



# **RUDGWICK PARISH COUNCIL**

## **SCHEME OF DELEGATION**

<b>Date Adopted</b>	<b>Minute Number</b>	<b>Review Date</b>
14 May 2018	46/18	May 2020

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

This scheme of delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person – the Clerk to the Council), standing committees and sub-committees of the Council to act with delegated authority in the same specific circumstances.

### **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' interest
- 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
- Receive copies of bye-laws made by a primary local authority
- Certify copies of bye-laws made by the Council
- Sign summons to attend meetings of the Council
- To institute and appear in any legal proceedings authorised by the Council

**In the absence of the Clerk, the assistant Clerk is authorised to carry out the duties of the Proper Officer.**

In addition, 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 inspection and control
- Day to day supervision and control of all staff employed by the Council
- Implement national pay awards and conditions of service in line with the National Joint Council Scheme of Conditions of Service as amended by Local Agreement
- Authorisation to call any extra-ordinary meetings of the Council or any Committee as necessary, having consulted with the Chairman of the Council, and/or the Chairman 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 recurring expenditure within the agreed budget according to the Council's financial regulations
- Emergency expenditure up to £500 outside of the agreed budget according to financial regulations.
- To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000

#### **4. The Council**

The full Council (Eleven Members) can take all decisions or it may appoint one or more committees or sub committees for the purpose of discharging its functions. It may also delegate some of its functions to the officer(s) of the Parish Council.

The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration:

- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bye-laws
- Making of Orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings)
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee
- All other matters which must by law be reserved to the full Council

#### **5. Committees**

The Planning Committee has delegated powers.

- Where planning deadlines have to be met outside meeting dates, councillors will meet electronically. The Chair of the Planning Committee to confirm the decision and the Clerk to inform Horsham District Council Planning.