



SCHEME OF DELEGATION 2025

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

1. Responsible Financial Officer

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

2. Proper Officer

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

- (1) To receive declarations of acceptance of office.
- (2) To receive and record notices disclosing personal and prejudicial interests.
- (3) To receive and retain plans and documents.
- (4) To sign notices or other documents on behalf of the Council.
- (5) To receive copies of by-laws made by the unitary authority.
- (6) To certify copies of by-laws made by the Council.
- (7) To sign summonses to attend meetings of the Council.

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

- (1) The day to day administration of services, together with routine inspection and control.
- (2) Day to day supervision and control of all staff employed by the Council.
- (3) Authorisation of routine expenditure within the agreed budget.
- (4) Emergency expenditure up to £2,000 outside the agreed budget
- (5) Respond to Freedom of Information requests (to meet 20-working days response deadline).

2.3 Delegated actions of the Chief Officer/ 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.

3. Council

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

- (1) Setting the Precept;
- (2) Borrowing money;
- (3) Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- (4) Making, amending or revoking by-laws;
- (5) Making of orders under any statutory powers;
- (6) Matters of principle or policy.
- (7) Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved conferences or meetings);
- (8) Any proposed new undertakings;
- (9) Prosecution or defence in a court of law;
- (10) Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- (11) Confirming the appointment of the Clerk
- (12) All other matters, which must, by law, be reserved to the Full Council

4. Committees, Sub Committees & Working Parties

The Council has a hierarchy of committees, sub-committees and working parties which must be exercised in accordance with law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

Where a sub-committee or working group in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

They are:

1. Community Development Committee
2. Parks & Open Spaces Committee
3. Planning & Highways Committee
4. Finance & Policy Committee
5. Personnel Sub Committee
6. Chairs & Strategic Development Sub Committee
7. Various start/stop Working Parties

Refer to the Terms of Reference for their current extent of delegation.

5. Urgent Matters (Emergency Scheme of Delegation)

(1) In the event of any matter arising which requires an urgent decision the Chief Officer/Clerk shall consult the Chairman and/or in their absence, the Vice Chairman of the Council and with the concurrence of those member(s) shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

(2) Before exercising the delegated powers granted by paragraph 7 (1) above, the Chief Officer/Clerk and those members consulted shall consider whether the matter is of sufficient interest to justify the summoning of a special meeting of the appropriate committee and where a meeting is so summoned the committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

(3) Before exercising the delegated powers granted by paragraph 7(1) above, the committee concerned shall consider whether the matter is of sufficient import to justify recommending to the Chairman that a special meeting of the Council should be called in accordance with Standing Order 6a.

(4) Any action is taken under this Standing Order must be recorded in writing and made available for inspection by any member of the Council. Full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

6. Delegation - Limitations

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.

Version Control

HWPC Scheme of Delegation	Georgina Morgan-Denn Clerk to Council	Adopted at Full Council meeting on 18 June 2019 FC36.8	Reviewed annually
	Amendment to 2.2 (5)	Adopted at Full Council meeting on 17 December 2019 FC164D	P&F 28.11.19 FC 17.12.19
	Various Parish Clerk to Chief Officer/Clerk Managers to Officers Added Hierarchy of Council meetings Removed delegation detail and referred to Terms of Reference Document Reduced Urgent Matters / Emergency Scheme of Delegation to the Chief	Adopted at Full Council on 16 th May 2023 FC Mins Ref FC 012	May 2024

	Officer/Clerk, Chairman and Vice Chairman		
		Annual Council Meeting May 2025 Minute Reference: X	Annual Review