



Catterall Parish Council

Scheme of Delegation

Introduction

Under s101 of the Local Government Act 1972 the council can arrange for the discharge of any of its functions by an officer of that authority (as well as by a committee or sub-committee, or by any other local authority).

In order to aid the proper administration of its functions Catterall Parish Council has agreed to delegate the following decisions.

Clerk and Responsible Financial Officer

Planning

When a planning application is received a deadline date for the parish council's response is given by the Planning Officer concerned. Where that date is after the next parish council meeting the application will form part of the agenda for decision. Where the deadline date is earlier than the next meeting the Clerk and Responsible Financial Officer will seek an extension to the deadline so that the application can be considered at that meeting.

In circumstances where the Planning Officer cannot grant an extension to the deadline the Clerk will provide details of small scale and routine applications to all councillors. Where no queries or objections to the application are received from councillors the Clerk and Responsible Financial Officer has delegated authority to inform the Planning Department of the decision of the council.

If the application is major or the Clerk and Responsible Financial Officer considers (in consultation with the Chair and/or Vice-Chair) considers that the application is non-routine or contentious the Chair will call an Extraordinary Meeting so that the council can consider the application and respond before the deadline.

Administration

To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chair and/or Vice Chair and take their views into account.

To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00.

Where a request to hire the playing field is made and the deadline for response



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is before the next normal meeting, to authorize such requests provided that it is in line with previous authorized requests and that the hirer satisfies the council's requirements in terms of agreement to any booking conditions in force at the time and the indemnification of the council against any claims. To determine, in consultation with the Chair and/or Vice-Chair, any hire fee to be levied.

To sign cheques or authorise electronic payments only in circumstances where the required two authorised signatories are not available.

To authorise the payment of items only in the following circumstances: a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council. b) An expenditure item authorised under Financial Regulation 5.6 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or c) fund transfers within the council's banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

Record Keeping

The Clerk and Responsible Financial Officer, when making decisions under delegated powers, will keep clear and accurate records of the decision and the reasons for it and report such decisions to the council at its next meeting.

Personnel Committee

The Personnel Committee is authorized by the council to deal staffing and other contractual matters as follows:

The Committee will have responsibility for the management of the Council's personnel matters in accordance with legislative requirements, regulations and best practice guidelines. These responsibilities include:

To manage the recruitment and selection of staff (noting that the appointment of the Clerk is reserved to the Council)

To keep under review contracts and terms and conditions of employment and ensure that they follow current guidance from NALC (and SLCC where appropriate). Make recommendations to the Council where there are cost implications

To manage staff performance in accordance with the relevant Council policies and



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procedures including managing dealing with any staff disciplinary matters

To conduct the annual appraisal of the Clerk and to receive a summary of the Lengthsman's annual appraisal

To consider and facilitate training and development needs that arise from appraisals and regular supervision sessions, making recommendations to the Council where there are cost implications

To consider applications for salary review in accordance with guidance and to make recommendations to the Council

To consider matters relating to the health and safety of staff ensuring compliance with the relevant legislation, referring cost implications to the Council.

To prepare employment policies and procedures to both ensure that the Council meets its legal obligations and delivers its aspiration to be a best practice employer

To deal with any staff grievance in accordance with the Council's Grievance Procedure

To deal with regular or sustained staff absence in accordance with the Council's Sickness Absence Policy

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

Review

The council's Standing Orders s5 para j (v) requires that delegation arrangements to committees, sub-committees, staff and other local authorities be considered at the council's Annual Meeting.



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Version Number	Purpose/Change	Author	Date
V0.1	Draft protocol to be approved by council	J. Finch, Councillor	08/2022
V1.0	Adopted by council – minute 3606	J. Finch, Councillor	06/09/2022