

Horrabridge Parish Council Delegation Scheme

Background

A delegation scheme will enable the Parish Council to function as near to normal as possible in the event of meetings of the Parish Council are unable to take place due to the coronavirus pandemic or any other reason.

It should be noted that some items of business, including the setting of the budget and precept, and the approval of the Annual Governance Accountability Return cannot be delegated to an officer or Committee and must be resolved by the Parish Council.

In the event that the Chairman or Clerk are unavailable their role will be undertaken by the Vice Chairman.

Activation

The policy will only be activated in the case of an emergency situation when the Parish Council is unable to meet and in the following circumstances:

1. An announcement by the Government that meetings cannot take place, ie a pandemic lockdown or emergency situation. In this case the scheme will automatically be enabled.
2. By agreement of the members of the Parish Council, including by email.

Following activation, Councillors will be required to check their emails at least twice weekly. The Clerk will contact Councillors regularly to ensure all correspondence had been received.

Parish Council

If a resolution is required by the Parish Council, with the exception of those which cannot be delegated, the Clerk will email the details to all Councillors. Comments will be collated, and the decision made by the Clerk following consultation with the Chairman.

Planning Committee

Applications for planning permission and alcohol licencing are to be emailed to all members for their comments. The comments will be collated and following consultation with the Chairman and Planning Chairman, the Clerk is delegated authority to make the final decision for the Planning Chairman to submit a response.

Finance

A schedule of payments required to be made will be circulated by email to all Councillors for their comments.

Salary payments will be made following approval by the Chairman and the Finance Chairman.

Any queries will be responded to and approval will be made by the Chairman. Other decisions that would have been made by the Council are to be circulated to all Councillors by email for comments. The final decision is to be made by the Clerk, following a consultation with the Chairman, including authority to purchase/authorise contracts.

Working from Home

In the event that staff are required by Government legislation, or they are unable to work from the office due to exceptional circumstances, they are permitted to take home equipment required to enable them to continue to undertake the main elements of their role: for example, IT equipment and documentation.

Delegation – Limitations

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