

WORCESTERSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS

Good Practice Guide:



MODEL SCHEME OF DELEGATION

SCHEME OF DELEGATION

- The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a subcommittee reporting to a committee, or the clerk, being the council's proper officer.
- Decisions may not be taken by an individual councillor, including the chairman.
- Working groups of councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the council and to make recommendations to council.
- The council should agree terms of reference for delegation whether this is to an officer or committees, sub-committees and working groups, and these should be reviewed annually.

Clerk's Finance Consultative Group

- From time to time the council will appoint two councillors (who will not be bank signatories) to form the finance group.
- The finance group will monitor financial records, bank reconciliations, budgetary control and other internal financial control measures.
- The finance group will monitor the work of the internal auditor.
- The finance group will support the clerk in making recommendations to council regarding:
 - Budget planning
 - Financial regulations
 - Appointment of RFO and internal auditor
 - Risk management
 - Insurance review
 - Internal and external auditors' reports.

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Urgent Decisions of Council

- Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the chairman (and vice chairman) of the council.
- Decisions made under this delegation will be reported to and minuted at the next council meeting.
- Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

Planning Delegation to the Clerk

- The council delegates decisions arising under development control consultations to the clerk in consultation with members determined by council.
- The councillors to be consulted will be the chairman, vice chairman and one other member of the council
- Consultation may be by correspondence, including email, or in person. It may take place at meetings of the council or its committees.
- Alternatively, the clerk will arrange for relevant papers to be circulated to the councillors who should return them as soon as possible, together with their comments, to the clerk for determination of the council's response within the prescribed consultation period.
- Decisions made under delegation will be reported to and minuted at the next council meeting.
- Under delegation to the clerk, and in particular with regard to controversial or major development proposals, the clerk in consultation with the chairman, may decide that a parish meeting and/or an extraordinary meeting of the council be called to consider the matter or that the matter be referred to the next council meeting, whichever is appropriate.