

SHERFIELD ENGLISH PARISH COUNCIL

Scheme of Delegation Policy

This Scheme of Delegation Policy sets out the Terms of Reference by which the discharge of Council functions (under Section 101 of the Local Government Act 1972) to the Clerk (who is the Proper Officer and Responsible Financial Officer) will operate.

Signed: Graham Leigh

Signed: Sue Holder

Date: 18.5.21

Scope of the Policy It shall be exercised in compliance with the Council's Standing Orders and other adopted policies of the Council, Financial Regulations, approved budgets, all statutory common law and contractual requirements.

The following items may not be delegated to the Clerk:- Appoint the Chair and Vice-Chair in May each year • Sign off the Governance Statement by 30th June each year • Set the Precept • Borrow money • Consider any matter required by law to be considered by the Council.

Activation of the Policy This Scheme of Delegation Policy may be activated when physical meetings, to which all members of the public are entitled to attend, will result in a health risk (or imminent threat) and/or significant additional costs incurred in securing suitable venues which allow social distancing and other safety measures. This includes, but is not limited to, situations arising from disease, pandemics, severe natural disasters, foreign hostilities, or terrorism. At least three councillors (one of which must be either the Chair or Vice-Chair) must request its activation, or its activation is resolved in a meeting of the Parish Council, or the Government of the United Kingdom have suspended all public meetings.

Deactivation of the Policy This Scheme of Delegation is considered to be deactivated when the health risk (or the actual or imminent threat) has passed and at least three councillors (one of which must be either the Chair or Vice-Chair) have requested public meetings be recommenced.

What Action The Clerk (who is the Proper Officer and Responsible Financial Officer) is empowered to take any and all decisions below that would normally be taken by Full Council, or a committee or a working group, **having consulted a minimum of three Members (one of which must be either the Chair or ViceChair)**. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

- Financial. Payment of all invoices, within agreed budget and subject to authorisation by two bank signatories.

- Planning Matters. Planning applications will be received by Cllr S Cook who will determine a response following consultation with a minimum of three Councillors (one of which must be either the Chair or ViceChair). The Clerk will be advised of the decision for Test Valley Borough Council Planning Department. Decisions made under this delegation will be reported to, and recorded in the minutes of, the next Council meeting.

If the Clerk is unable to work due to illness, the Chair will access any email correspondence and action anything urgent. If necessary, the Chair will seek to obtain the services of a locum Clerk.