

Scheme of Delegation May 2026

BUCKLESHAM PARISH COUNCIL

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CLERK, BUCKLESHAM PARISH COUNCIL

Introduction

Under the Local Government Act 1972 s.101, the Parish Council has the power to arrange for the discharge of its functions by a Committee, Sub-Committee, Working Group or Officer of the Council.

This Scheme of Delegation authorises any Parish Council Committees, Working Groups and the Proper Officer to act within the delegated authority in the specific circumstances described.

The purpose of this Scheme is to clearly define the parameters within which any Parish Council's Committees, Working Groups and the Proper Officer can act without reference to the Parish Council.

Where consultation with others is required, it is clearly set out with whom that consultation should take place.

Any deviation from this Scheme should be reported to the Parish Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

This Scheme forms part of the Parish Council's Standing Orders and Financial Regulations and shall be reviewed annually by the Parish Council.

Parish Council Reserved Powers

Any Committee has delegated authority to decide matters within their Terms of Reference except for the following matters, which are to be resolved only by the Parish Council:

- a) Appointing the Chair and Vice Chair of the Parish Council.
- b) Amending and re-adopting the Standing Orders, Financial Regulations, Scheme of Delegation, and other Parish Council adopted policies and procedures.
- c) Approving the annual budget and setting the precept.
- d) Approving the Annual Governance and Accountability Return and Annual Accounts.
- e) Considering the external auditor's report made in the public interest.
- f) Addressing recommendations in any report from the internal or external auditors.
- g) Decisions regarding an outcome of a review of the effectiveness of the internal controls.
- h) Additions to, or withdrawals from, any earmarked reserve.
- i) Determining the Parish Council's strategic plan.

- j) Determining the Terms of Reference for Committees and Working Groups, and deciding on their composition and making appointments to them.
- k) Filling any casual vacancies occurring on the Parish Council.
- l) Adopting the schedule of meetings for the ensuing year.
- m) Declaring the eligibility of, and adopting, the General Power of Competence.
- n) Adopting and reviewing the LGA Model Councillor Code of Conduct.
- o) Approving any grant or financial commitment exceeding £5,000 in accordance with the Financial Regulations.
- p) Appointing or nominating Council representatives to outside bodies.
- q) Approving to take on new, including devolved services, subject in all cases to a fully costed business plan, to be recommended by the relevant Committee.
- r) Determining matters involving expenditure for which budget provision is not made, or where budgets may be moved to other budget headings, or to an earmarked reserve in accordance with the Financial Regulations.
- s) Determining matters affecting, or likely to affect, another Committee or where consultation with or approval of that other Committee is required.
- t) Determining any matters referred to it by a Committee in accordance with Standing Orders.
- u) Approving borrowing.
- v) Determining matters which do not fall within the remit of any Committee.
- w) Receiving statutory reports from the Proper Officer and Responsible Financial Officer.
- x) Considering all other matters which must, by law, be considered by the Parish Council.

Delegation to Committees and Working Groups

- a) The following Terms of Reference set out the matters that are delegated to the Committees and Working Groups to make decisions and recommendations respectively on behalf of the Parish Council.

- b) The delegated decision making by the Committees must be exercised in accordance with the law, the Parish Council's Standing Orders and Financial Regulations, and any approved policy and budget.
- c) Where decision making is delegated to a Committee, so far as is legally permissible, they are deemed the acts and proceedings of the Parish Council.
- d) The Parish Council may, at any time, revoke any power delegated to a Committee, without prejudice to any action already taken.
- e) In accordance with the Standing Orders, the Parish Council may, under specified conditions, reverse a Committee or Parish Council decision within six months by special motion by three Councillors.
- f) Members will be advised by the Clerk, or other specified Officer, or the Chair of the Committee whether or not a particular item under discussion is within the Committee's delegated authority.
- g) In any case where the Clerk, or other specified Officer, or the Chair of the Committee is either unsure whether or not any matter falls within delegated authority, or whether or not any matter should be determined by them, or where any matters constitutes a change in Parish Council policy, they should always refer that matter to the Parish Council. The Clerk, or other specified Officer, will then add the recommendation to the next Parish Council agenda for consideration.
- h) Committees and the Proper Officer should note that a power delegated does not always have to be exercised.
- i) The members of a Committee may include non-Councillors with the exception of a Resources Committee which controls and regulates the finances of the Parish Council.
- j) The appointment of non-Councillors will be strictly on an advisory and non-voting basis.
- K) The Parish Council and each Committee are authorised to establish a Sub-Committee and Working Groups and to appoint advisers as and when necessary to assist in its work.
- l) A Committee can arrange for the discharge of any of its delegated functions to a Sub-Committee. The decision-making responsibilities of the Sub-Committee are limited by Terms of Reference of the parent Committee.
- m) The appointment of members to a Sub-Committee shall comprise members appointed to the parent Committee.
- n) The Chair of the Sub-Committee may be elected by the Sub-Committee from among its members.

o) The main purpose of a Working Group is to conduct investigation work as set out by the Parish Council or Committee.

p) Working Groups will report with recommendations to the Parish Council or parent Committee.

q) Working Groups shall hold informal meetings which are not open to members of the public.

r) The Clerk, or other specified Officer, will draw up agendas for Working Groups and attend and take notes of the discussion and decisions at meetings.

s) The Parish Council's Committees shall be:

- None at present

The Parish Council's Working Groups shall be:

- None at present

u) The Parish Council shall formally appoint members to Committees by formal resolution at the Annual Meeting and the names shall be recorded in the minutes.

v) Appointment of Councillors and non-Councillors shall continue on an annual basis until the next Annual Meeting.

w) The Chair and Vice-Chair of the Parish Council will be a full member of each Committee, Sub-Committee and Working Group in their capacity as Ex-Officio but only one voting right will be exercised on each Committee.

Adopted by the Parish Council at a meeting on: *13th May 2026*

Signed:

Ruth Johnson

Ruth Johnson
Clerk

Clive Lenton

Clive Lenton
Chair

Version Control

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