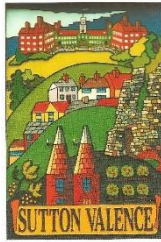


SUTTON VALENCE PARISH COUNCIL

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DELEGATED POWERS

Whilst the full Council can take every decision, it should, in the interests of good practice and expediency appoint Committees as it sees fit; these Committees may discharge functions of the Council and additionally, delegate some of its functions to the Clerk/Responsible Finance Officer.

The following matters are reserved to the Council for decision, notwithstanding that appropriate Committee/s may also make recommendations to the Council for its consideration.

- Setting the precept
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Return.
- Making, amending or revoking Standing Orders, Financial regulations or this Scheme of Delegation
- Matters of principle or policy
- Nomination and appointment of representative of the Council to any other authority, organization or body (excepting approved conferences or meetings)
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment or representative of the Council at any inquiry on matters affecting the Parish, excluding those reserved matters specific to a committee.
- Any other matters which must by law be reserved to the full Council.

The Council may appoint Committees from time to time under section 101 of the Local Government Act 1972 and Working Group/s (up to 7 members) Non councillors can be members of the committee, (A majority of Council members over co-optees) on a task and finish basis to deal with any ad-hoc, specific issues or projects as necessary.

The Clerk/RFO

The Clerk to the Council shall be the Responsible Financial Officer (RFO) to the Council and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations.

The Clerk to the Council will be the Proper Officer of the Council and as such is specifically authorized to:

- Received Declarations of acceptance of Office
- Receive and record members' interests
- Receive and grant dispensations according to the Councils Code of Conduct, which details of all dispensation's requests received and granted to be reported to the Council at the next available meeting.
- Receive and retain plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made other authorities
- Sign summons to send meetings of the Council
- To institute and appear in any legal proceedings authorized by the Council
- To seek grants and other for the Council projects
- Agree matters relating to events within the Parish whether organized directly or by third party organizers.

In addition, the Clerk has the Delegated power to undertake the following matters on behalf of the Council:

- Day to day administration of services together with routine inspections and control
- Day to day supervision and control of staff employed by the Council or contractors
- Implement notional pay awards and conditions of service as amended by local or national agreement
- Authorization to call any extra –ordinary meetings of the Council or any Committee as necessary, having first consulted with the Chairman of the Council and/or the Chairman of any appropriate Committee
- Authorization to respond immediately to any correspondence requiring or requesting information or relating to any previous decisions made by the Council or Committee. (No correspondence should be entered into by the Clerk/RFO if an opinion or decision is required)

The Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Finance regulations and this Scheme of delegation and any other directions given by the Council or Committee from time to time.

The Openness of Local Government Bodies Regulations 2014 require written records to be kept of certain decisions made by an officer of a parish council acting under delegated powers; these decisions are:

- Made under a specific express authorization or
- Made under a general authorization where the effect of the decision is
 - Grant a permission or license
 - Affect the rights of an individual
 - Signing a contract which has been previously agreed – in principle – by the Council or Committee

The Clerk has authority to incur emergency expenditure up to £500. The Parish Council does not consider that such expenditure is likely to significantly affect the financial position of the Council. Any expenditure in excess of these limits must be authorized by a committee with full delegated power or the full Council and decisions must be recorded in the minutes.

Urgent Matters

Where any matter arising, which requires an urgent decision, the Clerk shall consult the Chairman of the Council or any relevant Committee if the expenditure is not provided for in the annual budget or Finance Regulations.

Before the Clerk exercises the delegated power granted above those members consulted shall consider whether or not the matter is of sufficient significance to justify the summoning of a special meeting of the Council or relevant Committee.

Standing Committee

The following Committee shall be ad-hoc committees of the council and shall consist of such members as the council shall from time to time determine.

Staffing Committee (recommended 3 members.)

The committee should meet a minimum of 3 times a year. This will ensure that any issues arising by Councillors or the Clerk/RFO are managed in a timely manner. (this does not prohibit any over and above any extra meetings)

The committee has delegated powers to make decisions on behalf of the Council about all staffing issues not delegated to the Proper Officer including:

- To consider any staff grievances in line with adopted policy
- To carry out disciplinary hearings in line with adopted policy, only reporting to Council when the time of any appeal has passed.
- To keep under review staff working conditions and health and safety matters
- To manage long term sickness, incidents at work and return to work programmes
- To review the Council's staffing arrangements and recommend appropriate changes to the Council
- To carry out the Proper Officers appraisal

In the absence of the Proper Officer, all staffing matters will be the responsibility of the Staffing Committee, including welfare and the appointment of temporary staff for the post of Proper Officer/RFO as necessary

Policy on the following matters is reserved to the Council for decision, but staffing committee may also recommend make policy recommendations relating to

- Conditions of service
- Staffing matters

The Committee may refer specific matters to the Council for a final decision if it so wishes. The Committee shall be governed by the full terms of reference – as above.

Appeals committee recommended 3 members

The Appeals committee is delegated to make decisions on behalf of the Council in the following matters:

- Appeals against decisions made the staffing committee in grievance disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting back to the Council actions taken at the end of the process
- The Committee may refer specific matters to the Council for a final decision as if it so wishes.
- The Committee shall be governed by its full terms of reference

Sub committees

Committees may appoint a subcommittee if it believes it would be expedient to do so under the Councils standing orders. Any powers delegated to a sub committee shall be detailed at the time of the sub committee is formed by means of a minute agreeing the sub committee terms of reference (such delegated powers must be agreed by the Council

Working groups

Working groups may be formed by resolution of the Council at any time. The work or such a group shall be formed by means of a minute detailing the working groups terms of reference, the reason for setting up the Working Group and a guide as to how long the working group will be required.

(Example in Council meeting may say; The WG shall meet to discuss XXX it is anticipated that this will take around XXX weeks to obtain the required information. The Lead of the WG will write up notes and any recommendations to the Council for consideration.

Where working groups are established, they will be convened by their lead member and maintain their own notes which shall be reported in full to the Council.

At the end of the project or reason the Working Group was established, the Working Group will be disbanded.

Delegation – Limitations

Committees and sub committees shall at all times act in accordance with the Councils Standing Orders, Financial Regulations and Terms of Reference made at the time of inception of the Committee or Sub-Committee.

Adopted	14 th May 2025
Review	May 2026