West Ilsley Parish Council
Scheme of Delegation

Version Number	1.1	**Minute Reference**	21/22-066
Date Adopted	12th July 2021	**Review Due**	Annually

1. Responsible Financial Officer

1.1 The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time.

2. Proper Officer

2.1 The Parish Clerk shall be the Proper Officer of the Council and, as such, is specifically authorised to:

2.1.1 Receive declarations of acceptance of office.
2.1.2 Receive and record notices from Councillors disclosing interests.
2.1.3 Receive and retain plans and documents.
2.1.4 Sign Notices or other documents on behalf of the Council.
2.1.5 Receive copies of By-laws made by the Unitary Council.
2.1.6 Certify copies of By-laws made by the Council.
2.1.7 Sign and issue summonses to attend meetings of the Council.
2.1.8 Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)
2.1.9 Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office

2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:

2.2.1 The day-to-day administration of services, together with routine inspection and control.
2.2.2 Day-to-day supervision and control of all staff employed by the Council.
2.2.3 Authorisation of routine expenditure within the agreed budget.
2.2.4 Emergency expenditure up to £1,000 outside of the agreed budget.

2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. Council

3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

3.1.1 Setting the Precept.
3.1.2 Borrowing money.
3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
3.1.4 Making, amending or revoking By-laws.
3.1.5 Making of Orders under any Statutory powers.
3.1.6 Matters of principle or policy.
3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
3.1.8 Any proposed new undertakings.
3.1.9 Prosecution or defence in a court of law.
3.1.10 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
3.1.11 Approving the annual return.
3.1.12 Confirming eligibility to exercise the General Power of Competence

4. Delegated Powers re Planning Delegation

4.1 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 Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk, thereby avoiding discussion between members. Where queries arise, the Chairman will call for a site meeting, which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

5. Staffing Committee

5.1 It will deal with HR issues and other contractual matters (except the resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

6. Disciplinary/ Grievance Committee

6.1 A committee of 3 Members, who will be available to sit on the Disciplinary/Grievance and Appeal Committee (3 Councillors will sit on the Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified.

7. Delegation – Limitations

7.1 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.

7.2 The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.

8. Document History

Date	Version Number	Minute	Changes
12th July 2021	1.0	21/22-066	Policy adopted
20th May 2025	1.1	25/015	Policy reviewed. The section relating to the West Ilsley Parish Council Trust has been removed.