**PAPER A**

**IDE PARISH COUNCIL**

**Scheme of Delegation**

**Proposal for adoption at a meeting of Ide Parish Council on Wednesday 25 March 2020**

**Introduction.**

This document sets out how Ide Parish Council delegates certain powers and responsibilities. It is one of four instruments with which the Council regulates its affairs. The others are its Standing Orders, Financial Regulations and Statement of Internal Control. The power to delegate functions is set out in the Local Government Act 1972 s101. The intention of a delegation scheme is to allow the Council to act with reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is delegated powers over the day to day administration of the Council; Committees decide matters within their Terms of Reference; and matters of major policy should be dealt with by the full Council.

**The Clerk and Responsible Financial Officer**

1.The Clerk to the Parish Council shall as The Clerk ensure the proper discharge of its day to day functions.

2.The Clerk shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council’s accounting procedures, in accordance with the Audit Regulations in force at any given time.

3. The Clerk shall be the Proper Officer of the Council and carry out the functions as provided by the Local Government Act 1972. The Clerk 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.

4. As well as the functions set out above and in the Clerk’s job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

4.1 Incurring expenditure on items where the Council (or the appropriate Committee under delegated powers) within a budget approved by the Council has agreed the expenditure.

4.2 Acting on matters relating to Health and Safety.

4.3 Granting of a dispensation to a councillor or non-councillor with voting rights at a meeting at which a matter is being considered in which they have a disclosable pecuniary interest.

4.4 To spend up to £250 for additional audit work as required by the External Auditor (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman or Vice-Chairman of the Council).

4.5 In cases of risk to the delivery of council services, the Clerk /RFO may authorise revenue expenditure on behalf of the council which in the clerk’s judgment it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall discuss and obtain the approval of the Council chair and vice chair before making such expenditure, and report it to the next Council meeting.

4.6 To sign on behalf of the Council any document necessary to enable Council decisions to be enforced.

4.7 To act as the Council’s designated officer for the purposes of the Freedom of Information Act 2000.

4.8 To act as the Council’s designated officer for the determining of the purposes and the means of the processing of personal data under the General Data Protection Regulations (GDPR) and to liaise with the Council’s appointed Data Protection Officer.

4.9 To call any extraordinary 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.

4.10 Authority 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.

MARCH 2020

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