

Eastleach Parish Council

www.eastleachparishcouncil.org

Scheme of Delegation

1. Purpose

The Council's Scheme of Delegation authorises the Clerk to the Council (who is also the Proper Officer and Responsible Financial Officer) to act with delegated authority in the specific circumstances detailed.

2. Proper Officer and Responsible Finance Officer

- 2.1. To take action on any issue of such urgency, that cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman (or Vice Chairman if the Chairman is unavailable) and take their views into account.
- 2.2. In accordance with 5.15 and 5.18 of the Financial Regulations, the Clerk will have the delegated authority to give instruction that a payment shall be made.
- 2.3. To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.

3. Planning Delegation Powers

- 3.1. Planning applications will normally be considered at the bi-monthly Parish Council meetings.
- 3.2. Any planning applications which are not able to be considered in the usual way shall be received by the Clerk who will provide details to Councillors. Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise, the Clerk will call a meeting which may require an additional Parish Council meeting to decide upon the application.

4. Delegation - Limitations

- 4.1. All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules, regulations and legislation. All decisions will be reported to the first appropriate Council meeting.
- 4.2. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate.