

UTTERBY PARISH COUNCIL SCHEME OF DELEGATION

1. Introduction This Scheme of Delegation defines the powers and responsibilities of Utterby Parish Council and the delegation of authority to officers. It ensures effective governance and decision-making by setting clear guidelines for the delegation of tasks and duties.

2. General Principles

- All delegated powers are exercised in accordance with the law and the policies adopted by the Council.
- Decisions made under delegation should align with the objectives and strategies set by the Parish Council.
- Delegated powers are exercised with transparency, accountability, and full reporting to the Parish Council.

3. Delegation to the Clerk (Proper Officer) The Clerk is the Proper Officer and has delegated authority for the day-to-day management of the Parish Council's business. The powers delegated to the Clerk include:

- **Administrative Functions:**
 - Issuing notices, agendas, and minutes for meetings.
 - Correspondence on behalf of the Council.
 - Managing the Parish Council's website and other communications channels.
 - Maintaining Parish Council records.
 - Calling extra meetings where there are planning applications with deadlines that fall before the next scheduled meeting.
- **Financial Management:**
 - Managing the Parish Council's finances, including making payments for approved expenditures.
 - Preparing and presenting financial reports to the Council.
 - Administering grants and funding applications as directed by the Parish Council.
- **Emergency Actions:**
 - Taking necessary actions in emergencies where immediate decision-making is required, reporting back to the Parish Council at the earliest opportunity.
- **Legal Compliance:**
 - Ensuring the Parish Council complies with all statutory requirements, including health and safety, data protection, and governance.

4. Financial Management and Expenditure

- **Clerk's Discretion:**

- The Clerk is authorized to make expenditure decisions within the agreed budget limits and in accordance with the Parish Council's financial regulations.
- **Pre-Approval Requirement:**
 - Expenditures outside the scope of delegated authority must be approved by the Parish Council.
- **Emergency Expenditure:**
 - In cases of emergency, the Clerk may approve expenditure up to a set limit without prior consultation with the full Parish Council, provided that it is reported at the next meeting.

5. Reporting and Accountability

- All decisions made under delegation must be reported to the next full Parish Council meeting.
- The Clerk will provide regular updates to the Parish Council on the progress of delegated tasks.
- The Parish Council will review the Scheme of Delegation annually to ensure its appropriateness and compliance with legal requirements.

6. Review of the Scheme of Delegation

The Parish Council will review this Scheme of Delegation on an annual basis or in response to significant changes in the council's structure, operations, or legislation.

7. Conclusion This Scheme of Delegation ensures that the Parish Council operates efficiently, with clear lines of accountability and authority. It is the responsibility of all Councillors and officers to ensure that decisions are made in accordance with this scheme.

Date of policy:

Approving committee: Full Council

Date of committee meeting: 13 May 2025

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from: 12 May 2026

Date for next review: May 2027