

# Willoughby Parish Council

## SCHEME OF DELEGATION

### Notes

1. Standing Orders were adopted on 13 May 2025; this scheme is in addition to Standing Order no.15.
2. Local Councils may delegate decisions to a committee, a paid officer or any other local authority. The Terms of Reference for each committee will state the extent of their delegated authority.
3. No Parish Councillor may act independently; all Parish Council actions must be by way of the full council, a committee or the clerk.
4. Delegation for urgent business is a necessity in this fast-changing age and is included below.
5. The Parish Council's Standing Orders and Financial Regulations are based on NALC models.
6. The Clerk, as the council's 'Proper Officer', is also the Parish Council's Responsible Financial Officer (RFO).
7. Due to the size of Willoughby Parish Council the Clerk is the only paid officer; there is no other specifically identified individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
8. **This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Parish Council's Standing Orders and Financial Regulations.**

Service area	Function
<b>Audit</b>	To maintain a continuous internal audit that is to be available for members to review on a quarterly basis.
<b>Communications</b>	To deal with all press and public relations on behalf of the council (see also ICT below).
<b>Consultations</b>	To notify the Parish Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next council meeting then to discuss with the Chair and either call an extraordinary meeting to agree the Council's response or collate members' individual comments to send to the planning authority.
<b>Contractors</b>	To liaise with, and be the first point of contact for, all contractors appointed by the Parish Council.
<b>Decisions</b>	To take all necessary action, including signing any document, necessary to give effect to any decision of the Parish Council and its scheme of delegation.

<b>Elections</b>	To notify the Returning Officer of all casual vacancies arising in the membership of the Parish Council as required by statute and to liaise with them regarding any statutory notices, electoral arrangements and co-option.
<b>Emergency planning</b>	<ol style="list-style-type: none"> <li>1. To lead the Parish Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the county and borough councils.</li> <li>2. To report to the Parish Council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency.</li> </ol>
<b>Finance</b>	<ol style="list-style-type: none"> <li>1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the Parish Council's bank accounts in order to maintain adequate cash-flow.</li> <li>2. To maintain adequate insurance cover for the Parish Council's activities and assets.</li> <li>3. To act as Responsible Finance Officer for the purposes of the Accounts &amp; Audit Regulations.</li> <li>4. To present accounts for payment following Parish Council sanction.</li> <li>5. To provide a draft budget to the Parish Council for the forthcoming year and forecast for future years.</li> <li>6. Other delegations in accordance with financial regulations.</li> </ol>
<b>Data Protection and Freedom of Information</b>	<ol style="list-style-type: none"> <li>1. To have overall responsibility for the Parish Council's publication scheme</li> <li>2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation.</li> </ol>
<b>Health, safety and wellbeing</b>	<ol style="list-style-type: none"> <li>1. To arrange for and keep the Parish Council's schedule of risk assessments up to date</li> <li>2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on council property</li> <li>3. To be the responsible officer for all safety purposes prescribed by law</li> </ol>
<b>Information and Communications Technology</b>	<ol style="list-style-type: none"> <li>1. To be responsible for the provision and management of information and communication technology provided throughout the council.</li> <li>2. To report on the need for replacement of out-dated equipment and the purchase of new equipment.</li> <li>3. To be responsible for the Parish Council's website and any other online presence.</li> </ol>
<b>Land and property</b>	<ol style="list-style-type: none"> <li>1. To purchase necessary goods and supplies</li> <li>2. To maintain the Parish Council's property</li> <li>3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Parish Council is responsible</li> <li>4. To consult on planting schemes for the various open areas for which the Parish Council is responsible</li> </ol>

<b>Meetings</b>	To arrange and call meetings of the Parish Council, committees and working groups as and when expedient in consultation with the council's Chair.
<b>Proper Officer</b>	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
<b>Staff</b>	There are no other members of staff for whom the Clerk is responsible.
<b>Standing Orders</b>	<ol style="list-style-type: none"> <li>1. To adhere to the Standing Orders of the council.</li> <li>2. Arrange for biennial review.</li> </ol>
<b>Urgent business</b>	<ol style="list-style-type: none"> <li>1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Parish Council's Chair.</li> <li>2. In the absence of the Clerk or in the event that the Clerk is an interested party, they will be substituted by an appropriate substitute from outside the Parish Council, ideally a clerk from within the same district</li> <li>3. In the absence of the Parish Council's chair, or in the event that the chair is an interested party, they will be substituted by a Councillor as elected by the remaining Parish Councillors.</li> <li>4. Decisions made under this delegation will be reported to and minuted at the next Parish Council meeting.</li> <li>5. Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the Parish Council be called to deal with the urgent matter.</li> </ol>