

LAPWORTH PARISH COUNCIL

SCHEME OF DELEGATION

This Scheme of Delegation authorises the Council's Proper Officer and Responsible Financial Officer (the Clerk) to act with delegated authority in the specific circumstances detailed. The power to delegate functions is set out in the Local Government Act 1972 s101.

PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER

The Clerk shall be:

1. **the Responsible Financial Officer** to the Council and as such shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
2. **the Proper Officer** of the Council and as such is specifically authorised to:
 - Receive declarations of Acceptance of Office
 - Receive and record notices disclosing interests
 - Receive and retain plans and documents
 - Sign Notices or other documents on behalf of the Council
 - Receive copies of bylaws made by a principal local authority
 - Certify copies of bylaws made by the Council
 - Draw up agendas usually after consultation with the Chair
 - Sign summons to attend meetings of the Council.
 - Call extra meetings of the Council as necessary*

In addition to Standing Order no. 15 and the above, **the Clerk** has the delegated authority to undertake the following matters on behalf of the Council:

- To undertake the day-to-day administration of services
- To issue responses on behalf of the Council to planning consultations from Warwick District Council
- To respond to any correspondence requiring/requesting information or relating to previous decisions of the Council, but not correspondence requiring a decision to be made by the Council
- To deal with dispensation requests from members
- To authorise routine expenditure (e.g. room hire, training courses, office items) identified in the Budget
- To authorise emergency expenditure up to £500 outside of an agreed budget*
- To take any action considered appropriate in a situation where the health and safety of public or staff is at risk*
- To issue any press releases on behalf of the Council*
- Editorial control of the Council's newsletter and website
- To dispose of Council records according to legal restrictions and the Council's Records Retention Policy
- To notify the Returning Officer of all casual vacancies arising in the membership of the Council and to liaise with them regarding any statutory notices, electoral arrangements and co-option.

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THE COUNCIL

The following are reserved matters for **the Council** to decide:

- Approval of meeting Minutes as true and correct records.
- Employment of Council staff
- Approval of the Budget and setting the Precept
- Borrowing money
- Authorisation of capital expenditure not included in the annual budget
- Approval of the Council's Annual Accounts and the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Appointment of all Standing Committees
- Matters of principle or policy
- Approval of application for Quality Status and/or its equivalent
- Nomination and appointment of representatives of the Council to any other authority, organisation or body

DELEGATION – LIMITATIONS

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, Financial Regulations, this Scheme of Delegation and where applicable any other rules/regulations and legislation.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer when appropriate. All decisions taken under delegated authority will be reported to the first appropriate Council meeting

This scheme will be reviewed every year at the Annual Meeting of the Council.

Signed (Chair): Clr Henderson

Date: 12th February 2024

Date for next review: May 2024