



## OLD BASING & LYCHPIT PARISH COUNCIL

The Pavilion  
The Recreation Ground  
The Street  
Old Basing  
RG24 7DA

### SCHEME OF DELEGATION

#### Introduction

This Scheme of Delegation sets out the powers available to a Parish Council to delegate powers and the way in which **Old Basing & Lychpit Parish Council** will utilise these powers in accordance with the law.

This Scheme is not comprehensive as it is subject to the Parish Council's Standing Orders and Financial Regulations.

The power to delegate functions is set out in the Local Government Act 1972 s101. The Parish Clerk is defined as the Proper Officer who will carry out functions provided by the Local Government act 1972 and the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

The intention of the delegation scheme is to allow The Parish Council to act with all reasonable speed and take decisions at the most suitable level.

Therefore, the Parish Clerk is given powers over the day-to-day administration of the Council and Committees and will determine matters within their terms of reference.

Any decisions taken under this Scheme of Delegation will, where possible, be taken in consultation with the relevant Council or Committee Chair and reported to the next available Council or Committee meeting.

#### **Old Basing & Lychpit Parish Council's Committee Structure:**

##### **Full Parish Council**

*Meetings held on the 1<sup>st</sup> Tuesday monthly*

##### **Planning & Development Committee**

*Meetings held on the 2<sup>nd</sup> & 3<sup>rd</sup> Tuesday Monthly*

##### **Planning & Development Sub-Committee**

*Meetings held as required generally preceding Planning & Development*

##### **Facilities Management Committee**

*Meetings held every 6-8 weeks on a Tuesday*

##### **Finance & Resources Committee**

*Meetings held 3 times per year on a Tuesday*



## **DELEGATED POWERS**

### **Delegated Powers and Responsibilities to the Parish Clerk**

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control.
- Overall responsibility for staff.
- Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council, but not requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine budget expenditure in accordance with the Financial Regulations and to manage timely transfer of funds between the Council's bank accounts to maintain adequate cash flow.
- Handling of requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations, in consultation with the Chairman and/or Vice Chairman.
- Updating and managing the content of the Council's website and Facebook account.
- Co-ordinating the content and publishing the Council's newsletters and press statements, in consultation with the relevant Chairman.
- Disposal of Council records according to legal restrictions and the Council's Document Retention Policy.
- Preparation and submission of comments to consultations or correspondence where the Council's policy stance is known.
- Authority to liaise with third parties and invite representatives to Council or Committee meetings which are of interest to agreed Council policies, services or projects.
- Take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent Health & Safety matters, in consultation with the Chairman/Vice Chairman of the Council or relevant Committee.
- Authorisation to allow community organisations use of the Parish Council's assets or facilities for activities which support the Parish or Parish Council activities.

### **Urgent Decisions of the Council**

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council.

Decisions made under this delegation will be reported to, and recorded in the minutes of, the next full Council meeting.



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Under this delegation, where appropriate, the Clerk may decide that an Extraordinary Meeting of the Council is called to deal with an urgent matter.

### **Delegation of Planning Matters**

The Parish Council delegates decisions arising under development control consultations to the **Deputy Clerk (as the Clerk responsible for Planning matters)** in consultation with the Chairman and Vice-Chairman of the Planning & Development Committee or Planning & Development Sub-Committee.

Consultation may be by correspondence, email or in person or arising from meetings of the Council.

Relevant papers will be circulated to Councillors who should return comments to the Planning Clerk to determine the Council's response within the consultation period.

Delegated decisions will be reported to and recorded in the minutes of the next Planning & Development Committee meeting.

Preparation and submission of comments to Planning Applications where a deadline falls before the next available Planning & Development Committee and in consultation with the Committee Chair.

In respect of controversial or major development proposals, the Planning Clerk, in consultation with the Chairman, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter.