

Ufford Parish Council – Scheme of Delegation

Introduction

This Scheme of Delegation authorises the Clerk to the Council (as Proper Officer and Responsible Financial Officer) to act with delegated authority in specific circumstances, as outlined below. Delegated authority is granted to ensure the efficient day-to-day running of the Council and to enable timely action between council meetings, particularly in urgent or time-sensitive matters.

1. Proper Officer and Responsible Financial Officer

The **Clerk to the Council**, as the Proper Officer and Responsible Financial Officer (RFO), is authorised:

- **Urgent Matters:**
To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. If time permits, the Clerk should consult with the Chairman (or Vice-Chairman in their absence) and take their view into account. Any such action must be reported to the next available Council meeting.
- **Emergency Expenditure:**
To incur expenditure on behalf of the Council which is necessary to carry out any urgent repair, replacement or other work that must be done at once, whether or not there is budget provision, subject to a limit of **£300**.
- **Minor Repairs and Maintenance:**
To arrange for and authorise minor works or repairs up to the value of **£300** and to report these to the relevant authority where appropriate.
- **Compliance:**
Delegated actions must comply with the Council's Standing Orders, Financial Regulations, and relevant legislation, and must be reported to the next available Council meeting.

2. Delegated Powers – Planning and Consultation Responses

Planning Applications

Planning applications shall be received by the Clerk, who will circulate details to all councillors.

- Where there is a consensus between councillors (via email or other written communication) and no queries or objections arise, the Clerk is delegated to respond on behalf of the Council, reflecting the consensus view.
- Where queries, differing views or requests for further information arise, the Chair may call an Extraordinary Meeting or site meeting, subject to legal requirements. No decisions will be made outside of a lawful meeting in such cases.
- Councillors must respond directly to the Clerk to avoid discussions between members outside of meetings.

Other Consultation Responses (e.g. Local Plans, Highways, etc.)

Where the Council is invited to respond to formal consultations and:

- There is insufficient time to convene a full Council meeting before the deadline,
- The matter is not a new policy position or financial commitment,

the **Clerk is authorised to respond on behalf of the Council**, having:

- Consulted with the Chair (or Vice-Chair) and at least one other councillor, and
- Circulated a draft response for comment where time permits.

All such responses shall be clearly marked as submitted under delegated authority and reported to the next Council meeting.

3. Staffing, HR, and Committees

Given the size and structure of Ufford Parish Council:

- HR matters will be dealt with by the full Council, unless and until a Staffing Committee is formed.
- The Clerk's contracted hours and conditions of employment may be reviewed and adjusted by resolution of the full Council.
- Any disciplinary or grievance matters will be dealt with in accordance with ACAS guidelines and legal obligations, with councillors receiving appropriate training if necessary.

4. Delegation – Limitations

- All decisions taken under delegated authority must be in accordance with the Council's Standing Orders, Financial Regulations, and this Scheme of Delegation.
- All such decisions must be recorded in writing and reported to the next available Council meeting.
- The Council may, by resolution, delegate further powers to the Clerk or committees, provided this is properly minuted.

Adoption and Review

This Scheme of Delegation was adopted by Ufford Parish Council at its meeting held on [insert date], Minute number [insert minute ref].

It shall be reviewed annually at the Council's Annual Meeting or sooner if required.