

Scheme Of Delegation

Glynde & Beddingham Parish Council

1. BACKGROUND

At its Council Meeting on Wednesday 7th September 2022 Glynde & Beddingham Parish Council RESOLVED to implement a Scheme of Delegation – minute reference: GB22-23-34 – 11.3

A Parish Council can become constrained as a result of regulations that require all decisions made on behalf of a council to be made at a Parish Council Meeting. At best this means delaying things until the next meeting of the council which could be 8 + weeks in the case of Glynde & Beddingham Parish Council, or, with respect to planning matters which have a fixed time to respond, the window to respond can be missed if the planning department are unable to extend the time frame. There is a solution to the problem which is mainly experienced in Councils who do not meet monthly, namely a Scheme of Delegation.

A Scheme of Delegation can be used to “delegate” certain authority to a Clerk... The Clerk being the most senior employee of the Council and the Proper Officer.

South Heighton has based its Scheme of Delegation on a “model” Delegation Scheme provided by SLCC.

2. The Glynde & Beddingham Parish Council Scheme of Delegation

The Glynde & Beddingham Parish Council Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. The Clerk will consult the Chairman and Vice Chairman and take their views into account with regards to making any decision. If the Chairman/vice chairman are unavailable other councillors should be consulted with. If this delegation is being used for a Swimming Pool matter then the Councillor with responsibility for working with the Swimming Pool management Committee will also be consulted.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300.00. The Clerk will consult the Chairman and Vice Chairman and take their views into account with regards to making any decision. If the Chairman/vice chairman are unavailable other councillors should be consulted with.
- To take any action regarding minor repairs (up to a cost of £ 300.00) and to report minor matters to the relevant authority. The Clerk will consult the Chairman and Vice Chairman and take their views into account with regards to making any decision. If the Chairman/vice chairman are unavailable other councillors should be consulted with.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

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Delegated Powers re Planning Delegation

Planning applications shall be received by the Clerk who will provide details to Councillors and 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 Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils 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. The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate

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Scheme of Delegation - Change Log

Paragraph	Change	Meeting Adopted / Ammended	Minute Reference
All	Creation and Adoption of document	07/09/2022	GB22-23-34 – 11.3