

BRACEBRIDGE HEATH PARISH COUNCIL

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

Ordinary Scheme of Delegation

1. Introduction

- 1.1. This scheme of delegation outlines the delegation of duties to officers of the council during ordinary periods. The scheme is in addition to the emergency scheme of delegation which is enacted in times considered to be a temporary period of emergency. The activities included in this document are not exclusive and will be carried out in addition to any responsibilities and duties already conferred to the post of Clerk and RFO.
- 1.2. Delegated powers within this scheme may already be provided within existing policies of the council including but not limited to Standing Orders and Financial Regulations. The purpose of this scheme is to detail in a single document the delegated powers given to officers on a day-to-day basis.
- 1.3. The following provisions to this policy should be noted:
 - The delegations in this scheme are subject to any limitations imposed by law, the budget and the Council's policies including Standing Orders and Financial Regulations.
 - The inclusion of examples in the scheme does not limit the generality of the wording to which the example relates.
 - The reference to a legislative provision extends to any amendment or re-enactment or consolidation of that provision.
 - In the exercise of any statutory function any words or phrases in the appropriate part of the scheme which are defined in the relevant legislation shall bear the same definition as in that legislation.
 - Grant of a delegated power does not necessarily imply any budget provision for the exercise of that power or the consequences of such exercise.
 - All delegated powers referred to in the scheme are given to the Clerk/RFO only. The Clerk may at his/her discretion authorise other members of staff to act on his/her behalf using the powers delegated in this scheme. During any period of absence affecting the Clerk, the delegated powers are extended to the Deputy Clerk.

2. Table of delegated authority

	Delegated authority	Related policies	Consultation and reporting processes
Staffing			
1. Expenses, travel and reimbursements	Save for the Clerk's expenses, the approval of financial allowances to staff for travelling, subsistence and eye tests.	Expenses policy	Included in the list of payments presented to Full Council.
2. Absences and working time	Agree all leave arrangements with employees and document absence due to sickness, holiday, bereavement, parental leave and care and compassionate leave. To receive timesheets and arrange TOIL where necessary.	Absence policy	Ordinary leave arrangements such as annual leave, sickness or compassionate leave will not be reported to council. Additional leave arrangements beyond those listed in the policy for care and compassion or bereavement will be considered by the committee responsible for staffing.
3. Management and disciplinary procedures	To carry out appraisals for all staff and make recommendations for salary	Staff support, Appraisal and	Reported to committee responsible for staffing

	<p>increments, training and performance development plans as appropriate.</p> <p>To carry out informal procedures for performance management.</p>	<p>Performance Policy</p> <p>Disciplinary policy</p>	
Corporate and Miscellaneous			
4. Representing council	To represent the authority at any conference or meeting to which the authority is invited unless the Council has indicated otherwise.	N/A	Reported to Full Council.
5. Data protection	To respond to requests for information including requests made under Subject Access arrangements and Freedom of Information.	<p>Data Protection policy</p> <p>Subject Access procedure</p>	Request and response reported to Full Council at the next appropriate meeting
6. Training	To arrange training for staff and councillors which falls under the Annual Training Scheme and any other training (with or without an additional cost) which covers the minimum training requirements as listed in the Training policy. Formal qualifications and any other training requests will be considered by the Council or appropriate committee.	Training policy	<p>Where there is ambiguity, the Clerk will make a decision in consultation with the Chairman of the committee responsible for personnel matters.</p> <p>Attendance at training reported to Personnel committee and included in Annual Reports.</p>
7. Planning	<p>To submit comments on behalf of the council for planning applications in consultation with the Chairman of the Council and any other members as the Clerk sees appropriate. The authority will be reserved for use only in the following circumstances:</p> <ul style="list-style-type: none"> - Where a meeting of the committee cannot be held prior to the consultation deadline - Where an extension to the consultation period has been refused. 	This delegation is not provided within an existing policy.	Reported to Full Council.
8. Media	To submit articles, news and information to local publications such as Heath Cliff View and Parish News.	Engagement and Communication Strategy 8.2	No consultation required. Not reported.
	To maintain the Parish Council's website and make decisions on the style and content of the webpages.	Policy for Online Interaction section 4	No consultation required. Not reported.
	To maintain the Council's Facebook page and determine its content.		No consultation required. Not reported.
	<p><u>Urgent situations</u></p> <p>In urgent situations, the clerk can issue a letter or press release with the agreement of the chairman of the council or relevant committee.</p>	Engagement and Communication Strategy 7.3	<p>Consultation with the Chairman of the Council</p> <p>Where possible, members of the Council or committee should have the opportunity to comment on a draft copy beforehand.</p>
9. Meetings and Council Members	<p>Receive and hold declarations of acceptance of office for Councillors</p> <p>Receive and record notices disclosing interests at meetings</p> <p>Sign and issue summonses to attend meetings of the Council</p>	<p>Standing Order 15b</p> <p>Councillor vacancies policy</p>	<p>No consultation required. Not reported.</p> <p>No consultation required. Not reported.</p>

