

Kirkburton Parish Council

Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Financial Officer and Standing Committees to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Financial Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chairman and take his/her view into account.
- 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 £1,000.
- To order hanging baskets, poppy wreaths and Christmas trees in accordance with the Council's most recent decision on the matters.
- To take any action regarding minor repairs (up to a cost of £1,000) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Environment Committee

The Environment Committee shall have delegated authority to take decisions on all committee matters with the exception of those decisions, which would affect Council policy, have the potential of extending its liabilities or responsibilities and financial commitments.

Management & Finance Committee

- To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional issues.

Staffing Committee

It will deal with HR issues and other contractual matters (except resignation by staff members) and will have delegated authority to make all decisions relating to staff and their employment, excepting recruitment, termination and decisions on hours in excess of core hours.

Disciplinary/Grievance Committee

A committee of 12 members, who will be available to sit on the Disciplinary/Grievance and Appeal Sub-Committees (3 on each Sub-Committee). These members will be required to undertake training in disciplinary and grievance issues, if not already qualified. The Committee will meet at least annually to delegate authority to the sub-committees on a case by case basis.

Delegation - Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. All decisions will be reported to the first appropriate Council meeting.

The Council may delegate the power to make additional decisions on individual items to the Proper Officer/RFO and its Committees as and when it is appropriate.