

Heighington Parish Council

ORDINARY SCHEME OF DELEGATION

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1. Purpose and scope

- 1.1. This document outlines the delegation of duties to officers of the council during ordinary periods. In times considered to be a temporary period of emergency, an emergency scheme of delegation may be enacted. The activities included in this document are not exclusive and will be carried out in addition to any responsibilities and duties already conferred to the post of Clerk, RFO or other staff.
- 1.2. Delegated powers within this scheme may already be provided within existing policies of the council including but not limited to Standing Orders and Financial Regulations. The purpose of this scheme is to detail in a single document the delegated powers given to officers on a day-to-day basis.
- 1.3. The following provisions to this policy should be noted:
- The delegations in this scheme are subject to any limitations imposed by law, the budget and the council's policies including Standing Orders and Financial Regulations.
 - The inclusion of examples in the scheme does not limit the generality of the wording to which the example relates.
 - The reference to a legislative provision extends to any amendment or re-enactment or consolidation of that provision.
 - In the exercise of any statutory function any words or phrases in the appropriate part of the scheme which are defined in the relevant legislation shall bear the same definition as in that legislation.
 - Grant of a delegated power does not necessarily imply any budget provision for the exercise of that power or the consequences of such exercise.
 - All delegated powers referred to in the scheme are given to the Clerk or RFO only. The Clerk may at their discretion authorise other members of staff to act on their behalf using the powers delegated in this scheme. During any period of absence affecting the Clerk, the delegated powers are extended to the RFO.

2. Table of delegated authority

	Delegated to	Delegated authority	Related policy	Consultation and reporting
Staffing				
Expenses, travel & reimbursement	Clerk (except in relation to the Clerk) Authorising councillors (for the Clerk)	Approval of expenses, travel and other reimbursement to staff.		Payment authorised by two councillors. Included in the list of payments reported at Full Council.
Management of other staff	Clerk (except in relation to the Clerk)	Line management of other staff. Undertake staff appraisal	Clerk's Job Description Employment Committee Terms of Reference	Appraisal results reported to Employment Committee with

	Employment Committee (for the Clerk)	and review.		recommendations.
Absences and working time	Clerk (except in relation to the Clerk) Employment Committee (for the Clerk)	Agree leave arrangements and other absences for staff -including compassionate, bereavement, parental, jury service leave.	Absence Policy Employment Committee Terms of Reference	
Operation and administration of the council				
Representing the Council	Clerk	Represent the Council at any meeting to which the Council has been invited (unless the Council has indicated otherwise). May be in conjunction with attendance by councillor(s).		Reported to councillors via the Weekly Update and reported to Full Council via the list of correspondence and meetings.
Councillors	Clerk	Receive and hold members' declarations of interest and acceptance of office. Notify NKDC of any casual vacancies and liaise with NKDC regarding elections.	Standing Order 15.b	No consultation required. Not reported.
Meetings	Clerk	Sign and issue summons to attend meetings. Make final decision on items to be included on a meeting agenda. Receive and record declarations of interests at meetings.	Standing Order 15.b Standing Order 9.f Standing Order 3.t	No consultation required.
Website, media, social media	Clerk Clerk/Chair	Improve, develop, update the council's website. Publish information as required by relevant legislation. Submit articles to the Sheepwash magazine. Publish information on the Council's social media. Formal press release.	Clerk's Job Description Freedom of Information Act 2000 Accounts & Audit Regulations 2015 Social Media Policy	No consultation required. Where possible,

				councillors shall be consulted. If this is not possible, they will be briefed afterwards.
Annual report	Clerk	Prepare and publish council's annual report (in conjunction with the Chair).	Clerk's Job Description	Shared with councillors before publication. Delivered at Annual Parish Meeting. Available on website.
Training	Clerk	Arrange training (or conference attendance or personal development) for staff and councillors that falls within the training budget, is identified as a basic requirement in the Training & Development Policy, has been identified in staff appraisal, or has been agreed by Council.	Training & Development Policy	Reported to councillors via the Weekly Update and reported to Full Council via the list of correspondence and meetings.
Data protection	Clerk	Respond to requests for information including requests made under Freedom of Information and Subject Access Requests.	Data Protection Policy GDPR regulations Subject Access Request Procedure	Reported to next Full Council meeting.
Planning	Clerk	Submit comments on behalf of the council for planning applications in consultation with all councillors. Comments to be considered and the Clerk to decide the final comments submitted to NKDC. This authority will be reserved for use only in the following circumstances: <ul style="list-style-type: none"> Where a meeting of the council cannot be held prior to the consultation deadline. Where an extension to the consultation cannot be obtained. 	Standing Order 16.b Also, minute reference 254/M/23 from April 2024 (re)confirmed the action required, depending on the size of application and whether it is likely to be contentious with residents.	Comments reported to next Full Council meeting.
Finances				
Authority to spend	Clerk or RFO	Authorise expenditure within agreed budgets: <ul style="list-style-type: none"> any items below £1,000 excluding VAT. 	Financial Regulation 5.15	Payment authorised by two councillors. Reported in the list of

	<p>Clerk or RFO with Chair</p> <p>Clerk or RFO</p>	<ul style="list-style-type: none"> any items below £2,000 excluding VAT <p>Emergency: In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk or RFO may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.</p>	Financial Regulation 5.18	payments approved by Full Council.
Banking and payments	Clerk & RFO	<p>The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:</p> <ol style="list-style-type: none"> any payments of up to £1,000 excluding VAT, within an agreed budget. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. 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 and RFO certify that there is no dispute or other reason to delay payment, provided 	Financial Regulation 6.9	<p>Payment authorised (retrospectively) by two councillors.</p> <p>Reported in the list of payments approved by Full Council.</p>

		<p>that a list of such payments shall be submitted to the next appropriate meeting of council.</p> <p>iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.</p>		
Income	RFO	The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.	Financial Regulation 13.1	Reported at Full Council (list of receipts).
Management reports	RFO	<p>Provide monthly to all councillors – receipts and payments for the prior month, year to date receipts and payments, bank balances at prior month end, performance against budget highlighting potential under or overspends.</p> <p>Following year-end, provide to all councillors a summary of receipts and payments for the prior month and year to date, accounting statements (AGAR section 2) for approval.</p>	<p>Standing Order 17.c</p> <p>Standing Order 17.d</p>	Reported at Full Council.
Other services				
Hire of recreation spaces and facilities	General Assistant, RFO, Clerk	<p>To exercise control and management of the facilities, including control of access, security, hire of facilities, negotiation of charges not otherwise fixed by the Council.</p> <p>Discretion on hire charges in special circumstances, such as no hire charge for a charity event.</p>	General Assistant's Job Description	<p>No consultation required.</p> <p>Reported to councillors via the Weekly Update and reported to Full Council via the list of correspondence and meetings.</p>
Inspections	Caretaker, Clerk	Carry out routine inspections of Council land and facilities.	<p>Caretaker/Handyperson's Job Description</p> <p>Clerk's Job Description</p>	<p>No consultation required.</p> <p>Reported to Full Council</p>

			(responsible for Health & Safety)	where appropriate or where action is required.
Events	General Assistant, RFO, Clerk	Arrangement of public events (within agreed budgets), including type and frequency of event, scheduling and location.	General Assistant's Job Description	Reported to councillors via the Weekly Update and reported to Full Council via the list of correspondence and meetings.