- 5.1.4 To receive annual appraisals undertaken by the line manager (the Clerk's appraisal should be carried out by the Chair or another Councillor and the Clerk should carry out all appraisals for other staff members) and consider any issues raised with them.
- 5.1.5 Advertise for and recruit staff as directed by the Council.
- 5.1.6 Consider and make recommendations regarding the council's staffing structure.
- 5.1.7 Review and approve job descriptions for all staff
- 5.1.8 Review contracts of employment
- 5.3.9 Review and ensure all current employment legislation requirements are met.
- 5.3.10 Determine the deployment, welfare, pension, remuneration, recruitment, training qualifications, health and other aspects of conditions of service for all employees
- 5.3.11 Ensure relevant staff training is undertaken
- 5.3.12 Be responsible for the welfare of staff and Councillors.
- 5.3.13 Determine and approve the establishment of grading of employees for the administration of the council and council facilities
- 5.3.14 Deal with Disciplinary and Grievance issues including conduct, performance, attendance and sickness absence in accordance with the Council's Disciplinary Policy & Procedure and Grievance Policy & Procedure.
- 5.3.15 Review and ensure compliance with health and safety law and matters
- 5.3.16 Any other personnel actions as directed by the council.
- 5.3.17 The Committee may refer specific matters to the Council for a final decision if it so wishes.

6 Delegation - Limitations

Committees and Sub-committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation and, where applicable, any other rules, regulations, schemes, statutes, By-laws or orders made and with any directions given by the Council from time to time.

7 Authorisation

This Scheme of Delegation has been authorised by Speen Parish Council as follows:

Adopted by the Council on:	10 th September 2025
Last Review Date:	N/A
Next Review Date:	10 th September 2027