

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer/ Responsible Financial Officer, Standing Committees and Sub Committees of the Council to act with delegated authority in the specific circumstances detailed.

1. Parish Clerk

1.1.1 The Parish Clerk shall be the Proper Officer and Responsible Financial Officer of the Council. Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

1.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day to day administration of services, together with routine inspection and control.
- Day to day supervision of all staff employed by the Council.
- Authorisation of routine expenditure within the agreed budget.
- Emergency expenditure up to £2,500 outside the agreed budget.

2. Council

2.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate committee(s) may make recommendations for the Council's consideration.

- Setting the Precept;
- Borrowing money;
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking by-laws;

3. Committees

3.1 The Finance and Personnel Committee shall operate within its terms of reference as follows:

Finance and Personnel Committee

To exercise all the powers and duties of the Council within the remit outlined below.

- To exercise collective responsibility for the Council's finances.
- To recommend an annual budget to the Council for consideration.
- To make recommendations to the Parish Council for grants to outside organisations.
- To be responsible for Health and Safety and Risk Management on items within the Council's jurisdiction.
- To work with relevant bodies to promote the economic well being of the parish.
- To consider items of policy for recommendation to the Council.
- To consider Trust and Lease agreements for recommendation to the Council.
- To determine the required staffing levels and terms and conditions of all Parish Council employees, including annual pay reviews, working within the budgetary constraints set by the Council.
- To determine relevant training for employees and ensure the employees are adequately supported.

3.2 The Environment and Development Committee shall operate within its terms of reference as follows:

Environment and Development Committee

To exercise all the powers and duties of the Council within the remit outlined below.

- To respond to BANES on all submitted planning applications within the Parish and to raise objections and make comments where necessary.
- To consider, and where appropriate respond, to the BANES proposals for the Local Plan and other planning policies which impact on the development of the Parish.
- To respond to BANES on all submitted licensing applications within the Parish and to raise objections and make comments where necessary.
- To steer the Parish Plan for Westfield, in liaison with the community.
- To be responsible for the management of the allotments and open spaces under the jurisdiction of the Parish Council.
- To be responsible for communications with the local community through newsletters, website development etc.

4. Sub Committees

4.1 Sub Committee may be formed by resolution of the Committee to which they report. Delegated powers may be decided upon at the time the Sub Committee is formed, by means of a minute detailing the terms of reference.

5. Working Groups/Parties

5.1 Working groups/parties may be formed by resolution of the Council or a Committee at any time. The remit of such a working group/party will be decided upon at the time it is formed by means of a minute detailing the terms of reference. Each working group/party will report back with recommendations to the Council or the Committee that formed it.

6. Urgent Matters

6.1 In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult the Chair and Vice Chair of the Council and also the Chair of the Finance and Personnel Committee if the matter involves expenditure not provided for in the annual budget. With the concurrence of those member(s) the Parish Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. Full details of the circumstances justifying the urgency and of the action taken shall be submitted to the next available meeting of the Committee concerned or of the Council.

7. Delegation - Limitations

7.1 Committees and Sub Committees shall, at all times, act in accordance with the Council's standing orders, financial regulations and this scheme of delegation and, where applicable, any other rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

| Review History | To be reviewed annually |
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| Adopted by Parish Council on | 7 th November 2011 |
| Reviewed by Parish Council, no changes | 8 th May 2012 |
| Reviewed by Parish Council, no changes | 7 th May 2013 |
| Reviewed by Parish Council, no changes | 6 th May 2014 |
| Reviewed by Parish Council, no changes | 11 th May 2015 |

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| Reviewed by Parish Council, no changes | 3 rd May 2016 |
| Reviewed by Parish Council, no changes | 2 nd May 2017 |
| Reviewed by Parish Council, no changes | 8 th May 2018 |
| Date of next review | May 2019 |