

Knockin Parish Council

SCHEME OF DELEGATION

This Scheme of Delegation was adopted by the Council at the Meeting held 14.5.19

Introduction.

This document sets out the manner in which Knockin Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders, Financial Regulations and Statement of Internal Control.

The power to delegate functions is set out in the Local Government Act 1972 s101.

The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day to day administration of the Council, Committees (if any) to decide matters within their Terms of Reference, and matters of major policy should be referred to the full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next available Council meeting.

Proper Officer, Responsible Financial Officer and Data Protection Officer

The Clerk shall be:

- the Proper Officer and carry out the functions as provided by the Local Government Act 1972.
- the Responsible Financial Officer in accordance with the Accounts and Audit Regulations in force at any given time.
- the Data Protection Officer as required by the General Data Protection Regulation.

Clerk's Delegated Powers and Responsibilities

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.
- 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.
- 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.
- Authorisation of routine expenditure in accordance with Financial Regulation 4 (Budgetary Control and Authority to Spend).
- Preparation and submission of comments to Planning Applications where the Council's agreed stance is known.
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation (whichever is in force at the time of request)
- Issuing press releases and statements to the press on the Council's known policies.
- Updating and managing the content of the Council's website.

- Co-ordination of articles for the Telescope newsletter.
- Disposal of Council records according to legal restrictions and the Council's Record Management Policy.
- Take appropriate actions arising from emergencies in consultation with Chair/Vice Chair of the Council as appropriate to the circumstances.
- Responding to minor planning applications that fall outside the meeting schedule and are not deemed sufficiently important to warrant a special meeting following consultation with councillors via email.

Scheme adopted: 14.5.19