



PILLING PARISH COUNCIL

GOVERNANCE AND SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) and Standing Committees of the Parish Council to act with delegated authority in the specific circumstances detailed.

1. Proper Officer and Responsible Financial Officer - Duties and Powers

1.2 Responsible Financial Officer

The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:

- 2.1.1 Receive declarations of acceptance of office;
- 2.1.2 Receive and record notices from Councillors disclosing interests;
- 2.1.3 Receive and retain plans and documents;
- 2.1.4 Sign Notices or other documents on behalf of the Council;
- 2.1.7 Sign and issue summonses to attend meetings of the Council.
- 2.1.8 Give public notice of the time, place and agenda, at least 3 clear days before a meeting of the Council

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

2.2.1 The day to day administration of services, together with routine inspection and control.

2.2.2 Day to day supervision and control of all staff employed by the Council.

2.2.3 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 or Vice Chair if available and take and take his/her view into account.

2.2.4 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 £2000.00.

2.2.5 To take any action regarding minor repairs (up to a cost of £ 500.00) and to report minor matters to the relevant authority.

2.2.6 Delegated actions shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and shall be reported to the next available Council meeting.

3. Council

3.1 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.

- I.setting the final budget or the precept (council tax requirement);
- II.the outcome of a review of the effectiveness of its internal controls
- III.approving accounting statements;
- IV.approving an annual governance statement;
- V.borrowing;
- VI.declaring eligibility for the General Power of Competence; and addressing recommendations from the internal or external auditors
- VII.Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- VIII.Making of Orders under any Statutory powers;
- IX.Matters of principle or policy.
- X.Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings);
- XI.Any proposed new undertakings;
- XII.Prosecution or defence in a court of law;
- XIII.Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

4. Standing Committees

The Chair and Deputy Chair will be ex-officio members of every committee; for the sake of clarity this is to allow them voting rights at all committees either or both may attend. As ex-officio members they will make part of the quorum for a Committee.

Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Deputy-Chair who shall hold office until the next Annual Meeting of the council.

The Chair of the Parish Council shall not be elected as Chair of any committee save with the express approval of the Council given on consideration of a report from the committee setting out the exceptional reasons justifying the election.

4.1 Finance Committee

The Finance and Amenities Committee will comprises 4 members

The Quorum of the committee shall be 3 members

The committee shall be delegated to make decisions on behalf of the Council in the following matters:

- I. All matters relating to Finance with the exception of those at paragraph 3.1 .
- II. All matters appertaining to economic and budgetary policies and delivery including any matter with a fiscal impact not specifically falling within the remit of any other Committee.
- III. All matters appertaining to Town Council assets and amenities; actively maximise the benefits of the assets to residents balancing against costs.
- IV. All matters appertaining to Financial Regulations and any other Finance and Amenities related policies.
- V. To monitor income and expenditure quarterly and to make any recommendations to the Council.
- VI. To ensure that the Council is adequately insured and that this is reviewed annually and recommend to Full Council accordingly.
- VII. To administer, together with the RFO, the Council's investments and make changes, if thought necessary, from time to time, to get the best interest available.
- VIII. To make recommendations to Council on the Budgets of all Standing Committees.
- IX. Approve amendments/updates to the following policies:
 - I. Register of assets
 - II. Risk management policy
 - III. Risk register
 - IV. Publication scheme
 - V. Investment strategy
 - VI. Reserves policy
 - VII. Grants policy
- X. Any other matter which may be delegated to it by the Council from time to time.

The following matters are reserved to the Council for decision but the Committee may make recommendations:

- I. Setting the Budget and Precept
- II. Recommendation of the Committee's budget each financial year.
- III. Any funding required outside of the set budget in any given financial year.
- IV. Any other matter which may be delegated to it by the Council from time to time.
- V. The Finance and Amenities Committee may refer specific matters to the Council for a final decision if it so wishes.

4.2 Planning Committee

The Planning Committee comprises 4 members

The Quorum of the committee shall be 3 members

The **Planning Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- I. To comment on planning applications received from the Planning Authority
- II. That the Committee delegates, to the Clerk and Chair of the Planning Committee, the response to Wyre Council, on planning applications received, which require a response in between Council meetings. This scenario will typically happen between the July and September, and December and January Council meetings. As part of the delegation process views will be sought from Committee members. The Clerk will determine whether an extra ordinary meeting should be scheduled if there is a difference in opinion of views from members or it is a major/ controversial application.
- III. Any other matter which may be delegated to it by the Council from time to time
- IV. The Planning Committee shall comment/ make recommendations to the Council on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- V. On any other planning matter that affects the Town.

4.3 Personnel Committee

The Personnel Committee comprises 4 members

The Quorum of the committee shall be 3 members

The Committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of both the Clerk to the Council and Parish Lengthsman
- of relevant council protocols and policies

The Chair will be appointed at the first Personnel Committee meeting, after the Annual meeting of the Council

The Personnel Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- I. To oversee the work of the Parish Clerk and Parish Lengthsman and monitor and approve leave arrangements, sickness absence and TOIL;
- II. Appointment of new staff;
- III. To agree minor modifications to Terms and Conditions of employment if and when required within the recommended terms of the 'green book' for local authority staff and within budget constraints;
- IV. To hear, consider and recommend for approval or otherwise any re-grading applications;
- V. Dealing with any Grievance, Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed;
- VI. Consider recommendations from the Appeal Panel and take necessary actions thereon;
- VII. To recommend contractual salary increments within National pay scales to Pilling Parish Council;
- VIII. Appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
- IX. To oversee arrangements for Health & Safety in relation to employees of the Parish Council and ensure risk assessments are undertaken

4.4 Sub Committees

There are no other Standing Sub-Committees but they may be formed by resolution of the Council at any time and 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. Delegation - Limitations

5.1 Committees shall, at all times, act in accordance with the Councils 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.

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