

LEVEN PARISH COUNCIL SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person) to act with delegated authority in the specific circumstances detailed.

1 Responsible Financial Officer Duties & Powers

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

2 Proper Officer Duties & Powers

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

- Receive declarations of acceptance of office.
- Receive and record notices disclosing interests at meetings.
- Receive and retain plans and documents.
- Sign notices, agreements, licences, or other documents on behalf of the Council.
- Receive copies of By-laws made by another local authority.
- Sign and issue summonses to attend meetings of the Council.
- Keep proper records for all Council Meetings.
- Notify the Returning Officer of any casual vacancies and liaise with them regarding the conduct of elections.

3 Delegated Authority

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

- The day-to-day administration of services, together with routine inspection and control.
- Authorisation of routine expenditure within the agreed budgets.
- Emergency or necessary expenditure up to £500 outside of the agreed budget (see 4 Urgent matters below).
- Dealing with all press and public relations on behalf of the Council in consultation with the Chair or Vice-Chair.
- Liaise with ERYC on clear uncontentious matters of concern raised by members of the public or Councillors without first putting it on a Council agenda i.e., fly tipping, graffiti, abandoned vehicles, dog fouling, minor faults, or repairs.
- Authorisation to request that ERYC extend planning application timescale for comments to be agreed at the next full Council meeting. If this is not approved, the Clerk is granted delegated authority to make planning comments in consultation with full Council, via email. Such comments will be recorded at the next meeting.
- Make decisions as to whether items are appropriate for inclusion on the website and/or social media channels.

Delegated actions of the 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.

Items outside of this scheme of delegation shall be discussed under a relevant Agenda item at the next Council or Committee meeting for a decision to be made by **full Council**.

4 Urgent Matters

In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by paragraph 3. above, the Clerk will consult with the Chair and/or Vice-Chair and will have delegated power to act on behalf of the Council in respect of the matter, then under consideration.

Before exercising the delegated powers granted by paragraph above, those Members consulted shall consider whether the matter is of sufficient interest to justify recommending to the Chair that an Extraordinary Meeting of the Council should be called.

Whenever any action is taken under this Standing Order, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meeting of the Council.

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Minutes: 23-24/84

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