Tanworth in Arden Parish Council

SCHEME OF DELEGATION

Revised May 2026

This document defines Tanworth in Arden Parish Council's Scheme of Delegation.

The intention of this delegation scheme is that the Council can act both correctly and with reasonable speed

Legal Basis of Delegation
The Council may arrange for the discharge of any of their functions by a committee, a sub-committee or an officer of the authority.

Legislation requires that certain statutory functions of a local council to be discharged by the council itself. The scheme does not delegate any matter reserved by law or which by law may not be delegated to a Councillor and /or Officer such as –

- Levying or issuing a precept
- Borrowing money
- Approving the council's annual accounts
- Considering an auditor's report made in the public interest
- Adopting or revising the council's code of conduct

Records of Decision
In the interests of openness, Officers must report all decisions taken under delegated powers at the next meeting of the Council. The Clerk will keep a log of all decisions made under delegated powers and will arrange for these to be made open for public inspection via the Council website.

Review
The scheme will be reviewed at the Annual Meeting of the Council, as required by the Council and when a new Parish Clerk is appointed.

Delegation to the Clerk
The powers and duties set out in this scheme are delegated to the Parish Clerk.

The Parish Clerk is both the Councils Responsible Financial Officer and the Proper Officer and has responsibility for the management of the organisation.

All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.

The Parish Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Financial Regulations
- The Council's Contract Procedure Rules
- The Council's Procurement Strategy
- The Council's Policy Framework and other adopted policies of the Council
- All statutory common law and contractual requirements

The Parish Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.

In addition the Parish Clerk is authorised to undertake the day to day administration of the Council to include:

- Day to day supervision and control of all staff employed by the Parish Council;
- Authorisation of routine expenditure within the agreed budget up to a limit of £500

- Emergency expenditure up to £5,000 whether or not there is budgetary provision for the expenditure (subject to Standing Orders and Financial Regulations) in consultation with the Chair of the Parish Council or the Chair of the Finance.
- any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- Employ temporary staff as necessary (in consultation with Chairman)
- Take appropriate action arising from emergencies (in consultation with Chairman)
- Authorising routine recurring expenditure within the agreed budget
- To authorise the comments of routine Planning Applications (in consultation with the Chairman of the Planning Committee)
- Urgent decisions required between scheduled meetings of the council are delegated to the clerk in consultation with the Chairman of the council.

Delegation to Committee

With the exception of the Planning and Staffing Committee, all Committees of Tanworth in Arden Parish Council are advisory only and have to recommend a course of action to Full Council.

The Planning Committee has the delegated authority from Tanworth in Arden Parish Council:

- To make representations to Stratford-Upon-Avon District Council on applications for planning permission
- To make representations in respect of appeals against the refusal of planning permission.

as set out in the Planning Committee Terms of Reference.

The Staffing Committee has the delegated authority from Tanworth in Arden Parish Council:

- To act as line manager of the Clerk
- To carry out the annual appraisal of staff and assessment after completion of the probationary period of new staff

as set out in the Staffing Committee Terms of Reference.