PORINGLAND PARISH COUNCIL

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Scheme of Delegation Policy

Policy Reference	PPC 40
Version Number	3
Associated Documents	• PPC19 Data Protection and GDPR Policy • PPC20 Disciplinary Policy • PPC5 Financial Regulations • PPC23 Performance Management and Appraisal Policy • PPC6 Standing Orders • PPC35 Whistleblowing Policy • PPC8 Code of Conduct – Staff • PPC3 Code of Conduct - Councillors
Last Review Date	October 2025
Frequency of Review	Two Years
Approved by	Full Council
Date for Next Review	October 2027

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

Scheme of Delegation

1. Introduction

1.1 This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.

1.2 The Council do not have any committees at present, therefore and matters not delegated to the Proper Officer or Responsible Financial Offer are to considered to fall within the remit of Council unless otherwise specified elsewhere in the Councils documentation e.g. Advisory Groups Terms of Reference.

1.3 Any matters delegated to the Proper Officer or Responsible Financial Officer may be delegated to members of staff as appropriate within their roles and job descriptions.

1.4 Although the Council operates a model of Advisory Groups, none of these Groups have decision making powers and are only able to make recommendations to Council. The Terms of Reference for the Council's Advisory Groups are set out within a separate document so named.

2. Matters Reserved for Council

2.1 The following matters are reserved to the Council for decision:

- 2.1.1 Elect a Chairman and Vice Chairman, and appoint councillors to Advisory Groups.
- 2.1.2 Setting the Precept
- 2.1.3 Borrowing money
- 2.1.4 Consider action in relation to outstanding debts in accordance with Financial Regulations.
- 2.1.5 Approval of the Council's Annual Accounts and completion of the Annual Return.
- 2.1.6 Appointment of the Internal Auditor.
- 2.1.7 Receive budget monitoring information at specified intervals.
- 2.1.8 Making, amending or revoking Standing Orders, Financial Regulation or this Scheme of Delegation.
- 2.1.9 Set up, amend or disband any Committees, Sub-Committees, Advisory Groups or Working Groups.
- 2.1.10 Making, amending or revoking by-laws.
- 2.1.11 Making of Orders under any statutory powers.
- 2.1.12 Strategic decision making on matters of principle.
- 2.1.13 Approval and review of matters of policy relating to administration, facilities, risk, and corporate management.
- 2.1.14 Approval of contracts over £1000.00.
- 2.1.15 Nomination and appointment of representatives of the Council to any other authority, organisation or body.
- 2.1.16 Any proposed new undertakings / function / contracts of the Council.
- 2.1.17 Prosecution or defence in a court of law.
- 2.1.18 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish.
- 2.1.19 Agree an annual Action Plan and monitor performance during the year.

2.1.20 Approval of payment of the monthly schedule of accounts.
2.1.21 Consideration and approval of grants and donations.
2.1.22 Consideration of requests for expenditure outside of the Council's approved budget.
2.1.23 Responding to consultations both national and local, including those dealing with planning matters.
2.1.24 Consider any correspondence that does not fall within the remit of the Clerk to respond to, as set out in 3.3.7 of this document.
2.1.25 Receive and respond to Stage 2 complaints as set out within the Complaints Policy.
2.1.26 All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure.
2.1.27 Appointment of the Clerk to the Council and Assistant Clerk to the Council.
2.1.28 Receive and approve the Clerk to the Council's appraisal (conducted by the Chairman of the Council). To note the appraisals of all other staff.
2.1.29 Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required.
2.1.30 Agree any agency or joint working arrangements with other organisations.
2.1.31 Agree the Council's annual Programme of Meetings.
2.1.32 Agree the Council's insurance provision including provider and levels of insurance.
2.1.33 Consider lobbying other agencies both nationally and locally on any matter that the Council feels is of sufficient importance and relevance.
2.1.34 Consider statutory demands from electors eg allotments, parish polls.
2.1.35 Authorisation of long-term leasehold lettings of any Council facility.
2.1.36 Receive any recommendations for new or revised arrangements for the improvement of the management of the Council's services or facilities that may incur a cost outside of the Council's agreed revenue budget.

3. Proper Officer

3.1 Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

3.2 The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically authorised by law to:
3.2.1 Receive Declarations of Acceptance of Office.
3.2.2 Receive and record notices disclosing pecuniary interests.
3.2.3 Receive plans and documents.
3.2.4 Sign notices and other documents on behalf of the Council.
3.2.5 Receive copies of by-laws made by a Primary Local Authority.
3.2.6 Certify copies of by-laws made by the Council.
3.2.7 Sign summons to attend meetings of the Council.

