

# BOUGHTON UNDER BLEAN PARISH COUNCIL

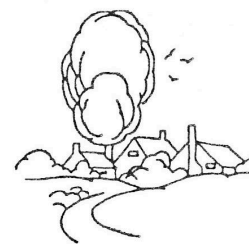
## Scheme of Delegation

Adopted: 20<sup>th</sup> March 2020

Last reviewed: June 2024

Next review: June 2025

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The Local Government Act 1972 Section 101 gives the power to delegate authority for making decisions on behalf of the Parish Council, as and when appropriate.

### **1. Scheme of Delegation**

This scheme of delegation gives authorisation to the Proper Officer and Responsible Financial Officer.

### **2. Responsible Financial Officer (RFO)**

The Clerk to the Council shall be the Responsible Financial Officer (RFO) 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.

### **3. Proper Officer**

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

- Receive declarations of acceptance of office
- Receive and record members' interests
- Receive and grant dispensations according to the Council's Code of Conduct; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Receive and retain plans and documents
- Sign notices or other documents on behalf of the Council
- Sign summons to attend meetings of the Council

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

- Manage day to day administration of the Council's services and amenities.
- Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee.
- 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.
- Discharge of relevant audit duties.
- Authorisation of routine expenditure in accordance with the Council's Financial Regulations.
- Authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees/ Councillors.

- Act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- Release urgent press statements on any activities subject to prior consultation with the Chairman or Vice-Chairman.
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
- Maintain and manage the content of the Council's website and social media channels.

### **Urgent situations**

In urgent situations, the Clerk has the delegated authority to undertake the following matters on behalf of the Council (with the written agreement of two members of the Council, approaching the Chairman and Vice Chairman in the first instance)

- To spend against specific items in the Parish Council's budget i.e., for contractors, insurance, salaries etc., all of which having been identified in the budget when setting the precept
- Maximum spend of £2,000.00 per payment (online banking or cheque)
- Responding to planning applications (after consultation with three members of the Council who are on the Planning Committee)
- At the next ordinary meeting of the Parish Council following any matter(s) resolved under the Urgent Situations element in this Scheme of Delegation, a report will be submitted setting out all the relevant information in relation to any action taken and detailing the reasons why it was necessary to deal with the matter(s) outside of an ordinary or extraordinary meeting.