

# COTHERSTONE PARISH COUNCIL

## Delegation Scheme

### 1. Introduction

- a) Cotherstone Parish Council has 7 members and meets on a monthly basis ('the monthly meeting') (apart from in August and December when no meeting is held).
- b) The monthly meeting deals with all planning applications (subject to submission deadline constraints – see Planning Applications Policy) and finance and accounts.

### 2. Delegated powers

- a) All decisions as discussed at the monthly meeting will be recorded as **"RESOLVED"**.
- b) All decisions as discussed at Committee meetings will be recorded as **'RECOMMENDATIONS'** and reported to the next full Council meeting.
- c) All planning applications will be discussed by the full Council at their monthly meeting or in accordance with the agreed Planning Applications Policy.
- d) Members will be notified by the Clerk of each planning application as received by Durham County Council, but it will be each member's individual responsibility to consider the details of each application by accessing it online.
- e) The Parish Council will have due regard to the Planning Framework and all material considerations when making appropriate comments and recommendations to the Local Planning Authority.
- f) The Parish Council shall make such observations and comments as it sees fit to the Local Planning Authority in respect of planning development control enforcement matters.

### 3. Personnel/employment matters working group

- a) Membership shall comprise three members, comprising the Chair and Vice-Chair and one other member.
- b) The Chair of the personnel/employment matters working group shall be elected by its members and at whatever frequency the member decide.
- c) The purpose of the personnel/employment matters working group is:
  - i. To agree contracts of employment, job descriptions and person specifications for staff.
  - ii. To review staff salaries and terms and conditions of all staff and make recommendations to the Council.
  - iii. To review personnel policy and make recommendations to Council.
  - iv. To review the Health and safety at work for all Council employees.
  - v. To arrange for the annual appraisal of all employees

### 4. Responsibilities delegated to the Parish Clerk

#### ***Proper officer***

The Parish Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

### ***General matters***

The Parish Clerk is authorised:-

- a) to sign on behalf of the Council any document necessary to give effect to any decision of the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- b) To institute and appear in any legal proceedings authorised by the Council
- c) To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the residents of Cotherstone.
- d) To act in the management of open spaces and amenity areas
- e) To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

### ***Financial matters***

The Parish Clerk is authorised as follows:

- a) To incur expenditure up to a maximum of £100 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Standing Orders and Financial Regulations.
- b) To accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - the cost not exceeding the amount of the approved estimate;
  - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation;
  - All the requirements of the Council's Financial Regulations being complied with.
- c) To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

### ***Cemetery matters***

The Parish Clerk is given delegated powers to carry out all duties appertaining to burial and including:

- a) Authorising grants of grave spaces (in accordance with the cemetery regulations)
- b) Authorising the erection of memorials/headstones in accordance with memorial regulations

### ***Urgency***

- a) The Parish Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- b) Any such action is to be reported to the next meeting of the Council
- c) The Chairman and Vice-Chairman are to be consulted before such action is taken.