

# Rowlands Castle Parish Council

11 The Green, Rowlands Castle PO9 6BW

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## Scheme of Delegation

Adopted by Full Council at Mtg on 3 June 2024

*The Policy follows SLCC's Model Scheme of Delegation of 2019*

Rowlands Castle Parish Council's ('the Council') Scheme of Delegation authorises the Clerk to the Council (also known as the Proper Officer or Responsible Financial Officer) and other officers, together with standing committee(s) to act with delegated authority in the specific circumstances detailed.

### Clerk to the Council

- To take action on any issues of such urgency, including dealing with unauthorised encampments, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman or Vice-Chairman if the Chairman is unavailable to take their view into account;
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.00 excluding VAT;
- To take any action regarding minor repairs (up to a cost of £500.00 excluding VAT) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by the Council from time to time, and shall be reported to the next available Council Meeting.

In the absence of the Clerk, those delegated powers detailed above may pass to Council's Administrative Officer or Facilities Officer, as appropriate.

### Delegated Powers re Planning

Planning applications shall be received by the Administrative Officer who will provide details to councillors. Councillors will include the Administrative Officer in any subsequent discussions between members. Where no queries arise, by majority decision of all councillors, the Administrative Officer shall be delegated to inform the appropriate local planning authority of Council's comments within the time allocated. Where queries arise, in accordance with Council's Standing Orders the Chairman or two other councillors may call an Extraordinary Meeting to decide upon Council's comments on any Application. In the absence of the Administrative Officer, this particular delegated power shall pass to the Clerk to the Council.

### Staffing & Remuneration Committee

It will deal with HR issues and other contractual matters (except the resignation of Staff Members) in accordance with the Committee's Terms of Reference. It will have delegated authority to make all decisions relating to staff and their employment, except recruiting, termination and decisions on hours in excess of core hours.

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## **Disciplinary/Grievance Committee**

Such a Committee will be appointed by the Staffing & Remuneration Committee and convened in accordance with the Council's Disciplinary and Grievance Policies, including the need for 3 members to sit on any such Disciplinary/Grievance/Appeal Committee. If deemed necessary, professional advice may be sought before matters are progressed.

## **Delegation - Limitations**

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules, regulations and legislation. All decisions will be reported to the first appropriate Council Meeting.

The Council may delegate the power to make individual decisions on individual items to the Clerk and its Committees as and when appropriate.