SCHEME OF DELEGATION TO OFFICERS

Adopted May 2022, reviewed, May 2023.

Pursuant to section 101(1), (2), (6), (12) of the Local Government Act 1972, section 111 of the Local Government Act 1972 and all other enabling powers and the decision of the Council dated minute number the following arrangements for the discharge of the Council's functions are made:

1. The following functions are delegated:

	Proper officer	Functions delegated	Consultation required	Limitations	Also delegated to
A	Clerk	Any provision in the Local Government Act 1972 and other statute relating to "the proper officer" or "clerk"			[Deputy clerk in the absence of the Clerk]
B	Responsible Financial Officer	The functions of the responsible financial officer pursuant to s 151 of the Local Government Act 1972, the Local Audit and Accountability Act 2014 and the Accounts		£2,000	

		and Audit Regulations 2015 and other statutory provision.			
C	Clerk	Any action in the case of emergency	Chairman	£5,000	
D	Clerk	Any action to give effect to a decision of Council, the relevant committee or sub-committee			

2. The following functions are not delegated:

    a. The approval of the calculations under s 49A of the Local Government Finance Act 1992
    b. The setting of the budget
    c. The making of the precept
    d. The approval of an application for borrowing approval
    e. Those matters which may only be determined by the Council or by a committee or sub-committee or a specified officer
    f. The appointment of an internal or external auditor
    g. The approval of the Annual Governance and Accountability Return
    h. The appointment of a responsible financial officer under section 151 of the Local Government Act 1972

3. The following conditions apply to the exercise of delegated authority:
    a. The function must be a lawful function of the Council
    b. The exercise of any power or compliance with a duty must comply with any legal restriction or limitation on the exercise of the function and any legal procedural requirements e.g. as to consultation required for the lawful exercise of that function
    c. The exercise of any function is subject to compliance with any relevant requirement of the Council's standing orders and financial regulations
    d. The exercise of any function is subject to there being adequate budgetary provision available
    e. The exercise of any function must comply with the Council's fiduciary duty to its taxpayers including the obtaining of best value
    f. The exercise of the function must comply with any specific or general direction of the Council, the delegating committee or sub-committee

g. Any decision must comply with the Openness of Local Government Bodies Regulations 2014 and documented in accordance with the model template

4. Interpretation

In this scheme of delegation -

References to the Clerk	Includes reference to any person holding the like position and any temporary or locum clerk for the time being
Where a function is exercisable by the Clerk	The same shall be exercisable by the deputy clerk in the absence of the Clerk
Reference to any statute or statutory provision	Includes any subordinate legislation, guidance, codes of practice and any replacement of any of these