

Halwill Parish Council

Scheme of Delegation

1 Council Functions

1.1 The matters listed below are the responsibility of the full Council:

- a) Adopting and changing the Council's Standing Orders, Financial Regulations and Powers and Duties of Committees;
- (b) Approving, adopting or making material changes to the Council's policy framework;
- (c) Approving the Council's Budget and the level of its precept levied on Torridge District Council;
- (d) Authorising borrowings;
- (e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations;
- (f) Appointing Council representatives to outside bodies;
- (g) Confirming the appointment of the Parish Clerk
- (h) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- (i) All other matters which must, by law, be reserved to the full Council.

2 Other Functions

2.1 The following matters are currently the responsibility of the full Council, however any/all of the functions could be delegated to a Council Committee, should the Council resolve to delegate them.

Audit	Responsibility for maintaining a continuous internal audit system	Parish Clerk
	Receiving and considering reports on internal audit and monitoring the implementation of approved action plans	Full Council
	Receiving and considering reports of the Council's Internal and External Auditors and monitoring the implementation of approved action plans	Full Council
Agency Agreements	Recommending agency agreements and joint working practices	Parish Clerk
Allotments	See Land Management	Full Council
Arts	Managing the Council's arts-related activities including direct promotions and liaison with other providers	Full Council

Budgetary Control	Recommending the annual Budget and resolutions for level of precept	Parish Clerk
	Managing budgetary control matters including the allocation of financial resources and virement of revenue expenditure other than within the approved budget of a committee (see para 2.1)	Full Council
Byelaws and local legislation	Recommending the making or adoption of byelaws	Full Council
	Recommending the sponsoring of local legislation	Full Council
	Enforcing byelaws including instituting legal proceedings	Full Council
Capital Expenditure	Recommending capital works and resourcing their implementation	Full Council
Car Parking	Commenting on all matters relating to the management of public car parks in the parish	Full Council
Cemeteries	Commenting on all matters relating to the management of burial functions and responsibilities	Full Council
Civic Events	Organising Civic Events	Full Council
Christmas Events	Co-ordinating and facilitating Christmas Events	Full Council
Committee and Member Support	Recommending the annual calendar of meetings	Parish Clerk
	Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees	Parish Clerk
	Managing all committee and member functions	Full Council
Community Support	Managing community support activities including provision and maintenance of facilities, liaison with other bodies and cultural support	Full Council
Complaints	Monitoring the complaints procedure	Full Council
Constitution	See Committee and Member Support	Full Council
Conservation	Commenting on proposals for the creation or modification of conservation areas	Full Council

Culture	See Arts	Full Council
Development Control	Commenting on planning applications referred to the Council for comment	Full Council
Electoral Matters	Initiating requests for boundary reviews and commenting during the course of such reviews	Full Council
Entertainments	See Arts	Full Council
Environment	See Heritage	Full Council
External Consultation and Representation	Commenting on consultation documents from other bodies	Full Council
Financial Matters	Managing the Council's financial affairs	Parish Clerk
Floral Display	To co-ordinate the provision of floral displays within Halwill	Full Council
Grants	Award of general revenue grants to local organisations and groups	Full Council
	Award of cultural activities grants	Full Council
Heritage	Dealing with general matters affecting the historic environment and heritage of Halwill Parish	Full Council
Highways	Commenting on proposals for highways maintenance and repairs and associated matters	Full Council
	Commenting on highway policies	Full Council
Land Management	Managing and maintaining Council's Buildings	Full Council
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces including setting hire charges	Full Council
	Managing, maintaining and monitoring demand and availability of allotment gardens	Full Council
Legal Proceedings	To engage legal advisors and barristers as required	Full Council
	To institute, defend or settle any judicial or quasi-judicial proceedings	Full Council
Planning Policy	Commenting on proposed revisions of the Torridge District Local Plan and other service-specific long-term planning documents Commenting on planning applications	Full Council
Play Areas	See Land Management	Full Council

