

## **Broadclyst Parish Council**

### **Delegation Scheme**

In order for Council to run with efficient use of Member and Officer time, certain responsibilities and duties can be delegated to either one person or to a committee

This document sets out the current delegations which Broadclyst Parish Council has in place, with appropriate “safety nets” to ensure the democratic process is observed and financial risk is kept within acceptable limits.

References in footnotes are made to schedules in the Local Government Act 1972 unless otherwise specified.

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## **Committee delegation.**

### **Finance Committee:**

The Finance Committee meets quarterly and has delegation to:

- Receive quotations for works and make recommendation to Council having considered the quotes in accordance with The Council's adopted Financial Regulations
- Receive reports from committees which have financial implications for The Council, i.e. staffing, Pavilions, and to make recommendation to Council having considered the implications in accordance with The Council's adopted Financial Regulations and approved budget allocation.
- Authorise virement of monies between budget allocations (within limits; reporting to Full Council)
- Consider contractors and suppliers for goods and services, making recommendation to the Council

### **Democratic compliance**

Business discussed by the Finance Committee has, out of all committees, the potential to carry the highest financial implication for electors. Meetings are open to press and public, held in meeting venues which comply with legislation and Councils Standing Orders, and are advertised on the village noticeboard and Council website with no less than 3 clear working days notice.

### **Financial risk management**

In order to minimise financial risk, the Finance Committee will report and make recommendations to The Council; decisions resolved by the Finance Committee will not be considered lawful until ratified by The Council.

Councillors are required to disclose any interests, personal or pecuniary, in addition to those already stated on their Register of Interests.

### **Planning Committee:**

The Planning Committee meets as needed to discuss validated applications and has delegation to compile and submit a response on behalf of the Council and its community to the Local Planning Authority (LPA).

### **Democratic compliance**

Meetings are open to press and public, held in meeting venues which comply with legislation and Councils Standing Orders, and are advertised on the village noticeboard and Council website with no less than 3 clear working days notice.

Comments submitted to the LPA by the Planning Committee, decided at planning meetings, are considered to be the view of The Council as a body corporate; Councillors not on the Planning Committee are invited to attend and take part in the meeting should they so wish.

### **Financial risk management**

There is no associated financial risk; Councillors are required to disclose any interests, personal or pecuniary, in addition to those already stated on their Register of Interests.

### **Traffic Committee:**

The Traffic Committee has delegation to:

- Represent Council in meetings with external agencies (with the prior consent of the Council)
- Manage its own speed/safety awareness publicity campaigns up to its annual budget allocation

### **Democratic compliance**

Membership of this committee is fully inclusive and by application to the Traffic Committee Chairman or Parish Clerk. Meetings are held in meeting venues which comply with legislation and Councils Standing Orders, and are advertised on the village noticeboard and Council website with no less than 3 clear working days notice.

Councillors not on the Traffic Committee are invited to attend and take part in the meeting should they so wish. Membership of this committee is also extended to members of the public.

### **Financial risk management**

There is no associated financial risk; Councillors are required to disclose any interests, personal or pecuniary, in addition to those already stated on their Register of Interests.

### **Sports Pavilions Management Committee (SPMC)**

The SPMC has delegation to manage the recreation ground, formal sports and recreation facilities to within budget allocations. The Committee is advised by the Clerk and supported by the Administrator.

### **Democratic compliance**

Membership of this committee is fully inclusive and by application to the Sports Pavilion Management Committee Chairman, Parish Administrator or Parish Clerk.

The Constitution requires User groups to nominate at least one representative to sit on the SPMC as well as the co-option of 2 members of Public.

Meetings are held in meeting venues which comply with legislation and Councils Standing Orders, and are advertised on the village noticeboard and Council website with no less than 3 clear working days notice.

Councillors not on the SPMC are notified of, and invited to attend and take part in the meeting should they so wish. Membership of this committee is also extended to members of the public.

### **Financial risk management**

There is no associated financial risk; Councillors on the SPMC are required to disclose any interests, personal or pecuniary, in addition to those already stated on their Register of Interests. Groups representatives are also required to disclose any interests.

The Committee receives a quarterly financial statement relating to its responsibilities.

