

Yealmpton Parish Council

Scheme of Delegation

1. Introduction

This Scheme of Delegation sets out the decisions and functions delegated by the Council to its committees, sub-committees, the Clerk and the Responsible Financial Officer (RFO). It ensures clarity, accountability and lawful decision-making in accordance with Section 101 of the Local Government Act 1972, which permits a local council to delegate its functions.

The Council remains responsible for all decisions except those formally delegated and may at any time withdraw, amend or review delegation.

2. Matters Reserved to Full Council

The following decisions cannot be delegated and must be made by the full Council:

- Setting the annual budget and precept
- Approval of the Annual Governance and Accountability Return (AGAR)
- Adoption or amendment of Standing Orders, Financial Regulations, the Code of Conduct and this Scheme of Delegation
- Borrowing, investments and financial commitments outside the approved budget
- Acquisition, disposal or long-term lease of land or property
- Appointment of the Chair and Vice-Chair
- Appointment of the Clerk and RFO
- Creation, amendment or dissolution of committees and working groups
- Approval of major policies (for example, Environmental Policy, Risk Management Policy, Complaints Policy)
- Responses to major consultations where the Council wishes to determine the response collectively
- Any matter that legislation requires to be decided by full Council

3. Delegation to Committees

3.1 Finance Committee

Delegated authority to:

- Monitor income and expenditure against the approved budget
- Review financial reports, bank reconciliations and internal controls
- Recommend the draft annual budget and precept to Council
- Review and recommend financial policies (for example, Reserves Policy, Financial Regulations)

- Oversee internal and external audit processes and ensure implementation of recommendations
- Review grant applications and make recommendations to Council

3.2 Staffing Committee

Delegated authority to:

- Manage recruitment processes and make recommendations on appointments
- Conduct staff appraisals and oversee performance management
- Oversee staff training and development
- Manage disciplinary and grievance matters in accordance with adopted procedures
- Review staffing policies and make recommendations to Council

3.3 Planning Committee

Delegated authority to:

- Review planning applications and make recommendations to the Council
- Consider enforcement matters and report concerns to the relevant authority
- Identify planning issues of strategic importance for referral to full Council

3.4 Yealmpton Environment Group (YEG)

Delegated authority to:

- Review and recommend the adoption of an Environmental Policy to the Council
- Review and recommend projects that the Council may wish to fund in pursuit of the aims of the Environmental Policy
- Monitor progress of environmental initiatives and report to Council
- Engage with community volunteers and partner organisations on environmental matters

4. Delegation to the Clerk

The Clerk is the Council's Proper Officer and is authorised to carry out all functions required by law, by Standing Orders, or by the Council, to ensure the efficient administration of its affairs.

The Clerk is authorised to:

4.1 Governance and Administration

- Act as Proper Officer for all statutory functions
- Issue notices, agendas and minutes
- Manage correspondence and respond to routine enquiries
- Implement decisions of the Council and its committees
- Maintain the Council's records, policies and governance documents

- Manage contracts, service providers and day-to-day operational matters

4.2 Staffing and HR

- Manage day-to-day supervision of staff or contractors
- Arrange recruitment processes as instructed by the Staffing Committee

4.3 Financial Administration (where not reserved to the RFO)

- Authorise expenditure within the approved budget up to £500
- Manage procurement of goods and services within budget
- Maintain asset and risk registers

4.4 Operational Decision-Making

- Take decisions of a routine, administrative or operational nature
- Manage the Council's website, noticeboards and communication channels, in conjunction with the IT Manager
- Liaise with contractors, volunteers and partner organisations

4.5 Reporting Requirements

- The Clerk must report to the next available Council meeting any decisions taken under delegated authority.

5. Delegation to the Responsible Financial Officer (RFO)

- The RFO is responsible for the proper administration of the Council's financial affairs in accordance with the Accounts and Audit Regulations. The RFO is authorised to:
 - Manage the Council's financial records and accounting systems
 - Prepare financial reports, bank reconciliations and budget monitoring statements
 - Arrange payments, payroll and pension contributions
 - Manage VAT returns and financial year-end processes
 - Prepare the draft budget for review by the Finance Committee and Full Council
 - Ensure compliance with internal and external audit requirements
 - Advise the Council on financial risks and controls
- The RFO may authorise expenditure within the approved budget up to £500.

6. Delegation to Working Groups

- Working Groups are advisory bodies and have no decision-making powers. They may:
 - Explore issues, gather evidence and develop proposals
 - Engage with residents, volunteers and partner organisations
 - Make recommendations to the Council or relevant committee
- Working Groups may not commit expenditure or instruct contractors unless expressly authorised by the Council.

7. Emergency Delegation

- In circumstances where an urgent decision is required before the next scheduled Council meeting, and delay would be detrimental to the Council's interests, the following emergency delegation applies:
 - The Clerk, in consultation with the Chair (or Vice-Chair if the Chair is unavailable), is authorised to take necessary action and incur expenditure up to £2,000 plus VAT.
 - Any such decision must be reported to the next Council meeting.
 - Emergency delegation must not be used to make decisions that are reserved to full Council by law.

8. Limits of Delegation

- Delegated authority must be exercised in accordance with the Council's Standing Orders, Financial Regulations and policies.
- Delegation does not permit decisions that would represent a significant change of policy or create new financial commitments outside the approved budget.
- The Council may at any time withdraw or amend delegation.
- Delegated authority does not remove the need for transparency, accountability and reporting.

Adopted by Yealmpton Parish Council on 9th March 2026

To be reviewed in March 2027