



# SCHEME OF DELEGATION

## INTRODUCTION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (Balsall Parish Clerk to the Council and RFO) the Council and Standing Committees (if any) to act with delegated authority in the specific circumstances detailed.

## DELEGATIONS

### 1. Responsible Financial Officer

The Clerk to the Council shall be the Responsible Financial Officer and shall be responsible for the Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force.

### 2. Proper Officer

The Clerk to the Council shall be the Proper Officer of the Council and as such is specifically and legally authorised to:

- Receive declarations of acceptance of office.
- Receive and record Members' Registers of Interest.
- Receive and grant Disclosable Pecuniary Interest (DPI) dispensations; details of all dispensations received and granted to be reported to the Council, at the next available meeting.
- Receive and retain plans and documents.
- Sign notices or other documents on behalf of the Council.
- Receive copies of By-laws made by a Principal local authority.
- Certify copies of By-laws made by the Parish Council.
- Prepare agendas, consulting with Chairman of Council or Committee (as appropriate) wherever possible, before distribution.
- Sign summons to attend meetings of the Council.
- Respond to requests made under the Freedom of Information/Environmental Information Regulations legislation.
- Arrange and call all meetings of the Council and its Committees

The Clerk to the Council has the delegated authority to undertake:

- Day to day administration of services, together with routine inspection and control.
- Day to day supervision and control of any staff employed by the Council including agency.
- Authorisation to call extra meetings of any Committee, as necessary, having consulted with the Chairman of the Council and/or the Chairman of the appropriate Committee.
- To respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees.
- Emergency expenditure up to £3,000 outside of the agreed budget (Financial Regulation 3.5).
- Communication with media.
- Administration of MailChimp communication.

The Parish Council has also delegated the following to the Clerk/RFO:

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Approved:

Review due:



## Balsall Parish Council

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Date of PC delegation and minute	Action delegated
10.08.22 8c	Power to: a) find a specialist company to remove the graffiti in Willow Park b) arrange cleaning of graffiti as soon as it is reported on an on-going basis.
11.11.20 14.1	Annual playground safety inspections - undertake the minor repairs and maintenance issues reported up to a value of £1,000 including up to £500 on any single item.
09.09.20 26.4	Produce an Accessibility Statement and Action Plan, to seek expert advice on modifications to the council website and production of templates for documents for ongoing use.
15.07.20 13.3	Temple Balsall Cemetery: a. Take measures to create an improved burial ground appearance in line with lawn cemetery principles by issuing revising regulations, identifying graves that have fallen into disrepair that cause grounds maintenance issues, and seeking their repair or removal of fallen kerbs.
27.03.20 11	Take any actions and costs deemed necessary to comply with government advice applicable to the Council's assets, in particular Willow Park and playground, Oakley playground and Temple Balsall Cemetery.
11.12.19 17	Organise annually from November 2020 a short act of remembrance at the Temple Balsall cemetery on 11th November or the nearest weekday to it and engage with appropriate local schools and organisations.

### 3. Council

The following matters are reserved to the Council for decision; however the appropriate Committee(s) may make recommendations for the Council's to approve.

1. Setting the precept.
2. Borrowing money.
3. Approval of the Council's Annual Accounts and completion of the Annual Return.
4. Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
5. Making, amending or revoking by-laws.
6. Making of Orders under any statutory powers.
7. Approval and adoption of matters of principle or policy, including mission statements and precept level.
8. Nomination and appointment of representatives of the Council to any other authority, organisation or outside body (excluding conferences, events or meetings)
9. Any proposed new undertakings.
10. Prosecution or defence in a court of law.
11. Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.

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Approved:  
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## Balsall Parish Council

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12. Matters relating to the Council's Code of Conduct
13. Matters relating to the Council's Complaints Procedure.
14. Approval of Special Dispensations (for a member's non-attendance due to health or personal reasons).
15. Matters relating to councillor vacancies.
16. Approval of wreaths and co-ordination of representation at annual Remembrance Sunday services.
17. Approval of annual schedule of meetings.
18. Matters relating to legislative changes and other allied consultations, having an impact on the Council.
19. Approval of virements from one delegated committee to another.
20. Matters relating to the General Power of Competence.
21. Matters relating to employment contracts and recruitment.

#### 4. Committees

The **Staffing Committee** shall be delegated to make decisions on behalf of the Council in the following matters:

- **approval of its minutes as true and correct records**
- **advise Council on staffing matters as Council may, from time to time, remit to it.**
- **complaints procedure**
- **HR strategy**
- **development and review of HR policies and procedures**
- **staffing levels and structure**
- **job descriptions/person specifications**
- **staff vetting**
- **staff recruitment and selection**
- **staff retention**
- **determining or reviewing staff conditions of service and general terms of employment**
- **salary grading and pay**
- **leave entitlements including annual holiday, sickness, statutory entitlements and special leave**
- **salary reviews**
- **staff pension provision**
- **special conditions relating to a specific post or individual**
- **allowances, expenses and subsistence**
- **working hours**
- **sickness absence management**
- **staff performance review/appraisals**
- **operation of the Council disciplinary, grievance, grading and appeal procedures**
- **operation and review of the equality and equal opportunities policy**
- **operation and review of the health and safety policy**
- **make appropriate recommendations to the Council for ratification**
- **make recommendations on Conditions of Service**
- **make any recommendations on funding**

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Approved:

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**A Committee and a Sub-Committee may refer specific matters to the Council for a final decision if they so wish.**

### **Sub-Committees**

- The Council's Standing Committees can appoint any Sub-Committee.
- Any powers delegated to a Sub-Committee must be detailed at the time the Sub-Committee is formed by means of a minute detailing the Terms of Reference and such delegated powers must be approved by the Council.

