

Cople Parish Council

	Scheme of Delegation
	This document sets out the manner in which Cople Parish Council has delegated powers and responsibilities. The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day to day administration of the Council. Matters of major policy should be recommended to the Full Council. Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk will report all major decisions taken under delegated powers at the next Council meeting. Proper Officer, Responsible Finance Officer (RFO) and Data Protection Compliance Officer (DPCO) The Clerk shall be: • The Proper Officer and will carry out the functions as provided by the Local Government Act 1972. • The RFO in accordance with the Accounts & Audit Regulations in force at any given time. Delegated Powers and Responsibilities In addition to the responsibilities set out in the Clerk's job descriptions, the Clerk has the delegated authority to undertake the following matters on behalf of the Council: • Day to day administration of services, together with routine inspections and control • Authorisation to call any extra meetings of the Council, as necessary, having consulted with the Chair of the Council • Authorisation 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

	• Authorisation of routine expenditure in accordance with the Council's Financial Regulations • Preparation and submission of responses to any non-contentious planning applications (where no neighbour objections have been received) following consultation with all members of the Council. • Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations • Updating and managing the content of the Council's website • Disposal of Council records according to legal restrictions and the Council's Document Retention and Disposal Policy • Take appropriate actions arising from emergency situations in consultation with the Chair/Vice Chair of the Council as appropriate to the circumstances. An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control. .
	Emergency situations • Clerk to spend against specific items in the Parish Council's budget i.e. for contractors, salaries etc., all of which having been identified in the budget when setting the precept. Chair/Vice-Chair to approve any such payments following presentation of the statement of accounts. Payments to be reported to the Council at the next ordinary meeting. • Clerk authorised, in consultation, with the Chair/Vice Chair, to authorise urgent work, when unforeseen circumstances occur, up to £1000. Decisions to be made with reference to the annual budget and statement of accounts. • Clerk to postpone meetings of the Council, in consultation with the Chair and Vice Chair, as appropriate. • Clerk to receive and act upon Government advice in relation to the holding of meetings of the Council, including the Annual Parish Meeting and the Annual Meeting of the Parish Council. Clerk to make necessary re-arrangements for these meetings in consultation with the Chair and Vice-Chair.
Agreed Date:	18 TH May 2020
Reviewed Date:	19 th January 2026