



Alternative Scheme of Delegation

Prudhoe Town Council's Alternative 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. The alternative scheme of delegation is expected to be used in matters of urgency, or when circumstances outside of the Council's control determine that meetings cannot be held.

Proper Officer and Responsible Finance Officer

- To act on any issue of urgency, that cannot wait until the next scheduled Council meeting. If circumstances permit, the Clerk would normally be expected to consult the *Chair or Vice Chair (if the Chair is unavailable)* and take their view into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work cannot wait until the next normal Council meeting, regardless of budgetary provision, subject to an upper limit of £2,000.
- To take any action regarding minor repairs or other work, subject to an upper limit of £500.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

Planning, Contract and Works Committee

- Planning applications shall be received by the Clerk who will provide details to relevant *Ward Councillors (on the PCW's Committee)*. Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members.
- To act on any issue of urgency, that is within its remit, that cannot wait until the next Planning, Contract and Works Committee meeting.
- To take any decisions necessary relating to the fulfilment of Environmental Contracts, and property owned and managed by the Council.
- The Clerk would normally be expected to consult the *Chair and Vice Chair of the Committee, along with other members of the Committee*, and take their views into account.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

Human Resources Committee

- To act on any issue of urgency, that is within its remit, that cannot wait until the next Human Resources Committee meeting.
- To take any decisions necessary relating to staff and their employment, except recruiting, termination, and decisions on hours in excess of core hours.
- The Clerk would normally be expected to consult the *Chair of the Human Resources Committee, along with other members of the Committee*, and take their views into account.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.



Cemetery and War Memorial Committee

- To act on any issue of urgency, that is within its remit, that cannot wait until the next Cemetery Committee meeting.
- To take any decisions relating to the management and maintenance of Edgewell Cemetery and Edgewell Cemetery Rules.
- The Clerk would normally be expected to consult the *Chair of the Cemetery Committee, along with other members of the Committee*, and take their views into account.
- Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Council meeting.

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.

The Council has agreed terms of reference for standing committees, which are essential to enable the Council to function efficiently and effectively. Without these, every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties. Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

The Alternative Scheme of Delegation is an additional safety net to allow decisions to be taken by officers and committees outside of meetings, where matters are urgent and/or meetings cannot be held.

Action Required

The Council is asked to agree this alternative scheme of delegation and if necessary, amend those *members involved in consulting on decisions*.