Policy Issues	Recommending and reviewing Parish Council policies	Parish Clerk
	Assisting in the development of new policies or changes in policy	Parish Clerk
	Commenting on strategic policy documents and consultation papers issued by the Government and other bodies	Full Council
Public Lighting	Commenting on matters affecting public lighting provision or maintenance in the parish	Full Council
Public Toilets	Commenting on matters affecting public toilet provision in the parish	Full Council
Public Transport	Making observations on matters affecting public transport in and around the parish	Full Council
Publicity	Managing the Council's public relations activities and the content and circulation of the quarterly newsletter	Parish Clerk
Public Footpaths	Making observations on matters affecting public footpaths in and around the parish	Full Council
Rights of Way	See Public Footpaths	Full Council
Risk Management	Managing the Council's risk management practices and procedures	Parish Clerk
Sports Grounds	See Land Management	Full Council
Staffing	Recommending changes to the Council's approved staffing establishment	Full Council
	Reviewing and monitoring the Council's employment arrangements	Full Council
Standing Orders	See Committee and Member Support	Parish Clerk
Street Lighting	See Public Lighting	Full Council
Street Naming	To name new streets	Full Council
Parish Clerk and Proper Officer	Recommending the appointment of the Parish Clerk and Proper Officer	Full Council
Traffic Issues	Making observations on matters affecting traffic management proposals in and around the parish	Full Council
Trees	Managing tree planting schemes	Full Council
	Making observations on proposals to introduce new tree preservation orders or allow works to trees	Full Council

	covered by existing tree preservation orders or within conservation areas	
Twinning	Making arrangements for twinning visits and activities including liaison with twinning societies	Full Council

3 Delegation to Committees

- 3.1 The matters listed below are delegated to the Council's Committees, Sub-Committees, or Working Groups. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.
- 3.2 Where a Sub-Committee or Working Group in lieu of exercising its delegation refers a matter to its parent Committee the delegation is exercisable by the Committee. Nevertheless, the Committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

Service Area	Function	Committee
Recreation	Play area improvements	Active Halwill

4 Delegations to Officers

- 4.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.
- 4.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. Needless to say, the delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Parish Clerk
Communications	To deal with all press and public relations on behalf of the Council	Parish Clerk
Documents	To sign documents on behalf of the Council	Parish Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her	Parish Clerk

	regarding the conduct of elections	
Emergency Planning	To lead the Council's response in the case of a major emergency in consultation with and/or under the direction of the Emergency Planning Officers at Torridge District Council	Parish Clerk
Finance	To administer the Council's bank balances	Parish Clerk
	To maintain adequate insurance cover for the Council's activities and property	Parish Clerk
	To act as Responsible Financial Officer for the purposes of the Accounts and Audit Regulations in place at the time	Parish Clerk
	To authorise the payment of accounts	Parish Clerk
	To write-off outstanding debts in accordance with Financial Regulations	Parish Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme	Parish Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved Budget	Parish Clerk
Land and Property	To purchase necessary goods and Supplies	Parish Clerk
	To maintain the Council's property	Parish Clerk
	To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible	Parish Clerk
	To devise planting schemes for the various open areas for which the Council is responsible	Parish Clerk
	To ensure that trees for which the Council is responsible are maintained in a safe condition in accordance with good arboricultural practice	Parish Clerk
Lettings	To authorise casual lettings of the Council's various properties subject to	Parish Clerk

	payment in accordance with the approved scale of charges where appropriate	
Meetings	Arrange and call meetings of the Council, its Committees and Sub-Committees	Parish Clerk
	Carry out and implement any Council, Committee or Sub-Committee decision	Parish Clerk
Members Support	To deal with requests from Members	Parish Clerk
Motor Vehicles and Plant	To maintain, repair and renew the Council's motor vehicles, plant and equipment	Parish Clerk
Proper Officer	To act as Proper Officer for the purposes set out in Standing Order 15 and for all other purposes prescribed by law	Parish Clerk
Insurance	Arranging and maintaining insurance cover in respect of the Council's assets and activities against a wide range of risks	Full Council Based on advice from the Parish Clerk
Staffing	To engage temporary or seasonal workers and determine their wages and conditions of service	Parish Clerk