

WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:



MODEL SCHEME OF DELEGATION

GREAT COMBERTON PARISH COUNCIL – SCHEME OF DELEGATION

- The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a subcommittee reporting to a committee, or the clerk, being the council's proper officer.

ANY REFERENCE TO MEETINGS INCLUDES MEETINGS WHICH WILL BE HELD REMOTELY DURING THE CORONAVIRUS PANDEMIC

Urgent Decisions of Council

- Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman and vice chairman. In the event the Chairman and/or Vice Chairman are unavailable, any decision will be delegated to any two members of the Council
- Decisions made under this delegation will be reported to and minuted at the next council meeting.
- Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.
- For the duration of the restrictions as laid down during the Coronavirus pandemic, Point 5.5 of the parish councils Financial Regulations will include (d) The Clerk/RFO and Chairman and Vice Chairman will have delegated authority to authorise payment of all invoices presented to the parish council and which will be reported on at the next meeting. In the event the Chairman or Vice Chairman are unavailable, this will be delegated to any other two members of the Council
- Audit – Documentation relating to the internal and external audit will be circulated via email for consideration by the parish council. In the event of limited timescales and availability of Cllrs, final approval of documentation for submission can be made by the Chairman or Vice Chairman and two Cllrs in consultation with the Clerk/RFO. In the event that the Chairman and Vice Chairman are unavailable, three Cllrs will be consulted.

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Planning Delegation to the Clerk

- The council delegates decisions arising under development control consultations to the clerk in consultation with members determined by council.
- The councillors to be consulted will be
 - The chairman, vice chairman and one other member of the council. In the event the chairman and vice chairman are unavailable, decision will be delegated to any three members of the council
- Consultation may be by correspondence, including email, remotely, or in person. It may take place at meetings of the council
- Decisions made under delegation will be reported to and minuted at the next council meeting.
- Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate.