

Pilning & Severn Beach Parish Council

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Last Review date: February 2025.

Agreed at Full Council on May 2025.

Next Review date: Mar 2026.

SCHEME OF DELEGATION

May 2021

The Council's Scheme of delegation authorises the Clerk to the Council (Proper Officer) / Responsible Finance Officer (RFO) and standing committees to act with delegated authority in specific circumstances.

Proper Officer/RFO

To act 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, or Vice Chairman should the Chairman be absent, and take their view into account. (In the event that the Chairman or Vice Chairman is unavailable, the Clerk shall consult with a Chairman of a Committee or failing that, another member of Council)

To incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement, or other work that is of such urgency that it must be done at once, whether there is any budgetary provision for the expenditure; subject to a limit of £2,000.

To take any action regarding minor repairs and maintenance costs up to a cost of £2,000 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.

Delegated Powers re Planning

Planning applications shall be received by the Clerk who will provide details to Councillors. Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning authority within the time allocated of the decision of the Council.

All Councillors will report back directly to the Clerk, thereby avoiding discussion between members. If no comments are received by the Clerk, no response will be given.

If only one Councillor comments back to the Clerk, that response cannot be given as it is the opinion of only a single member.

Finance Committee

To take decisions on hours in excess of core hours, should that be needed to enable projects to be completed, or to deal with other exceptional circumstances.

Personnel Committee

To deal with HR and other contractual matters, except the resignation of members of staff.



It will have delegated authority to make decisions related to staff and their employment, except for recruitment, termination of employment and hours in excess of core hours.

Disciplinary and Grievance Matters

A committee of 3 members will be available to sit on a Disciplinary /Grievance and Appeals Committee. They will be required to undertake training on these issues, if not already qualified.

Delegation – Limitations

Decisions taken under delegated authority should be in accordance with Standing Orders and Financial Regulations, as well as this Scheme of Delegation; and where applicable, any other rules, regulations and legislation. The Council may delegate the power to make individual decisions on individual items to the Clerk and /or RFO, and its Committees, or any other officer of the Council, as and when appropriate.

Report of such decisions can be made to a later meeting of Council.

The Clerk / RFO will make such arrangements for the payment of bills and invoices as are necessary, including the signing of cheques. Where cheque payments are superseded by online payments, the normal method of authorising such payments will be followed as such authorisation will be given by members of Council.

Should remote meetings be permitted to take place beyond 7th May 2021, the Council will meet remotely until it is able to resume face to face meetings in a manner which it considers to be satisfactory. (It reserves the right to continue remote meetings (where legally permitted and at the discretion of Council) should it so decide.)

Legal Basis

Under s101, Local Government Act 1972, the Council can arrange for the discharge of any of its functions by an officer of the authority, as well as by a Committee or sub-committee, or by any other local authority.

Such arrangements are lawful provided that the officer does not simply act under the direction of one Councillor, as that would be effectively delegation to a single member, for which there is no power in the 1972 Act.