### **WORKING GROUPS**

- Working Groups may be formed by resolution of the Council or a Committee at any time.
- Working Groups have no delegated powers.
- Working Groups should be time/task limited.
- The work of such a Working Group will be decided at the time it is formed by means of a minute detailing the Terms of Reference.
- Each Working Group will report back with recommendations to the Committee that formed it or to the Council.

### **Staffing Committee Working Group**

- Staffing Committee WG to deal with issues within the remit of Staffing Committee TOR and bring all issues to full council (PC 17.07.19 min. 16a).
- Completion of staff Terms and Conditions.

### **Tree Preservation Order Working Group**

#### Terms of Reference:

To identify and submit TPOs for the significant trees in or adjacent to the Balsall housing sites in the emerging Solihull Local Plan.

### **Highways Working Group**

#### Terms of Reference:

To work with SMBC Highways on decluttering and other street infrastructure.

### **Joint Community Health Working Group**

#### Terms of Reference

To approach the Balsall Common Health Centre (Balsall Common & Meriden Group Practice) following the concerns raised at the Balsall Parish Assembly 2022. In conjunction with Berkswell and Meriden Parish Councils.

### **Policy and Procedures Working Group**

#### Terms of Reference

To review all the council's policies, Standing Orders, Financial Regulations, Code of Conduct.

**Council, Committees and Sub-Committees and Working Groups shall act in accordance with the Balsall Parish Council approved Standing Orders, Financial Regulations and this Scheme of Delegation.**

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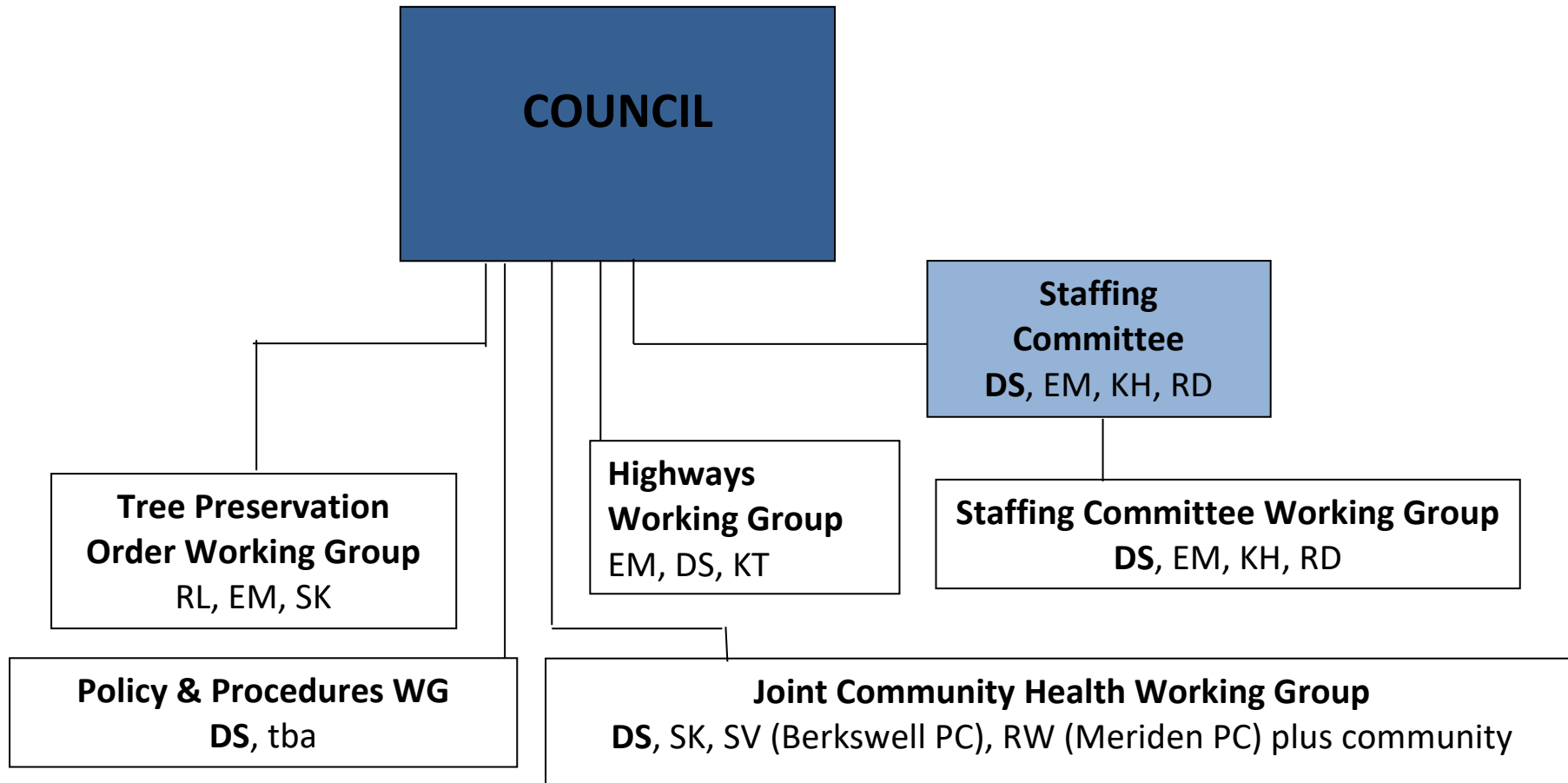
Approved:

Review due:



# Balsall Parish Council

## Balsall Parish Council, Committee and Working Group Structure and Membership



! Note: Councillor initial in bold indicates the chair of that function.

Review due: