

# Sandon and Burston Parish Council

## [www.sandonandburstonpc.org.uk](http://www.sandonandburstonpc.org.uk)

### Clerk Scheme of Delegation

#### **S101 delegation of powers**

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

This scheme of delegation is a measure to facilitate effective decision making. It allows the Clerk to take on the executive.

#### **Delegation of Power**

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Clerk
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

#### **To the Proper Officer LGA 1972 s101**

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

**To act:**

1. To act on any issue that cannot wait until the next Parish Council meeting, the Proper Officer is empowered to take all decisions that would normally be taken by Full Council, or a committee or a working group, having sort approval from two members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chair or Vice Chair if the Chair is unavailable.

**Financial thresholds:**

3. To authorise expenditure on items where the council has previously approved the budget, where the council has agreed & minuted the expenditure at a prior meeting. For the avoidance of doubt, **this includes any payments that will be overdue before the next scheduled council meeting** or where discounts may be lost to the council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by council at a meeting.
4. To incur expenditure on behalf of the council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether there is or isn't any budgetary provision for the expenditure, having consulted two members for authorisation.
5. To take any action regarding minor repairs or purchases, having consulted the Chair of the Council or if not available, two members for authorisation.

**Planning Matters:**

6. Planning applications will be received by the Clerk. Clerk will email all Councillors with planning details and request comments and once a quorum of responses is received, Clerk will liaise with Chair and then issue comments to Stafford Borough Council.

**Delegation Limitations, Record keeping & Reporting:**

7. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
8. All decisions will be reported at the next available Full Council Meeting.
9. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date last Ratified/Approved	Version number	Revision/Amendment made	Review date
19.03.2024	1	Policy adopted	May 2025
13.05.2025	2		May 2026
05.05.2026	3	Amended 6. Planning matters re submitting comments	May 2027