

Meopham Parish Council

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Scheme of Delegation

Introduction

Meopham Parish Council recognises the benefits of enabling its professional officers to take certain decisions in order for the council to be efficient in its operations. It is accepted that there needs to be an appropriate balance between the use of delegation and the need for transparent decision-making at Council meetings.

S.101 of the Local Government Act 1972 sets out the ability for Council to delegate functions to an officer. The Clerk is therefore provided with delegated powers to enable the smooth administration of the Council. The Council expects that all delegated decisions are reported to the next available council meeting and contained within the Clerk's monthly written report that is also published online for members of the public to read.

The Clerk must ensure any delegated authority is enacted in accordance with:

- The Council's Standing Orders
- The Council's Financial Regulations
- The Council's Statement of Internal Control

The Clerk shall be:

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

Whilst the powers are delegated to the Clerk, the Council enables the Clerk to ask another officer to fulfil the responsibility as and when required.

Delegated Powers & 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:

- To authorise bookings of the Council's Village Greens and Judsons Recreation Ground, where the proposed hirer has provided the necessary documents; including a risk assessment and insurance certificates. The Clerk will consult with the Chairman and Vice-Chairman of Council if they deem an event to be 'large-scale/major' to determine whether a decision by Council would be more appropriate.
- To authorise annual leave arrangements for all Parish Council staff, with the provision that the Clerk must confirm the number of annual leave days to be carried forward to the next annual leave year (up to five days) at the March meeting of the Personnel Committee
- To authorise home-working arrangements for all Parish Council staff, subject to the Parish Council Office being manned during its opening hours of 9am-12 noon Monday-Thursday.
- To seek advice on behalf of council from external organisations as and when required in order to inform council decisions such as but not limited to; KALC, NALC, Charity Commission and the Monitoring Officer as and when required

- Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to call any extra meetings of the Council or Planning Applications Working Group as necessary, having consulted with the Chairman and Vice-Chairman of the Council
- Authorisation to book any venue within the parish for council meetings and the Annual Parish Meeting
- Preparation and submission of comments for Planning Applications received from Gravesham Borough Council. This will be done in consultation with the Planning Applications Working Group who will provide recommended comments. In the event that a time extension cannot be provided to allow consideration at a meeting, the Clerk is authorised to submit a comment in consultation with one of the councillors representing the ward the application is from.
- Handling of requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation (whichever is in force at the time of the request).
- To arrange community events authorised by council and subject to an agreed budget being issued by Council
- In line with the agreed council flagpole policy, to authorise the flying of flags on the council-owned flagpole at the Meopham Windmill site
- To authorise councillor and staff training course bookings, up to the agreed training budget for the year

Date of Adoption	Review Cycle	Date of Next Review
ACM – 21.05.24	Annual	ACM – 06.05.24