

# BRACEBRIDGE HEATH PARISH COUNCIL

The Heath: Village Hall & Library, Red Hall Lane, Bracebridge Heath, LN4 2LB  
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

## Provision for emergency scheme of delegation

### 1. Introduction

- 1.1. This emergency scheme of delegation will be reviewed annually and if agreed, will allow the Clerk to maintain business continuity. This scheme will be reviewed annually. Officers will outline the relevant review arrangements for the scheme and confirm the date of the next review.
- 1.2. Any period considered to be a temporary period of emergency will reflect local, national or international events and will be considered a situation under which Bracebridge Heath Parish Council cannot carry out its normal functions safely and effectively.
- 1.3. Decisions about what constitutes a temporary period of emergency will be made in the first instance by the Clerk in consultation with the chairman and vice-chairman of council.
- 1.4. If this is not possible, the Clerk will make the decision in consultation with either the chairman or vice-chairman of council together with one other member of the Council, to be selected by the Clerk.
- 1.5. If neither the council chairman nor vice-chairman are available then the Clerk will make the decision with any two members of the council, to be selected by the Clerk.

### 2. Delegated authority

- 2.1. In the event that Bracebridge Heath Parish Council enters a temporary period of emergency, delegated authority is awarded to the Clerk to Council to make decisions on behalf of council. This may include any or all of the following actions under which the Clerk has delegated authority to:
  - make any decision on behalf of council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline;
  - schedule or cancel face to face or remote meetings of council including the Annual Parish Meeting and Annual Meeting of Parish Council;
  - implement new or changed legislation;
  - allow the chairman and vice-chairman of Parish Council, committees and sub-committees to continue in office until such point as an Annual Meeting of Parish Council can be held;
  - obtain two electronic or wet signatures for authorisation of payment away from meetings;
  - obtain electronic signatures for acceptance of minutes;
  - submit comments on planning applications or other consultations on behalf of council;
  - suspend any standing order or financial regulation as necessary to ensure the smooth running and operation of the Parish Council unless expressly reserved to the council in legislation, Standing Orders or Financial Regulations;
  - receive acceptance of office for new members of council by email;
- 2.2. Decisions made by the clerk under delegated authority will be carried out wherever possible in consultation with the chairman and/or vice-chairman of the council.

- 2.3. The emergency scheme of delegation will remain effective until such point as Bracebridge Heath Parish Council resolves that it is no longer needed.
- 2.4. Any decisions made under this delegation will be recorded in writing and published in accordance with the relevant regulations.

### 3. Review arrangements

- 3.1. This policy will be reviewed annually by the Full Council at an appropriate meeting as the council sees fit.
- 3.2. The policy shall be reviewed more frequently in response to changes in relevant guidance or legislation.

### 4. Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
March 2021	1.0	New policy	May 2022
May 2022	1.1	Header updated. Version control added. Updated to the same style as all other council policies.	May 2023
April 2023	1.2	Altered 1.1 to enable review of the scheme at other appropriate times of the year.  Removed references to the Executive committee, altering the details of 1.4 and 1.5. This also removed 1.6.	April 2024
April 2024	1.3	Council header changed. 1.1 altered to say review will be carried out annually (not necessarily at the Annual Meeting of the Parish Council).	April 2025