	Notify the NKDC of any casual vacancies and liaise with him/her regarding elections.		
Financial			
10. Authority to spend	<p>To authorise expenditure within agreed budgets:</p> <ul style="list-style-type: none"> - for any items below £500 - in consultation with the chair, for any items below £2000. <p><u>Emergency or urgent situations</u> In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.</p> <p>No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.</p>	<p>Financial Regulation 5.15</p> <p>Financial Regulation 5.18</p> <p>Financial Regulation 5.17</p>	<p>Reported in the list of payments submitted for approval at Full Council. For large and infrequent items purchased this will also be reported separately under an item 'to receive a report on the use of delegated authority'.</p>
11. Banking and payments	<p>The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:</p> <ul style="list-style-type: none"> i. any payments of up to £500 excluding VAT, within an agreed budget. ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council. iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council. 	Financial Regulation 6.9	<p>A list of such payments shall be submitted to the next appropriate meeting of council as ' Payment's made between meetings'.</p> <p>All payments made will be carried out in accordance with Financial Regulations (2 signatories shall check and approve before payments are released from the council's account).</p>

12. Income	The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.	Financial Regulation 13.1	No consultation required. Statements of income presented to Full Council.
13. Grants	To apply for grants on the Council's behalf which cannot reasonably wait to be considered until the next meeting.	This delegation is not provided within an existing policy.	In consultation with the Council Chair.
Leisure, recreation, sport and other services			
14. Recreation spaces and hire	To grant permissions for the use of recreational open space in accordance with Council policy (if any) and statutory requirements.	This delegation is not provided within an existing policy.	No consultation required. Not reported.
15. Events	To grant use of the Council's land such as the Woodland Walk to local groups and organisations for annual events such as 'Woolly Woodlands' and the Events group trails.	This delegation is not provided within an existing policy.	No consultation required. Not reported.
16. Hire or facilities	To exercise control and management of the facilities, including control of access, security, lettings, hire of facilities, negotiation of charges not otherwise fixed by the Council. To negotiate hire charges in special circumstances for example giving use free of charge for a charity event.	This delegation is not provided within an existing policy.	No consultation required. Not reported.
17. Inspections	Carry out routine inspections of the Council's facilities, buildings and services	This delegation is not provided within an existing policy.	No consultation required. Reported to Full Council or relevant committee where appropriate and /or where action is needed.

3. Review arrangements

3.1. This policy will be reviewed annually by the Full Council.

3.2. This policy may be reviewed more frequently in response to changes in legislation or guidance.

4. Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
May 2022	1.0	New policy	May 2023
April 2023	1.1	Removed references to Finance and Policy committee. Changed review arrangements.	April 2024
April 2024	1.2	Changed council header. <i>Reference to specific policies may need to be altered should Communication policy be withdrawn and Engagement and Communication Strategy be adopted.</i>	April 2025
October 2024	1.3	Addition of authority to incur expenditure for upgrading streetlights to LED when required.	April 2025
April 2025	1.4	Updated Financial section in respect of new Financial Regulations adopted.	April 2026

		References to the Communication policy updated following adoption of the Engagement and Communication Strategy.	
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