## **Officer delegation**

### **Clerk:**

The Clerk is The Council's Proper Officer and Council can arrange the discharge of any of its functions by the Clerk<sup>1</sup>

The document "Delegation Of Powers To The Parish Clerk & Assistant Parish Clerk" appended to this report outlines current delegations to Officers.

### **Assistant Clerk:**

Powers would be delegated only in the circumstances of the ongoing absence of the Parish Clerk due to sickness or holiday. Delegation is slightly different to that of the Clerk and is summarised in Appendix A.

## **Financial and other risk management**

There is low financial risk; the Clerk has delegation to spend up to a set amount indicated in Council's Financial Regulations in the event of an emergency.

The Clerk is required to disclose any personal financial interest in proposed contracts<sup>2</sup>

The Clerk must report any expenditure or actions made under delegation to The Council for ratification. Delegation may be given for one off projects or in respect of a function.

The Clerk has delegation to spend the budget in accordance with respective allocations, with quarterly reporting to the Council via its Finance Committee.

## **Notes to delegations:**

- Committees do not have delegation to agree any course of action which may have financial, legal or other obligations for The Council.
- \* Although delegation is in place, due process requires risk to be considered for each individual case. When representing Council with external agencies, close liaison with senior Council Members and Officers should be maintained throughout the process.
- Corporate responsibility cannot be delegated to a Committee or member of staff.
- Committee membership will be updated annually at Council's annual meeting, or as soon as practicable should Members step down and the quorum of the Committee therefore be compromised.

Adopted by Broadclyst parish Council at its meeting on 4<sup>th</sup> January 2016

Signed: ..... (Cllr Chris Pepper - Chairman)

Date: .....4<sup>th</sup> January 2016

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<sup>1</sup> S 101 (1a)

<sup>2</sup> S 117

## Appendix A

### DELEGATION OF POWERS TO THE PARISH CLERK & ASSISTANT PARISH CLERK

#### Parish Clerk

Over the past few years a number of powers have been delegated by Broadclyst Parish Council to the Parish Clerk. These delegated powers arise as the everyday duties of the Proper Officer and Responsible Finance Officer.

It is the duty of the Council to review these delegations on an annual basis and confirm as appropriate.

1. The Clerk has day to day responsibility for the management of all staff employed by Broadclyst Parish Council and applies to all staff working within the organisation and to all employees working off the premises. It extends to include non-permanent workers such as secondees, contractors, agency, temporary staff, consultants and any other workers.
2. The Clerk is empowered to take financial action to deal with an emergency situation arising that is within the powers of the Parish Council
3. The Clerk is empowered to act as a representative of the Parish Council on all Broadclyst Parish Council working groups
4. The Clerk is empowered with regard to purchasing (as per Council's Financial Regulations)
  - a. To purchase items in support of ratified decisions
  - b. To purchase items in support of the day to day running of the Parish Council up to a value of £500 per item
  - c. To raise payments to meet employment obligations re salaries in accordance with rates agreed by the Council
  - d. To make purchases formally delegated by the Parish Council or any of its committees with delegated powers
5. The Clerk is empowered to manage the Council's bank accounts on a day to day basis and to invest monies as appropriate and agreed by the Council
6. The Clerk is empowered to manage the day to day operation of the Council Office and other Council Assets

#### Assistant Parish Clerk

Powers would be delegated only in the circumstances of the ongoing absence of the Parish Clerk due to sickness or holiday. All decisions made by the Assistant Parish Clerk relating to this delegation of powers should be in consultation with the Chairman wherever practicable and cover:

1. Day to day responsibility for the management of all staff employed by Broadclyst Parish Council
2. Taking financial action to deal with an emergency situation arising that is within the powers of the Parish Council
3.
  - a. Purchasing items in support of ratified decisions
  - b. Raising payments to meet employment obligations re salaries in accordance with rates agreed by the Council
  - c. Making purchases formally delegated by the Parish Council or any of its committees with delegated powers
  - d. Raising payments in support of the day to day running of the Parish Council up to a value of £500 per item by previous agreement with any two of the following : the Chairman, the Vice Chairman, the Chair of Finance Committee) (*note : amended from Clerk's responsibilities*)
4. Managing the Council's bank accounts on a day to day basis and investing monies as appropriate and agreed by the Council
5. Attendance at working group meetings as requested in order to facilitate meetings
6. Day to day responsibility for the operation of the Council Office and other Council Assets