



Scheme of Delegation

Introduction

This document sets out the way Longworth Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders and Financial Regulations.

The power to delegate functions is set out in the Local Government Act 1972 s101.

The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the full Council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

Proper Officer, Responsible Finance Officer (RFO)

The Clerk shall be:

- The Proper Officer and will carry out the functions as provided by the Local Government Act 1972.
- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.

Delegated Powers and Responsibilities

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day-to-day administration of services
- Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but



not correspondence requiring an opinion to be taken by the Council or Committee

- Authorisation of routine expenditure in accordance with the Council's Financial Regulations
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
- Issuing press releases and statements on the Council's known policies
- Updating and managing the content of the Council's website
- Co-ordinating the Council's newsletter articles e.g. for Facebook or other requests for articles.
- Disposal of Council records according to legal restrictions and the Council's Retention Policy
- Take appropriate actions arising from emergencies in consultation with the Chairman/Vice Chairman of the Council as appropriate to the circumstances.
- An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control.

Emergency Situations

To note that it is lawful for the Clerk to spend against specific items in the Parish Council's budget i.e., for contractors, hall hire, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council at the next ordinary meeting of each.

The Council approves delegation of the following items to the Proper Officer:

- To authorise payments only in the following circumstances:
 - any payments of up to £500 excluding VAT, within an agreed budget.
 - 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.
 - 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 certifies 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,
 - Fund transfers within the council's banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.



- To respond to planning applications having consulted with Members of the Council, including the Chairman and Vice Chairman where a response is required before an ordinary meeting of the Council can be held.
- To postpone meetings of the Council, in consultation with the Chairman and Vice Chairman or Committee Chairman, as appropriate, for example where a meeting maybe inquorate
- To receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary rearrangements for these meetings in consultation with the Chairman.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's 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 as and when appropriate.

This scheme was adopted at the Parish Council meeting on the 18th February 2026 and will be reviewed annually at the Annual Parish Council Meeting.