



# **SCHEME OF DELEGATION**

**Adopted on 17.11.20**

**Reviewed on 18.01.22**

## Introduction

This Scheme of Delegation sets out the powers available to a Parish Council to delegate powers and the way in which OPC will utilise these powers in accordance with the law. This Scheme is not comprehensive as it is also subject to OPC's Standing Orders and Financial Regulations.

The power to delegate functions is set out in the Local Government Act 1972 s101. The Parish Clerk is defined as the Proper Officer who will carry out functions provided by the Local Government act 1972 and the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

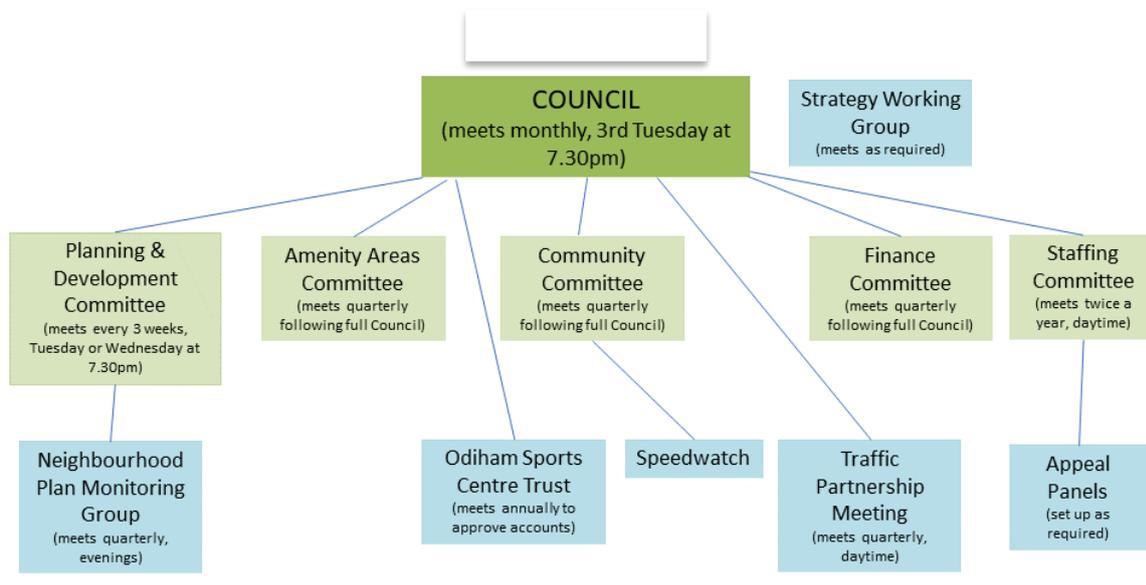
The intention of the delegation scheme is to allow OPC to act with all reasonable speed and take decisions at the most suitable level.

Therefore, the Parish Clerk is given powers over the day to day administration of the Council and Committees will determine matters within their terms of reference.

Any decisions taken under this Scheme of Delegation will, where possible, be taken in consultation with the relevant Council or Committee Chair and reported to the next available Council or Committee meeting.

## OPC's Committee Structure (agreed 18.01.22)

### Odiham Parish Council Committee Structure



## Delegated Powers and Responsibilities to the Parish Clerk

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspections and control.

- Overall responsibility for staff.
- Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council, but not requiring an opinion to be taken by the Council or its Committees.
- Authorisation of routine budget expenditure in accordance with the Financial Regulations and to manage timely transfer of funds between the Council's bank accounts to maintain adequate cash flow.
- Handling of requests for information under the Freedom of Information Act 2000 and the General Data Protection Regulations, in consultation with the Chair or Vice Chair.
- Updating and managing the content of the Council's website and Facebook account.
- Co-ordinating the content and publishing the Council's newsletters and press statements, in consultation with the relevant Chairs.
- Disposal of Council records according to legal restrictions and the Council's Document Retention Policy.
- Preparation and submission of comments to consultations or correspondence where the Council's policy stance is known.
- Preparation and submission of comments to Planning Applications where a deadline falls before the next available Planning & Development Committee and in consultation with the Committee Chair.
- Authority to liaise with 3<sup>rd</sup> parties and invite representatives to Council or Committee meetings which are of interest to agreed Council policies, services or projects.
- Take appropriate actions arising from emergencies as required to respond to provide business continuity and respond to urgent H&S matters, in consultation with the Chair/Vice Chair of the Council or relevant Committee.
- Authorisation to allow community organisations use of OPC's assets or facilities for activities which support the Parish, OPC's activities and services.
- Authority to deal with any Council matter during national crisis or emergency which prevents OPC from holding lawful Council meetings. Any decision will be taken in consultation with at least two Councillors, normally the Chair of the Council and the relevant Committee Chair. This authority does not extend to matters which must lawfully be decided by full Council.