

Chagford Parish Council Scheme of Delegation Policy

1. Introduction

This Scheme of Delegation sets out the framework by which Chagford Parish Council delegates authority to ensure effective and efficient decision-making. It is adopted in accordance with the Local Government Act 1972 and aims to clarify responsibilities across the council, its committees, and officers. This policy is subject to Chagford Parish Councils Standing Orders, Financial Regulations and Statement of Internal Controls.

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.

2. Purpose

- Enable swift and effective action without unnecessary delay.
- Ensure decisions are taken at the most appropriate level.
- Maintain transparency and accountability.
- 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 (agreed by full council).

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.

3. Full Council

The following functions are reserved to Full Council and cannot be delegated:

- Setting the annual precept and budget.
- Approval of the annual accounts and Annual Governance & Accountability Return (AGAR).
- Adoption and amendment of Standing Orders, Financial Regulations, and this Scheme of Delegation.
- Approval of key policies and strategic documents.
- Consideration of major projects or partnerships.
- Appointment of the Clerk/RFO and decisions on staff pay and conditions.

4. 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 any service providers or contractors.
- 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.
- Managing the content of the Council's website and Facebook account.
- Co-ordinating the content and publishing the Council's newsletters and press statement in consultation with the relevant Chairs.
- Disposal of council records according to legal restrictions and SLCCs document retention or disposal guidance.
- 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 ordinary meeting in consultation with the planning working group\Chair.
- Authority to liaise with 3rd 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 health and safety matters, in consultation with the Chair\Vice-Chair of the Council or Committee.
- Authority to take immediate action on any incident which poses an immediate health and safety risk or damage to any council personnel or asset.
- Authority to deal with any Council matter during national crisis or emergency which prevents CPC from holding lawful Council meetings. Any decision will be taken in consultation with at least two Councillors, normally one being the Chair. This authority does not extend to matters which must lawfully be decided by full Council.

5. Review

This Scheme of Delegation shall be reviewed annually and may be amended at any time by resolution of the Council.

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Approving committee: Full Council 14.09.2026 Minute ref: 319. 1).

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