

# Waltham Parish Council Scheme of Delegation

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## Responsible Financial Officer

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

- Operate the Council's banking arrangements
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Incur expenditure on revenue items within the approved estimates and budgets.
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments
- Authorise action for the recovery of debts
- Maintain a Register of Assets and Inventory of Equipment

## Proper Officer

The Clerk to the Council 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
- Receive and retain plans and documents
- Sign notices or other documents on behalf of the Council
- Receive copies of bylaws made by a principal local authority
- Certify copies of bylaws made by the Council
- Draw up agendas
- Sign summons to attend ordinary meetings of the Council

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

- Day to day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff employed by the Council
- Authorisation to respond to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
- Authorisation of routine recurring expenditure within the agreed budget
- Authorisation of expenditure on works up to a maximum of £2,500 within the agreed budget
- Authorisation of emergency expenditure up to £2,500 outside of an agreed budget.
- In consultation with the Chairman of the Council and/or Vice-Chairman, authorise emergency expenditure up to an additional £5,000

- In consultation with the Chairman of the Council and/or Vice-Chairman, make any urgent decisions on behalf of the Council.

Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council. The Clerk's use of delegated powers shall be reported to the next meeting of the full Council.

## The Council

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

- Levying or issuing a precept
- Borrowing money
- Approving the Council's annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the Council's Code of Conduct
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking by-laws
- Making of orders under any statutory powers
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Any proposed new undertakings
- Prosecution or defence in a court of law
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the parish, excluding those matters specific to a committee

## Committees

### *Finance Committee*

The Finance Committee shall consider and determine the following matters:

- Budgetary control
- Recommendation of financial requirements
- Any other matter which may be delegated to it by the Council from time to time

### *Personnel Committee*

The Personnel Committee shall consider and determine the following matters:

- Staff establishment
- Personnel policies and procedures
- Arranging the appraisal of the Clerk
- Any other matter which may be delegated to it by the Council from time to time

The Personnel Committee may also make recommendations relating to:

- Salaries
- Conditions of service
- Staff levels

- Consideration of staffing reviews

A Grievance Sub-Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters in accordance with the Council's grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

An Appeals Sub-Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process

Date of policy: May 2024

Approving committee: Full Council

Date of meeting: 7<sup>th</sup> May 2024

Policy effective from: 7<sup>th</sup> May 2024

Reviewed: 5 May 2025

Date for next review: May 2026