



## WHEATLEY PARISH COUNCIL—SCHEME OF DELEGATION

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### 1. Purpose/Background

This document gives details on the scheme of delegation for council officers, members, committees and working groups and the circumstances in which these can act with delegated authority for Wheatley Parish Council (WPC).

### 2. Responsible Finance Officer (RFO)

The council appointed RFO shall be responsible for WPC's accounting processes and procedures, in accordance with the current Accounts and Audit Regulations<sup>1</sup>

### 3. Clerk/Proper Officer

The council appointed Clerk and Proper Officer is specifically authorised to:

- Receive declarations and acceptance of office.
- Receive and record notices disclosing personal and prejudicial interests.
- Receive and retain plans and documents.
- To sign notices, summons, and other documents on behalf of the council
- To receive copies of by-laws made by the county or district councils.
- To certify copies of by-laws by the council

In addition to these the Clerk has the delegated authority to undertake the following matters on behalf of the council.

- The day-to-day administration of services, together with routine inspection and control
- The day-to-day management, supervision and control of staff employed by WPC.
- Authorisation of routine expenditure within agreed budget
- In times of emergency to incur expenditure, as required.

### 4. Wheatley Parish Council

Whilst committees or working groups may make recommendations to, the following decisions are reserved for full council:

- Setting the precept
- Borrowing money
- Making, amending, or revoking standing orders, financial regulations, and other documents
- Making, amending, or revoking by-laws
- Making of orders under any statutory powers
- Matters of policy or principle
- Nomination/appointment of representatives of WPC to any authority, organisation, or body
- Nomination/appointment of representatives of WPC at any inquiry on matters affecting the parish.
- Prosecution or defence in a court of law

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<sup>1</sup> Accounts and Audit Regulations 2015

## **5. Committees**

WPC has several committees, that have delegated powers, as determined by their Terms of Reference (ToR), that have been approved by the council; Finance Committee, Open Spaces Committee, Planning Committee and Staffing Committee

Additional committees may be formed by WPC at any time and delegated powers granted, in line with its own ToR.

A committee may refer matters to which it has delegated powers to the council at any time, for a final decision.

## **6. Working Groups**

WPC's structure and projects are supported by working groups. These will also have their own ToR, addressing their reporting structure and budget/expenditure levels.

Working groups can make recommendations to a committee or to council.

## **7. Urgent matters**

In the event of any matter that requires an urgent decision the Clerk shall consult the Chairman or Vice Chairman of the council and the Chairman of the relevant committee relevant to the emergency.

If timing allows, a 'special' meeting of the council/committee should be called, to discuss the matter. If this is not possible, the clerk and members identified above, should discuss the matter agreeing a plan of action. In this instance, the Clerk or members shall have the delegated power to act on behalf of the council, in respect of the matter under consideration.

Any action taken must be recorded in writing and made available for inspection by any member of the council. Full details of the incident and action taken should be reported to the council at the next available meeting.

## **8. Delegation – Limitations**

All employees, members, committees and working groups shall, always, act in accordance with the council's standing orders, financial regulations, policies and procedures and this scheme of delegation and where applicable, any other rules regulations, schemes, statutes, by-laws or orders made and with any directions given by the council.