



Scheme of Delegation

- 1) Scope

Officers & Members

- 2) Proper Officer
- 3) Responsible Financial Officer
- 4) Parish Clerk (General)

The Council

Council & Standing Committees

- 5) Planning & Transport Committee
- 6) Amenities Committee
- 7) Personnel Committee

Advisory Committees, Panels & Other Generic Functions of the Council

- 8) Advisory Committees (General)

Scope

- 1.1) The scheme of delegation authorises the Proper Officer, Responsible Financial Officer (Parish Clerk) and committees to act with delegated authority in specific circumstances detailed. This Scheme of delegation is overseen by the Council and should be reviewed on an annual basis, taking into account the changing nature of the committee structure.
- 1.2) The Scheme of Delegation should be used to determine an officer's or committee remits and serves to codify the Council's decision-making process.

Proper Officer

- 2.1) The Proper Officer is the Parish Clerk and is responsible for ensuring that the Council's records, assets and processes are kept in good order, regularly reviewed and reported to Council. Specifically, duties of the Proper Office include:
 - Receiving declarations of acceptance of office.
 - Receiving and recording notices disclosing interests.
 - Receiving and retaining plans and documents.
 - Signing notices and documents on behalf of the Council.
 - Receiving copies of bylaws made by a principal local authority.
 - Certifying copies of bylaws made by the Council
 - Drafting and publish agenda papers in consultation with the relevant chairperson.
 - Signing summons to attend ordinary meetings of the Council.
 - Retaining custody of the Council's seal for use by resolution.

Responsible Financial Officer

- 3.1) The Responsible Financial Officer (RFO) is a statutory appointment under S151 of the Local Government Act 1972 and is the Parish Clerk. The RFO is accountable to the Council and holds responsibility for determining the Council's form of accounts, ensuring that accounts are maintained in accordance with the Accounts & Audit Regulations in force at any given time. In addition, duties of the RFO include:
 - Accountability for the management of budgetary information, reporting and management of reserves.
 - Accountability for the timely and proper report of all cashbooks and reconciliations to the Council
 - Ensuring investments are carried out in accordance with the Council's Treasury & Investment Policy.
 - Maintaining a sound system of internal control.

Parish Clerk

- 4.1) The Parish Clerk holds responsibility for presiding over administrative and operational matters, but not matters of policy approval, which is reserved for the Council. The Parish Clerk is accountable to the Council as a body corporate. The Parish Clerk holds delegated authority to undertake the following matters on behalf of the Council:
 - Day-to-day administration of services, together with routine inspection and control

- Deployment of Council resources to discharge the statutory duties of the Council and agreed council business.
 - Providing comments to local press and media on behalf of the Council in conjunction with all relevant Members to the subject matter.
 - Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
 - Authorisation of expenditure as agreed in the Financial Regulations.
 - Proposition of new policies and initiatives for consideration by the Council.
 - In the situation where a planning application is received that requires a response prior to the next full council meeting, and no extension of time to the deadline is permitted by the Local Planning Authority, the council delegates the decision and submission of the response to the clerk in consultation with the Parish Council. Consultation may be by correspondence, including email, remotely, or meeting in person. Decisions made under delegation will be reported to and minuted at the next full council meeting.
- 4.2) Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time. Actions and general business being handled by the Clerk and should be regularly reported via the 'clerks report' items on each agenda.

The Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and the Annual Governance & Accountability Return
- Making, amending or revoking Standing Orders, Financial Regulations, Code of Conduct or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- The appointment of the Parish Clerk, taking into account the advice of the Personnel Committee
- Matters of principle or policy
- Nomination and appointment of representatives of the Council to any other authority, organisation or body
- Responses to legislative and other allied consultations
- Prosecution or defence in a Court of Law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence

Council shall also be responsible for-

- Receipt of all budget reports.
- Receipt of bank reconciliations.
- Receipt of relevant proposals for instructions and reports.

