

## Shipton-u-Wychwood PC Scheme of Delegation

This scheme of delegation is taken from the guidance provided by SLCC and NALC and lists the activities that can be delegated by the Parish Council to the Clerk to ensure the efficient running of the Council.

Tasks which may be additionally delegated to the Parish Clerk by the Council are given in italics.

The scheme of delegation will then be reviewed annually at the Annual Meeting of the Parish Council in May, or at other times as may be required.

- The Clerk shall be the proper officer and carry out the functions of the Proper Officer as provided by the Local Government Act 1972
- The Clerk will monitor and be responsible for all incoming and outgoing council correspondence
- *The Parish Clerk may deal with correspondence if the matter is deemed to be urgent and require a response before the next meeting, or where the views of the Parish Council are known following previous discussion/resolution*
- *The Clerk may manage all contractors on a day-to-day basis following the award of any contract. Any changes/variations shall only be instructed, following discussion with at least 2 members of the council and be reported to the next meeting of the Council*
- The Clerk shall make arrangements to pay salaries and wages to his/herself as the employee of the council (subject to the council's financial regulations)
- *The Clerk may pay contractors and suppliers upon the presentation of an invoice, where the Parish Council has agreed previously to award the contract or purchase an item. This will then be reported at the next meeting*
- *The Clerk shall book training courses as they become available and arrange to payment, with in the allocated budget for the financial year*
- The Clerk shall in the first instance, handle and acknowledge all complaints regarding the council (except where the complaint relates to the clerk)
- The Clerk shall arrange and call meetings of the council, in consultation with the Chair/Vice Chair
- The Clerk shall carry out and implement any council decision
- *The Clerk may liaise with community groups and organisations to support their activities. Where a request to use Parish Council land is received this will be discussed with at least 2 members of the council and be reported to the next meeting of the Council. Where a request for financial support is received this will be added to the next available agenda for resolution*
- The Clerk shall, in the first instance, handle all requests for information under the Freedom of Information Act 2000
- The Clerk shall report all highway/street cleansing matters to the relevant Council Authority for action. All reported issues will be reported to the next meeting of the Council
- *The Clerk shall be enabled to discuss with other organisations and principal councils any actions as may be required by any local or national emergency which will protect the safety, health and wellbeing of the resident of this parish.*

In addition, the following extract from Standing Orders is relevant here:

In event of cancellation of meetings:

1. 1. An Emergency Consultation Panel comprising of the Chairman, Vice Chairman and the Clerk will take decisions in case public meetings are no longer allowed.

2. The Emergency Consultation Panel has the authority to take financial decisions up to £500 (except in the case of 4c)
3. The Emergency Consultation Panel has the authority to authorise the clerk's salary (even if above the £500 limit).

**March 2021**