



Serving Durrington and Larkhill

DURRINGTON TOWN COUNCIL
SCHEME OF DELEGATION

POLICY REVIEW	
Signed	(Having been approved)
Minute reference	161/22 b.
Date ratified	28 th February 2023
Date of next review	28 th February 2026

Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and 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. The Clerk is to inform all Councillors of the action taken by email as soon as possible.

- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such urgency/health and safety concern that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000.
- To take any action regarding routine repairs up to a limit of £1500. in order to maintain services to the Pavilion, Village Hall, Cemetery, Allotments and Amenity Areas (River Park, Recreation Ground, Avon Fields, Fargo Road).
- 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.
- To manage all staff and contracts.
- To approve extra hours for members of staff that are required in order to conduct a specific task requested by the Clerk. The Clerk is to inform the HR and Finance Committee of any extra hours approved.

Staffing sub-Committee – 3 + members

- To take decisions on hours in excess of core hours needed by the Clerk to enable projects to be completed or to deal with exceptional circumstances.
- To deal with HR issues, Discipline and Grievances and contractual matters. The committee has delegated authority to make all decisions relating to staff and their employment.

Finance Committee - 3 + members

- To review any contracts provided by the Clerk prior to submission to the Full Council for approval.
- To conduct quarterly reviews of financial procedures and report any anomalies to the Full Council.

Planning Committee – 5 + members

A minimum of five councillors is required to review and comment on all planning applications received.

Policies' Committee – 3 members

To review current policies on an annual basis and determine any new policies required. Decisions made at Policy Meetings are to be reported to Full Council at the next available meeting.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's 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 Officer/Responsible Finance Officer and its Committees as and when appropriate.