- All matters concerning income and expenditure in general, including analysis of the Council's long-term financial picture.
- Periodic review of the Council's 'Earmarked Reserves' and receipt of EMR reports.
- Scrutiny of administrative practice and deployment of resource.
- Matters relating to the Council's income including investment.

Planning Committee

- 5.1) The Planning Committee serves to provide statutory consultation responses to the Local Planning Authority if a number of urgent responses are required outside of the regular Council meeting schedule and the applications are felt to be too controversial or significant to be made under delegated decisions. Under these circumstances, a meeting of the Planning Committee can be called.
- 5.2) The Committee consists of all 9 members.
- 5.3) The Committee shall consider and determine the following matters:
 - All statutory consultation notices received in respect of full planning applications, listed building consent applications and change of use.
 - Plans and policy proposals received in relation to Minerals & Waste.
 - Matters relating to the National Planning Policy Framework (NPPF)
 - Matters relating to the Local Plan and its components.
 - Any principal matters and correspondence relating to Neighbourhood Plans.
 - Correspondence received from the Local Planning Authority in relation to administrative planning matters.
 - Notifications of Tree Preservation Orders made by the District Council.
 - Notifications of Traffic Regulation Orders.
 - Notifications of decisions taken by the Local Planning Authority.

Amenities Committee

- 6.1) The Amenities Committee serves to represent the interests of Great Totham's local citizens in respect of anything that directly impacts the local Amenities, including matters of green and open spaces, and commonly shared infrastructure interests with the Planning Committee. If any business relating to the committee requires an urgent response outside of the regular Council meeting schedule, a meeting of the Amenities Committee can be called.
- 6.2) The Committee consists of 5 members.
- 6.3) The Committee shall consider and determine the following matters:
 - All matters relating to the Council's managed assets including Bull Meadow, Bull Green, Totham Hill Green, Totham Hill Recreation Ground and the Jubilee Recreation Ground.
 - To preside over general asset management of furniture.
 - To preside over all playground equipment.
 - To consider all matters in relation to trees and tree planting.
 - To consider matters in relation to litter and any provisions included in the Environmental Protection Act 1990.
 - To consider any matters in relation to the ongoing maintenance and management of the Council's equipment assets.
 - To preside over the management of the Council's street lighting inventory.

Personnel Committee

- 7.1) The Personnel Committee serves to oversee matters relating to employment and staff member circumstances. Members who serve on this committee are party to sensitive, personal and confidential information and must take care to maintain confidence at all times.
- 7.2) The Committee consists of 3 members.
- 7.3) The Committee shall consider and determine the following matters:
 - Welfare and reasonable adjustments for staff.
 - Matters of long-term absence.
 - All matters of a recruitment nature.
 - Employment disputes and executive disciplinary measures.
 - Adoption of specific policies in relation to personnel matters.
 - Scrutiny of the Parish Clerk's performance and decision taking.

Advisory Committees (General)

- 8.1) Advisory committees are non-decision-making entities established by the Council and its standing committees from time to time as required. Advisory committees may exist in one of four prescribed formats:
 - Working Groups (Ongoing handling of delegated perpetual business)
 - Review Groups (Specifically designated for the exploration of a single issue for report)
 - Scrutiny Panels (Standing oversight panels of 3 members holding power of intervention)
 - Steering Groups (Explorative, consultative and research bodies)

These committees exist to examine particular issues in depth in researching topics, informing itself of a particular issue and making recommendations to the Council by producing reports and suggestions to their parent committee or where appropriate, full council. Such committees have no set numbers, and need have no Members of the Council at all, but in all situations should be supported by the Parish Clerk. Advisory committees should be reviewed from time to time as to their effectiveness, purpose and scope of work, and each committee should be assigned terms of reference which are reviewed annually to ensure focus within their allocated remit.

- 8.2) Advisory committees are prohibited from making financial decisions under the Local Government Act 1972.

Agreed at: Council Meeting 14th July 2025

Reviewed: 11th May 2026

Next Review: Annual Meeting May 2027