

## Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council (or in their absence, Deputy Clerk or in their absence, the Responsible Finance Officer) to act with delegated authority in the specific circumstances detailed.

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, 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.

- (a) To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting or Senior Committee meeting. The Clerk will consult with the Chairman or Vice Chairman if the Chairman is unavailable and take their view into account on all matters of delegation. If both the Chairman or Vice Chairman are unavailable, an alternative member of the Council will be contacted.
- (b) In accordance with 6.2 of the Financial Regulations, the Clerk will have the delegated authority to give instruction that a payment shall be made (pursuant to regulation 5.5).
- (c) The Clerk is to take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.
- (d) The Clerk will deal with HR issues and other contractual matters (except the resignation of Staff members and recruitment) and will have delegated authority to make all decisions relating to staff and their employment.
- (e) Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Authority within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members.
- (f) The Clerk will respond to all correspondence/communications on behalf of the Council. In the event of the Clerk receiving an invitation to respond to a local authority consultation that requires a response before the next Full Council Meeting or Senior Committee Meeting, they will liaise with all Councillors to form a response.
- (g) To consider urgent Project Appraisal applications that cannot wait until the next normal Council/Committee meeting. The Clerk will consult with the Chairman or Vice Chairman if the Chairman is unavailable and take their view into account on all matters of delegation. If both the Chairman or Vice Chairman are unavailable, an alternative member of the Council will be contacted.