3.3 In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:
3.3.1 Undertake the duties of the "Head of Paid Service".
3.3.2 Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.

3.3.3 Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council.
3.3.4 Day to day administration of services, together with routine inspection and control (see section 4 of this document).
3.3.5 Day to day supervision and management of all staff employed by the Council.
3.3.6 Authorisation to call any extra meetings of the Council or any Advisory Group as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate Group.
3.3.7 Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
3.3.8 Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Chairman of the Council.

3.4 In the event of any matter arising which requires an urgent decision the Clerk to the Council shall consult with the Chairman and/or Vice Chairman of the Council before acting on behalf of the Council in respect of the particular matter. Before the Clerk exercises this power, the Chairman and/or Vice Chairman shall consider whether the matter is of sufficient importance to justify the summoning of a Special Meeting of the Council. Whenever any action is taken in this way, full details of the circumstances justifying the urgency and the action taken will be notified to councillors as soon as practically possible, and reported at the next Council meeting.

4. Responsible Financial Officer

4.1 The Clerk to the Council shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

4.2 This includes:

4.2.1 Administer the Council's bank balances.
4.2.2 Implement the Council's Investment Strategy.
4.2.3 Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund.
4.2.4 Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council.
4.2.5 Maintain a continuous internal audit.
4.2.6 Manage budgetary control including the allocation of financial resources within the approved budget.
4.2.7 Provide regular financial monitoring reports to Council, no less than quarterly.
4.2.8 Recommend the annual budget and precept, in consultation with the Finance and Governance Advisory Group.
4.2.9 Recommend capital works and resourcing their implementation.
4.2.10 Approve emergency expenditure of up to £1,000 in consultation with the Chairman of the Council and one other councillor.

4.2.11 Approve general expenditure of up to £1000, together with expenditure as set out within the Council's approved budget.

4.2.12 Delegation for expenditure to allow the day to day running of the council's business, in accordance with the approved budget, shall be permitted as follows:

Expenditure Item	Limit	Who is Authorised	Reason
Bar Stock	Up to £500 £500 - £1,000	Bookings and Events Officer / Caretaker Above in Consultation with Clerk	To ensure bar has adequate stock to facilitate events at the community centre.
Café Stock	Up to £150 £150 - £300	Finance & Admin Officer Above in Consultation with Clerk	To ensure café has adequate stock to operate
Items for Maintenance and Repairs	Up to £250 £250 - £600	Caretaker Above in Consultation with Clerk	To ensure parish assets are well maintained
Replacement Kitchen Equipment	Up to £50 £50 - £100	Finance & Admin Officer Above in Consultation with Clerk	To ensure café can continue to run proficiently
Stationery and Office Equipment	Up to £200 £200 - £600	Clerk ~~/ Assistant Clerk /~~ Parish Officer Above in Consultation with Clerk	To ensure parish office can run effectively
Events Expenditure	Up to £150 £150 - £400	Bookings and Events Officer Above in Consultation with the Clerk	To ensure events are run effectively
All invoices for the above will be presented to the Council at the next available meeting			

5. Day to Day Delegations to Officers

5.1 The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

5.1.1 Implementation of decisions made at Council meetings.

5.1.2 Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.

5.1.3 Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council.

5.1.4 Responses to amended planning applications where there is a clear reply that can be derived from the Council's agreed response to the original application.

5.1.5 Creation, content, production and distribution of the Council's quarterly newsletter, annual report and website, together with press releases and media contact, and public consultations as directed by the Council.

5.1.6 Appointment of staff below the level of Assistant Clerk, within the agreed parameters of the Council, and in consultation with the Chairman and Vice Chairman following a full and transparent process of recruitment.

5.1.7 Carry out staff appraisals, which will be reviewed and signed off by the Chairman of the Council and reported to Council.
5.1.8 Enforcement of by-laws.
5.1.9 Receive and respond to Stage 1 complaints, in consultation with the Chairman of the Council.
5.1.10 Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council.
5.1.11 Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.
5.1.12 In consultation with the Chairman of the Council (if available) and another councillor, lead the Council's response in the case of a major emergency (under the direction of the Emergency Planning Officers at South Norfolk Council and/or Norfolk County Council).
5.1.13 Have overall responsibility for the Council's Freedom of Information Scheme.
5.1.14 Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities.
5.1.15 Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget.
5.1.16 To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document.
5.1.17 Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council.
5.1.18 Authorisation of all short-term lettings of the Council's properties (for example general hire of the Community Centre) in accordance with the approved scale of charges.
5.1.19 Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget.

5.2 From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to the Scheme of Delegation.