

## Scheme of Delegation

### Principles of Delegation

1. Under **Section 101 of the Local Government Act 1972**, the Council may delegate its powers except those restricted by law:
  - A Committee may delegate powers to an officer.
  - The delegating body retains oversight and the ability to exercise delegated powers when necessary.
2. Delegation must comply with the **Council's Standing Orders, Financial Regulations, and statutory obligations.**
3. The **Proper Officer** may assign responsibilities to another named officer where appropriate, ensuring accountability and continuity.
4. In an **emergency**, the Proper Officer is authorised to undertake **any function** of the Council to safeguard operations and public welfare.
5. Officers utilising delegated authority must consult with Members when actions have a **significant financial or community impact**, and ensure legal, financial, and specialist advice is obtained before proceeding.

# MARSKE AND NEW FOREST PARISH COUNCIL

Clerk to the Council – MRS Charlotte Smith

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## Delegation to the Proper Officer

### Matters Reserved for Council

6. The following matters **must** be referred to the Council or relevant Committee:

- **Policy Decisions:** Introducing new policies or amending existing ones beyond minor adjustments.
- **Financial Oversight:** Any expenditure exceeding £500, except for pre-approved or emergency expenditure.
- **Legal & Governance:** Decisions impacting **corporate governance, legal compliance, or standing orders.**
- **Major Infrastructure & Contracts:** Approving significant contracts or projects over **£60,000**, requiring a tender process.
- **Public Consultation:** Matters that necessitate **community engagement or representation** before final decisions are made.
- **Strategic Priorities:** Adjustments to the **long-term vision, corporate priorities, or partnership agreements.**
- **Personnel & Staffing:** Any change to staffing structures, salaries, or employment terms beyond routine matters.

### Urgent Items

7. The Proper Officer may approve urgent matters **up to £500**, in consultation with the Chairman and Vice-Chairman, provided the decision is reported at the next meeting.

### Delegated Authority & Limits for Officers

8. Officers are delegated authority for **day-to-day operational decisions**, including:

- **Financial Transactions:** Routine payments (contracts & regular payments) **up to £150** without prior approval; urgent expenditure **up to £500** with Chairman consultation.
- **Contract & Procurement Management:** Approval of standard purchases **up to £3,000**, subject to three comparative quotes and approval by the council.
- **Grant Applications:** Submitting funding requests and providing required monitoring statements.
- **Planning Responses:** Responding to minor planning amendments within a **10-day statutory period.**

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- **Administrative Management:** Signing official Council notices and ensuring compliance with statutory obligations.

- **Website & Social Media:** Authority over online communications and publication of Council updates.

## **Delegated Powers for Planning**

9. The Clerk shall review planning applications and:

- **Distribute details to Members for consideration.**
- **Then respond with the councils comments within statutory deadlines on minor applications.**
- **Refer contentious applications requiring site meetings to the Chairman.**
- **Escalate complex cases and call an extra ordinary meeting for full Council discussion if necessary.**