

POINTON & SEMPRINGHAM PARISH COUNCIL-Ordinary Scheme of Delegation

1. Introduction

1.1. This scheme of delegation outlines the delegation of duties to officers of the council during ordinary periods. The activities included in this document are not exclusive and will be carried out in addition to any responsibilities and duties already conferred to the post of Clerk and RFO.

1.2. Delegated powers within this scheme may already be provided within existing policies of the council including but not limited to Standing Orders and Financial Regulations. The purpose of this scheme is to detail in a single document the delegated powers given to officers on a day-to-day basis.

1.3. The following provisions to this policy should be noted:

- The delegations in this scheme are subject to any limitations imposed by law, the budget and the Council’s policies including Standing Orders and Financial Regulations.
- The inclusion of examples in the scheme does not limit the generality of the wording to which the example relates.
- The reference to a legislative provision extends to any amendment or re-enactment or consolidation of that provision.
- In the exercise of any statutory function any words or phrases in the appropriate part of the scheme which are defined in the relevant legislation shall bear the same definition as in that legislation.
- Grant of a delegated power does not necessarily imply any budget provision for the exercise of that power or the consequences of such exercise.
- All delegated powers referred to in the scheme are given to the Clerk/RFO only.

2. Table of delegated authority.

	Delegated Authority	Relevant Policy	Consultation and reporting process
Staffing			
1. Expenses, travel and reimbursements	Save for the Clerk’s expenses, the approval of financial allowances to staff for travelling, subsistence and eye tests.	Expenses policy	Included in the list of payments presented to Full Council.
2. Absences and working time	Agree all leave arrangements with employees and document absence due to sickness, holiday, bereavement, parental leave and care and compassionate leave. To receive timesheets and arrange TOIL where necessary.	Absence Policy	Ordinary leave arrangements such as annual leave, sickness or compassionate leave will not be reported to council. Additional leave arrangements beyond those listed in the policy

			for care and compassion or bereavement will be considered by the committee responsible for staffing.
3. Management and disciplinary procedures	To carry out appraisals for all staff and make recommendations for salary increments, training and performance development plans as appropriate. To carry out informal procedures for performance management.	Staff support, Appraisal and Performance Policy Disciplinary policy	Reported to committee responsible for staffing
Corporate and Miscellaneous			
4. Representing council	To represent the authority at any conference or meeting to which the authority is invited unless the Council has indicated otherwise.	N/A	Reported to Full Council
5. Data Protection	To respond to requests for information including requests made under Subject Access arrangements and Freedom of Information	Data Protection policy Subject Access procedure	Request and response reported to Full Council at the next appropriate meeting
6. Training	To arrange training for staff and councillors which falls under the Annual Training Scheme and any other training (with or without an additional cost) which covers the minimum training requirements as listed in the Training policy. Formal qualifications and any other training requests will be considered by the Council or appropriate committee.	Training Policy	Where there is ambiguity, the Clerk will make a decision in consultation with the Chairman of the committee responsible for personnel matters. Attendance at training reported to Full Council and included in Annual Reports.
7. Planning	To submit comments on behalf of the council for planning applications in consultation with the Chairman of the relevant committee and the Chairman of the Council, only in the following circumstances: - Where a meeting of the committee cannot be held prior to the consultation deadline - Where an extension to the consultation period has been refused	This delegation is not provided within an existing policy. It is however recommended for adoption in the scheme	Reported to Full Council
8. Media	To maintain the Parish Council's website and make decisions on the style and content of the webpages. To maintain the Council's Facebook page and determine its content.	Social Media policy. Social Media Policy	No consultation required. Not reported.

	<p><u>Urgent situations</u> In urgent situations, the clerk can issue a letter or press release with the agreement of the chairman of the council or relevant committee.</p>	Social Media Policy	Consultation with the Chairman of the Council. Where possible, members of the Council or committee should have the opportunity to comment on a draft copy beforehand.
9. Meetings and Council Members	<p>Receive and hold declarations of acceptance of office for Councillors Receive and record notices disclosing interests at meetings. Sign and issue summonses to attend meetings of the Council Notify the SKDC of any casual vacancies and liaise with him/her regarding elections.</p>	<p>Standing Orders 15b.</p> <p>Councillor vacancies- To be written when needed.</p>	No consultation required. Not reported.
Financial			
10. Authority to spend	<p>To authorise expenditure which is budgeted for including but not limited to expenditure relating to:</p> <ul style="list-style-type: none"> - Stocks and supplies for facilities, cleaning and administration - Caretaker materials for repairs and maintenance - External contractors for maintenance, repairs or assistance (up to £250 in ordinary circumstances). - Return of deposits for hire of facilities such as the pavilion or allotments. <p>In addition, the clerk is authorised to incur expenditure, in conjunction with the Chairman or Chairman of appropriate committee for any items below £1000 which may or may not have a budgetary provision.</p> <p>In cases of extreme risk to the delivery of council services, authority is given to the clerk in to incur revenue expenditure (with budgetary provision or not) for repairs, replacement or other work up to £500.</p>	<p>Financial Regulation 4.1</p> <p>Financial Regulations 4.1</p> <p>Financial Regulations 4.5</p>	<p>Reported in the list of payments submitted for approval to Full Council.</p> <p>To be reported to the Chairman as soon as possible. To be reported to the Council at the next scheduled meeting</p>
11. Authorising and making instruction for payment	<p>To authorise payments:</p> <p>a. If a payment is necessary to avoid a charge to interest under</p>	Financial Regulation 5.5 and 5.6	A list of such payments shall be submitted to the next appropriate meeting of council

	<p>the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of council, where the clerk and RFO certify that there is no dispute or other reason to delay payment.</p> <p>To authorise payment for:</p> <p>b. Expenditure items relating to a continuing contract, statutory duty or obligation. This includes (but is not exclusive to) salaries, PAYE, NI, pension, regular maintenance contracts.</p> <p>c. fund transfers within the councils banking arrangements up to the sum of £10,000.</p>	<p>Financial Regulations 5.5, 5.6, 5.7, 6.2 and 6.6</p> <p>Financial Regulations 5.5</p>	<p>Full Council shall confirm the clerk's authority to make such regular payments on an annual basis. A record of regular payments shall be drawn up and signed by two members on each occasion when payment is authorised. A list of such payments shall be submitted to the next appropriate meeting of council.</p> <p>A list of such payments shall be submitted to the next appropriate meeting of council or other relevant committee.</p>
12. Income	To collect all income due to the Council including appropriate interest and costs.	Financial Regulation 9.5	No consultation required. Statements of income presented to Full Council
13. Grants	To apply for grants on the Council's behalf which cannot reasonably wait to be considered until the next meeting.	This delegation is not provided within an existing policy.	In consultation with the Chairman of the relevant Standing Orders and the Chairman of the Council.
Leisure, recreation, sport and other services			
14. Recreation spaces and hire	To grant permissions for the use of recreational open space.	This delegation is not provided within an existing policy.	Consultation required with regular updates reported to Council.
15. Inspections	Carry out routine inspections of the Council's facilities, buildings and services	This delegation is not provided within an existing policy.	Consultation required with regular updates reported to Council.

3. Review arrangements

3.1. This policy will be reviewed annually by the Full Council who will recommend alterations, adoption or revocation of the policy.

Version number	Purpose/change	Author	Date	Review Date
1	Initial draft	RB	21/10/22	October 2023
2	Review (altered)	RB	19/9/23	September 2024
	Review		22/10/24	October 2025