



Scheme of Delegation

1. Purpose and Statutory Basis

This Scheme of Delegation sets out the powers delegated by Moretonhampstead Parish Council ("the Council") to its Clerk (as Proper Officer and Responsible Financial Officer) and to its Committees under Section 101 of the Local Government Act 1972.

Delegation enables efficient day-to-day management while ensuring that strategic, policy, and high-impact decisions remain with Full Council.

All delegated authority must be exercised in accordance with:

- Standing Orders
- Financial Regulations
- Council policies
- Relevant legislation
- This Scheme of Delegation

2. General Principles of Delegation

1. Delegation applies to functions, not decisions of individual councillors.
2. The Clerk may consult the Chair or Vice-Chair where appropriate, but consultation does not constitute direction.
3. The delegating body retains the right to exercise any delegated function.
4. Delegated decisions must be reported to the next appropriate Council meeting.
5. Delegation must not be used for:
 - setting policy
 - politically sensitive matters
 - decisions with significant financial or reputational impact
 - entering contracts above authorised limits

3. Delegated Authority to the Clerk (Proper Officer & RFO)

3.1 General Operational Authority

The Clerk is authorised to:

- Take action on any issue of urgency, where delay would cause:
 - financial loss
 - legal non-compliance
 - risk to public safety
 - disruption to council services
- Refer matters to an extraordinary meeting where appropriate.
- Undertake all duties of the Proper Officer and Responsible Financial Officer as defined in law.

Urgent decisions must be recorded and reported to Council.

3.2 Financial Delegation (Financial Regulations 6.8 & 5.15)

A. Payments authorised by the Clerk

The Clerk may authorise:

1. Routine payments up to £500 (ex VAT) within an agreed budget.
2. Urgent/risk-related payments up to £2,000 (ex VAT) where necessary to protect service delivery or public safety.
3. Any payment required to avoid late-payment penalties or comply with contractual terms, where the due date falls before the next Council meeting and no dispute exists.
4. Internal bank transfers up to £10,000, with reporting to Council.

All payments authorised under delegated powers must be reported to the next appropriate Council meeting.

B. Procurement & Purchasing

The Clerk may authorise:

- Purchases below £500 (ex VAT) within an agreed budget.
- Purchases below £2,000 (ex VAT) following consultation with the Chair.

- Procurement must follow Financial Regulation 5.1, including obtaining value for money and normally three quotations, except for works under £500 carried out by the Council's approved maintenance contractor.

3.3 Asset & Maintenance Management

The Clerk is authorised to:

- Commission minor works, repairs, or maintenance up to £500 (ex VAT) within budget.
- Commission urgent works up to £2,000 (ex VAT) where delay would pose risk to public safety or service delivery.
- Report all works commissioned under delegated authority to Council.

3.4 Staffing (Operational Management)

As the Clerk is the only employee, staffing delegation relates solely to the Clerk's own employment arrangements.

The Clerk is authorised to:

- Manage day-to-day administrative and operational duties of the Council.
- Implement decisions of the Staffing Committee relating to the Clerk's employment, performance, leave, and contractual matters.
- Work with the Staffing Committee where additional hours beyond core contracted hours are required.
- The Staffing Committee may oversee any process relating to the Clerk's employment, including disciplinary, grievance, performance review, and redundancy processes.
- Full Council makes all final decisions on recruitment or termination of the Clerk.

4. Delegated Authority to Committees

4.1 Staffing Committee

The Staffing Committee is delegated to:

- Manage all employment matters relating to the Clerk.
- Conduct performance reviews and determine annual salary awards.
- Administer leave and monitor absence.
- Oversee disciplinary, grievance, and dispute resolution processes.

- Oversee any process leading to dismissal or redundancy (Full Council makes final decisions).
- Confirm contractual terms and conditions.

4.2 Finance & Policy Committee

The Finance & Policy Committee is delegated to:

- Prepare the annual budget and recommend the precept to Full Council.
- Review quarterly financial performance against budget.
- Recommend in-year budget adjustments.
- Review proposals for non-budgeted expenditure.
- Oversee the Council's grant-making process.
- Ensure timely preparation of annual accounts and review drafts prior to Full Council approval.
- Oversee internal and external audit processes and review audit reports.
- Identify opportunities for additional funding.
- Consider grant applications from local groups.
- Oversee the Asset Register and risk assessment processes.
- Review financial or policy matters referred by Full Council.
- Formulate new policy recommendations and review existing policies.

The Finance & Policy Committee may authorise expenditure up to £5,000 (ex VAT) only where Full Council has delegated a specific budget for that purpose.

4.3 Planning Committee

The Planning Committee is delegated to:

- Consider planning applications where a meeting is required.
- Determine the Council's response to DNPA on planning matters.
- Request extensions to consultation periods.
- Hold site visits (without discussing merits).
- Meet with residents, developers, or Planning Officers.
- Make representations on enforcement matters.
- Refer major or strategic matters to Full Council.

- Authorise the Chair (or substitute) to speak at DNPA Development Management Committee.

The Planning Committee has no authority to incur expenditure.

4.4 Open Spaces Committee

The Open Spaces Committee is delegated to:

- Oversee the management, maintenance, and improvement of Council-owned open spaces and associated assets, as defined in the Open Spaces Committee Terms of Reference.
- Monitor condition, safety, and compliance of open spaces and associated assets.
- Recommend capital works, improvements, or policy changes to Full Council.
- Work with the Clerk to commission minor works within approved budgets.

The Open Spaces Committee may authorise expenditure up to £5,000 (ex VAT) only where Full Council has delegated a specific budget for that purpose.

5. Planning Delegation to the Clerk

Planning applications shall be received by the Clerk and circulated to all councillors.

Where no councillor requests that the application be brought to a meeting, the Clerk is authorised to submit the Council's response.

Councillors must submit comments individually to the Clerk, avoiding discussion between members to prevent predetermination.

6. Limitations on Delegation

Delegated authority may not be used to:

- Set or amend Council policy
- Approve contracts above authorised limits
- Make decisions with significant financial, political, or reputational impact
- Commit the Council to long-term obligations
- Authorise expenditure outside approved budgets (except where permitted under FR 6.8)

Where the Clerk considers a matter inappropriate for delegated decision, it must be referred to Council.

7. Recording and Publication of Officer Decisions

Under the Openness of Local Government Bodies Regulations 2014, the Clerk must keep a written record of decisions made under delegated powers where they:

- affect the rights or property of an individual, or
- award a contract or incur expenditure above £2,500.

The Clerk shall maintain a Delegated Decisions Log and publish relevant decisions on the Council website.

8. Review

- **Policy adopted:** September 2026
- **Next review due:** August 2028