**HATHERSAGE PARISH COUNCIL POLICY**

**Number: 016**



***Scheme of Delegation***

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| **Version** | **Status** | **Date** |
| 01 | Draft | 17/03/2020 |
| 02 | Draft | 20/03/2020 |
| 03 | Draft | 23/03/2020 |
| 04 | Draft | 25/03/2020 |
| 01 | Approved | 27/03/2020 |

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| **Reviewed** | **Date** | **Next review** |
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| Reviewed and reapproved | 06/10/2020 | 1 months time |
| Reviewed and reapproved | 01/09/2020 | 1 months time |
| Reviewed and reapproved | 04/08/2020 | 1 months time |
| Reviewed and reapproved | 07/07/2020 | 1 months time |
| Reviewed and reapproved | 2nd June 2020 | 1 months time |
| Reviewed and reapproved | 5th May 2020 | 1 months time |
| Initial approval | 27/03/2020 | 1 months time |
| Review |  |  |

**HATHERSAGE PARISH COUNCIL**

Clerk – Mr. Steve Wyatt, Heart of Hathersage, Main Road, Hathersage, Derbyshire, S32 1BB

Mob: 07 432 422 470 Email: [clerk@hathersageparishcouncil.gov.uk](mailto:clerk@hathersageparishcouncil.gov.uk)

The Local Government Act 1972, section101, gives a parish council power to delegate decisions to a committee or the clerk, being the council’s proper officer.

The purpose of this Scheme of Delegation is to enable decision making to continue during the 2020 Corona Virus pandemic and while social gatherings are not permitted. The Scheme will be reviewed 1 months from its initial approval and then every 1 month or until the UK Government deem the pandemic is passed and face to face meetings can again take place.

# Committees

 Decisions may be made, including authorization of expenditure, by committees of the council, provided these decisions fall within the terms of reference and budget limits agreed by the council.

# Urgent Decisions of Council

* Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman and vice chairman of the council and one other member.
* In the event of the chair or vice chair not being available another council member will be included in the decision making.

* Decisions made under this delegation will be reported weekly to all council members and recorded in the minutes of, the next council meeting.
* Decisions will be logged by the Clerk and responses to requests from Council Members for decision approval will be stored.

* Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.
* Conference calls will be arranged by Clerk using appropriate communications technology over the internet, should these be required.

# Financial decisions

The Council need to agree on how we authorise payments in the event of not having physical meetings.

There are 3 types of payment -

• Wages - paid weekly by authorised Councillors

• Direct debits - generated by our suppliers

• Other suppliers - paid by authorised Councillors after each Council meeting.

All three are formally approved at the monthly meetings. Payment of wages and direct debits would continue as normal. For other payments up to the value of £250 (*the RFO Limit*) these will be authorised by The Responsible Finance Officer (RFO). In this case the RFO would simply ask the authorised Councillors to authorise the payments that have been set up. In the case of items over the RFO Limit the RFO would email a pdf copy of the suppliers’ invoice to the authorised Councillors to request email approval that payment can be made.

There are two exceptions to the RFO limit:

1. Payments to HMRC PAYE, NI and VAT (varying amounts)
2. Payments to Charlotte Staves for the cleaning of the toilets at HoH (approx. £300 per month).

The 2 payees mentioned above will be included in the process for RFO payments to the RFO Limit.

No payments will be authorised by the RFO to reimburse expenses incurred by the RFO.

Under this regime invoices will not get initialled as is the norm under normal circumstances but there will be a long session doing so when the situation is back to normal.

# Planning Delegation to the Clerk

* The council delegates decisions arising under development control consultations to the clerk in consultation with all Councillors led by the Planning Committee members.

* Consultation may be by correspondence, including email, or in person. It may also take place at meetings of the council.

* The clerk will arrange for relevant papers to be circulated to the councillors of the Planning Committee who should return them as soon as possible, together with their comments, to the clerk for determination of the council’s response within the prescribed consultation period.

* Delegated decisions will be reported to, and recorded in the minutes of, the next council meeting.

* In respect of controversial or major development proposals, the Clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter.

**History of changes**

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| **Version** | **Date** | **Change detail** |
| 01 Draft | 17/03/20 | Initial draft |
| 02 Draft | 20/03/20 | Updates following input from DALC and version control added to the header.   * Include chair and vice chair to ensure not acting ultra vires. * time limit the delegation scheme. |
| 03 Draft | 23/03/20 | Inclusion of a section on Financial Payments and corrected the terminology of the Planning Committee, changed from ‘*Planning & Development Working Group’.*  Summary information to inform the decision about the RFO limit. |
| 04 Draft | 27/03/20 | Two exceptions to the RFO limit added.  RFO not authorised to pay himself.  Emails ‘will be retained’ as evidence of approval not ‘may be retained.  Changes made in response from Cllr. W Hanley:  Addition of 1 council member to chair and vice chair making decisions.  Review period of the document will be monthly and not 3 monthly.  Decisions will be summarised weekly to council members and not left until the next meeting. All decisions will still be minuted at the next meeting. |
| 01 Approved | 27/03/20 | Approved via email during the coronavirus lock down, **decision number: 005/HPC/270320** |
| 01 Approved | 05/05/2020 | Re-approved minute number 238/19.6 |
| 01 Approved | 02/06/2020 | Re-approved minute number 258/19.10 |
| 01 Approved | 07/07/2020 | Re-approved minute number 007/20.5 |
| 01 Approved | 04/08/2020 | Re-approved minute number 026/20.8 |
| 01 Approved | 01/09/2020 | Re-approved minute number 047/20.4 |
| 01 Approved | 06/10/2020 | Re-approved minute number 069/20.7 |

**Appendix 1**

Summary information provided to council members on which the RFO amount was suggested by the Clerk and subsequently approved in the approval of this policy.

