

Scheme of Delegation

Purpose: To set out how the council lawfully delegates authority to the Proper Officer to ensure efficient, transparent and accountable decision-making, enabling the council to operate effectively between meetings while ensuring that councillors retain strategic control and oversight.

Adopted: 10th March 2026

Minute Reference: 157 ii)

Review: March 2028

Introduction

Delegations are based on the following principles:

- Decision must be lawful, transparent and proportionate
- Delegation must not prevent councillors from retaining strategic leadership
- Delegated authority must be exercised within approved budgets, policies and statutory powers.

Statutory Framework

This Scheme of Delegation is made under section 101 of the Local Government Act 1972, which permits a local authority to delegate its functions to a committee, sub-committee or an officer. Delegation cannot be made to an individual councillor, a working group, a contractor or a volunteer.

Matters reserved for Full Council

The following decisions are reserved to full council and **cannot** be delegated

- Approval of the annual budget
- Setting the precept
- Approval of the Annual Governance and Accountability Return (AGAR)
- Authorisation to borrow or lend money
- Adoption or amendment of Standing Orders, Financial Regulations and other statutory policies
- Making, amending or revoking by-laws
- Election of the Chairman and Vice-Chairman
- Appointment of committees
- Appointment of representatives to outside bodies
- Appointment of the Clerk/CEO
- Approval of the calendar of meetings
- Decisions relating to the General Power of Competence
- Approval of capital projects
- Approval of the write-off of debts
- Appointment of the internal auditor and oversight of audit arrangements

Delegation to the Clerk

The Council may revoke or amend delegation at any time by resolution. The Clerk may choose not to exercise delegated authority and instead refer a matter to full council.

Proper Officer (Clerk)

The Council's Proper Officer is authorised to:

- Receive declaration of acceptance of office
- Receive and maintain the Register of Interests
- Receive and determine requests for dispensations
- Sign notices, summonses and statutory documents
- Received and retain plans, documents and legal papers
- Certify copies of council documents
- Issue agendas and convene meetings
- Manage day-to-day administration, services, assets and operations
- Respond to correspondence and requests for information
- Authorise routine expenditure within approved budgets
- Manage payroll and salaries
- Oversee compliance with Standing Orders, Financial Regulations and policies
- Act as Data Protection Officer and Health and Safety lead
- Manage the council's website and transparency obligations
- Arrange and manage insurance cover
- Manage income-generating activities
- Liaise with external organisations and represent the Council
- Respond to planning applications in accordance with the council's policy
- Action any delegation authorised by resolution
- Convene an Urgent Decisions Panel
- Take any action necessary in an emergency to protect life or safety, council proper tor the continuity of essential services (examples include fire, flood, structural failure, loss of utilities or nay major incident)

Woodmancote Parish Council's Clerk is also the Responsible Finance Officer (RFO) and has delegated authority to

- Administer the Council's finances
- Maintain financial records and accounts
- Prepare budgets and financial reports
- Manage banking arrangements and payments
- Ensure compliance with the Accounts and Audit Regulations
- Report to the external auditor under s14 Local Government Finance Act 1988
- Manage VAT, payroll and pension contributions

Financial Delegation

The following financial delegation is awarded in accordance with Woodmancote Parish Council's Financial Regulations

Clerk / RFO

Authorised to spend within approved budgets and may authorise emergency spending to protect staff, property and service continuity up to the limit of £500

Full Council

Authorises expenditure above the Clerk's limit of £500 or outside approved budgets

Urgent Business

Where a matter is urgent and cannot reasonably wait until the next scheduled meetings, and falls outside officer delegation, an Urgent Consultation Panel may be called. The Panel consists of

- The Proper Officer
- The Chair of the Council
- The Vice-Chair of the Council

Review

This scheme of delegation will be reviewed annually at the Annual Meeting of the Council or sooner if legislation or council structure changes.

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