

Street Parish Council

SCHEME OF DELEGATION

The Councils Scheme of Delegation authorises the Clerk of the Council and / or Responsible Finance Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Clerk and / or Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit outlined in the councils Financial Regulations/Standing Orders.
- To take any action regarding minor repairs and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and shall be reported to the next available Council meeting.

Delegated Powers re Planning

Planning applications are received by Officers who will circulate to Councillors. Ordinarily, planning applications will be considered at the next Planning Advisory Committee Meeting.

Where deadline for comment is outside of the next Planning Advisory Committee meeting window, and an extension cannot be granted, and where no queries arise by joint decision of all Councillors, the Clerk shall collate feedback from members and be delegated to inform the Planning Department within the time allocated of the decision of the Council.

All Councillors will be asked to report directly back to the Officer thereby avoiding discussion (debate) between members.

Where queries arise or a collective view cannot be determined, the Chair or Vice Chair or the Planning Advisory Committee will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Delegated Powers re Events

Officers are empowered to plan and support the delivery of the annual programme of events agreed by Full Council in line with the approved budget.

Motion request to full council for consideration of replacement or additional event.

Staffing Committee

It will deal with HR issues and other contractual matter (except resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination, and decisions on hours in excess of core hours, pay, emoluments or terms and conditions of employment except for where this has been agreed by resolution of the full council except with regards to the approval of incremental spinal salary increases in line with contractual obligations.

Disciplinary/ Grievance Committee

A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 Councillors will sit on the Committee). These members may be requested to undertake training in disciplinary and grievance issues, if not already qualified.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

FC 20 May 2025