



Donnington and Muxton Parish Council

Scheme of Delegation

Responsibility for the Update of Policy	Clerk to the Council
Date adopted by the Parish Council	11 th May 2026 Minute No. 26/05/013
Policy Review Cycle	Every three years
Date for Policy Review	May 2029

SCHEME OF DELEGATION

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

PROPER OFFICER AND RESPONSIBLE FINANCE 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 or Vice Chairman if the Chairman is unavailable 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 £300.00
- To take any action regarding minor repairs up to a cost of £2,000 and to report such action to the Chairman as soon as possible and to the Council as practicable thereafter.

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 (MINUTE NUMBER 21/09/81 FC13/09/21)

Delegated authority is given to the Chairman of the Planning Committee and the Clerk to make decisions on behalf of this Council with regard to minor planning applications during the summer recess. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Planning Committee Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

STAFFING COMMITTEE

- To take decisions on hours in excess of core hours needed to enable projects to be completed or to deal with exceptional circumstances.
- It will deal with HR issues and other contractual matter (except resignation of Staff members) and will have delegated authority to make all decisions relating to staff and their employment, except recruiting and termination.
- Manage any staff complaints, disputes or grievances and report their decision to full Council.

DELEGATION – LIMITATIONS

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and 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 individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate.