Willingale Parish Council

Scheme of Delegation

Adopted: 10th March 2026
Next Review: March 2028

Introduction

This document sets out the way in which Willingale Parish Council (the Council) shall delegate powers and responsibilities to the Clerk and if relevant standing committees. The Power to delegate functions is set out in Section 101 of the Local Government Act 1972. The intention of this scheme of delegation is to allow the Council to act with all reasonable speed and to enable the Council to continue to function at times of emergency when it may not be possible for the Council to meet to make sure that the Council can continue to run in an effective manner.

Any delegation to the Clerk shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

In an emergency the Clerk is empowered to carry out any function of the Council.

Where the Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult Members and must ensure that they obtain the appropriate legal, financial and other specialist advice before action is taken.

1. Extent of Delegation

1.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Parish Council.

1.2 The Clerk will exercise these powers in accordance with:

- Approved budgets
- The Council's Standing Orders
- The Council's Financial Regulations
- The Council's adopted Policies and Procedures
- All statutory common law and contractual requirements

1.3 The Clerk may do anything pursuant to the delegated power or duty which it would be lawful for the Parish Council to do including anything reasonably implied or incidental to that power or duty.

1.4 In addition, the Clerk is authorised to undertake the day-to-day administration of the Parish Council to include:

• To take action on any issue of such urgency, that it cannot wait until the next Council meeting (or meetings are temporarily suspended). If circumstances permit, the Clerk would normally be expected to consult the Chair and Vice Chair of the Council.
• To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 (Financial Regulation 5.15).
• Where the expenditure exceeds a previous commitment made by the Council, any amount that is authorised by the Clerk over and above the commitment is reported back to the Council at the next meeting.
• To take any action regarding minor repairs (up to a cost of £1,000).

2. Planning Delegation

2.1 All planning applications are received by the Clerk and circulated to Councillors to enable a response to be made upon consideration of the application by Councillors at a meeting and within the deadline (including extended deadlines) provided by the planning authority.
2.2 The Clerk shall be delegated to inform the planning authority within the time allocated of the response of the Council.
2.3 In addition, in consultation with the Chair of the Council, the Clerk may bring to the attention of the planning authority any actual or suspected breach of planning control which comes to the attention of Councillors or the Clerk.
2.5 Delegated decisions will be reported to and recorded in the minutes of the next Full Council meeting.

3. Staffing

3.1 The Council from time to time and as required may decide by way of resolution to delegate authority to make specific decisions relating to staff and their employment. Where relevant, such decisions shall be made strictly in accordance with the Council's Disciplinary and Grievance procedures and with reference to all duties of confidentiality relating to staff

4. Limitations to Delegation

4.1 All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, Financial Regulations and other approved policies of the Council and where relevant in line with resolutions made and directions given by the Council from time to time.

4.2 All decisions will be reported to the first appropriate Council meeting.
4.3 The Council may delegate the power to make individual specific decisions on particular individual items to the Clerk as and when appropriate by way of resolution.
4.4 This policy shall be reviewed every two years.