

Scheme of Delegation

1. Working Groups reporting direct to Council
 - a. Management & Finance
 - b. Communications
2. Planning Committee
3. Amenities Committee
 - a. Working Groups
4. Staffing & Complaints Committee
5. Urgent Delegation

WPC Scheme of Delegation

Working Groups reporting direct to Council

a. Management & Finance

b. Communications

Management & Finance Group

adopted : 1st sep 2008

amended : items 6 and 7 added - date

- 1 The Management Group will consist of the Chairman, Vice Chairman, Chairmen of Committees and Clerk.
- 2 It will meet monthly and/or as requested by the Chairman or Clerk, providing a sounding board and opportunity for co-ordinating internal management issues.
- 3 For the duration of the Way Ahead Project the project Champions will also attend.
- 4 It is not a decision-making forum, it will not meet in public and there will be no public notice.
- 5 Short notes will be taken for the public record and to act as an aide-memoire. The Group will be advised by the Clerk on items that should be omitted from the public notes due to their confidential nature.
- 6 In addition, the Group will:
 - a) Oversee the financial administration of the council, ensuring that proper financial records are kept and that an adequate system of financial control is in place.
 - b) Undertake spot checks on the financial records
 - c) Oversee regular bank reconciliations
 - d) Monitor the work of the Internal Auditor
 - e) Undertake regular risk assessments of all council activities.
- 7 The Group will make recommendations to Council regarding:
 - a) Appointment of RFO and Internal Auditor
 - b) Asset register
 - c) Budget planning including balances and reserves
 - d) Financial Regulations
 - e) Insurance

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- f) Investments
- g) Risk Management
- h) Annual review of effectiveness of internal audit
- i) Internal and external auditors' reports
- j) Arrangements for contracts
- k) Any other financial management matters that may arise.

Communications Group

Draft 8th Oct 2008

Adopted : 3 November 2008

Amended : Date

- 1 Membership of the Communications Group will be determined by council and will include the clerk who will advise the group on content of all publications.
- 2 The clerk may determine that other officers attend meetings of the group, or are consulted, regarding particular items.
- 3 The Communications Group is not a decision-making forum, it will not meet in public and there will be no public notice.
- 4 Short notes will be taken for the public record and to act as an aide-memoire.
- 5 The Communications Group will:
 - a) Meet on an ad hoc basis.
 - b) Advise the council on a strategy for council publications and consultations.
 - c) Co-ordinate publication and distribution within council policy and direction
 - d) Oversee the content of all publications.
- 1 The Communications Group will be mindful that:
 - a) Some publications have a statutory element and/or are contained within the council's FoI Publications Scheme, for which the clerk is responsible.
 - b) Press releases will be issued by the clerk in consultation with the relevant chairman.

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Planning Committee

Draft 8th Oct 2008

Adopted : 3 November 2008

Amended : Date

1 General

a) Membership of the Planning Committee and its quorum will be determined by Council.

b)

2 Matters for recommendation to council

The Planning Committee will consider and make recommendations to Council thereon, all matters of planning policy referred to the Council by the Local Planning Authority and other authorities.

3 Matters for delegation to the committee

a) The Council, as Statutory Consultee, delegates all decisions arising under Development Control consultations to the Planning Committee which will meet monthly or at such time that the Clerk in consultation with the Chairman of Committee decides.

b) The Clerk may arrange for Councillors to meet near or on-site to familiarise themselves with the site of, but not to debate, individual applications.

c) The Planning Committee will receive reports of Development Control decisions taken by the Local Planning Authority.

d) The Clerk in consultation with the chairman of the committee, may conclude that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider a delegated planning matter or that the matter be referred to the next Council Meeting, whichever is appropriate.

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Amenities Committee

Draft 8th Oct 2008

Adopted : 3 November 2008

Amended : Date

1) General

- a) Membership of the committee and its quorum will be determined by council
- b) The committee will be especially mindful of statutory health and safety requirements.

2) Matters for recommendation to council

The Committee will receive guidance and reports from the clerk and Working Groups and make recommendations to council regarding:

- a) Recreation, property (including allotments), public rights of way (including bridleways and green lanes), lighting & highways, tourism and events budget allocations
- b) Staffing requirements and opening hours
- c) All policy issues relating to recreation, property, public rights of way, lighting, highways and tourism

3) Matters for delegation to the committee

Within council policies and agreed budgets, the committee will receive guidance and reports from the clerk and Working Groups on the following areas, and take all necessary action to ensure a safe environment for its staff and the public regarding:

- a) The provision and maintenance of recreation facilities
- b) The maintenance of all council properties
- c) The council's tourism & events function
- d) The maintenance and protection of public rights of way in the parish
- e) The maintenance of street lighting

4) Working Groups reporting to the Amenities Committee

These working groups are of a practical nature, with members often meeting on site and/or liaising electronically. They may include volunteers from the community and also councillors who are not members of this committee. They will take instruction from the committee and advise and report back, preferably in writing for the record, in the following areas:

- a) Property: Buildings & Manor Waste
- b) Tourism & events
- c) Lighting & highways
- d) Footpaths

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Staffing & Complaints Committee

Adopted: 4th August 2008

Amendments: 6th October 2008 (Clause d))

a. General

- i. Membership of the Staffing Committee and its quorum will be determined by Council.
- ii. The Committee will be mindful:
 1. of the legal framework for, and good practice in, employment matters
 2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
 3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
 4. of relevant council protocols and policies
 5. that the Clerk is the Line Manager for all other staff.

b. Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- i. staffing & office requirements including budget allocations
- ii. all policy issues relating to staff

c. Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- i. be responsible for staff recruitment
- ii. confirm individual Contracts of Employment and all terms and conditions
- iii. make arrangements for regular objective review of the Clerk's performance by the Chairman of Council/this committee or other councillor and take necessary action thereon
- iv. consider other staff reviews undertaken by the Clerk and take necessary action thereon
- v. decide upon annual salary awards
- vi. appoint a member of the committee to seek advice for the committee in the event of a dispute between the council and the Clerk

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- vii. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- viii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- ix. Consider recommendations from the Appeal Panel and take necessary actions thereon.

d. Complaints

The committee will act as the council's Complaints Committee, being delegated to deal with complaints in accordance with the council's complaints procedure.

Urgent Delegation

Adopted 4th August 2008

1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the relevant Chairman.
2. In the absence of the clerk or in the event that the clerk is an interested party, s/he will be substituted by the member of staff whose responsibility is to substitute for the clerk.
3. In the absence of the relevant chairman, or in the event that the relevant chairman is an interested party, s/he will be substituted by the relevant vice chairman.
4. Decisions made under this delegation will be reported to and minuted at the next council, or relevant committee meeting.
5. Under this delegation, where appropriate, the clerk may conclude that an extraordinary meeting of the council or relevant committee be called to deal with the urgent matter.