



Newton and Biggin Parish Council

Scheme of Delegation 2025

S101 Delegation of Powers

The Scheme of Delegation (s101 of the 1972 Local Government Act), provides for delegating authority to the Proper Officer (the Clerk) for making decisions on behalf of the council as and when appropriate.

Under normal circumstances, all decisions would be made and approved by the council at a full council meeting. However, this scheme of delegation is a measure to facilitate effective decision-making during unforeseen situations including meeting disruption. It allows the Clerk to take on the executive role during this time. If it remains unlawful to make decisions at virtual meetings and the Council are unable or unscheduled to meet, it ensures that Council activities can continue in the meantime.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year.
- To sign off the Governance Statement by 30th June each year.
- To set the precept.
- To appoint the Head of Paid Service (Clerk).
- To make byelaws.
- To borrow money.
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:



Newton and Biggin Parish Council

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting. As a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chair, or Vice Chair if the Chair is unavailable, and take their view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction, having consulted a minimum of two Members and the Chair, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chair and taken on board their views.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chair and taken on board their views.

Planning Matters:

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with the Chair and a minimum of two other Members.

Delegation Limitations, Record keeping & Reporting:

7. Records will be kept demonstrating a clear trail (particularly around decision making in any form) and the Clerk will use email to ensure Councillors are aware of issues as they arrive.
8. All decisions will be reported at the next available Full Council Meeting.
9. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

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