

BRACEBRIDGE HEATH PARISH COUNCIL

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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 or Finance and Policy.
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 increments, training and performance development plans as appropriate. To carry out informal procedures for performance management.	Staff support, Appraisal and Performance Policy Disciplinary policy	Reported to committee responsible for staffing
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.	Data Protection policy Subject Access procedure	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	Where there is ambiguity, the Clerk will make a decision in consultation with the Chairman of the committee responsible for personnel matters. Attendance at training reported to Personnel committee and included in Annual Reports.
7. Planning	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: - 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. It is however recommended for adoption in the scheme.	Reported to Full Council.
8. Media	To submit articles, news and information to local publications such as Heath Cliff View and Parish News.	Communication policy	No consultation required. Not reported.
	To maintain the Parish Council's website and make decisions on the style and content of the webpages.	Communication policy	No consultation required. Not reported.
	To maintain the Council's Facebook page and determine its content.	Online interaction policy	No consultation required. Not reported.
	<u>Urgent situations</u> In urgent situations, the clerk can issue a letter or press release with the agreement of the chairman of the council or relevant committee.	Communication policy	Consultation with the Chairman of the Council Where possible, members of the Council or committee should have the opportunity to comment on a draft copy beforehand.
9. Meetings and Council Members	Receive and hold declarations of acceptance of office for Councillors Receive and record notices disclosing interests at meetings Sign and issue summonses to attend meetings of the Council	Standing Order 15b	No consultation required. Not reported.

			council or other relevant committee.
12. Income	To collect all income due to the Council including appropriate interest and costs.	Financial Regulation 9.5	No consultation required. Statements of income presented to Full Council and relevant committee.
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 Chairman of the relevant Standing committee and the Chairman of the Council.
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