



WOMBOURNE PARISH COUNCIL

SCHEME OF DELEGATION

Section 101 of the Local Government Act 1972 provides:

- a. That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer
 - b. A Committee may delegate its powers to an officer
- c. The delegating body may exercise Powers that have been delegated.

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1. Purpose

1.1 To clearly define the parameters within which Officers of the Council can act without reference to Members.

1.2 To clearly define the parameters within which a named Member of the Council can act without reference to Members.

1.3 The other purpose of this document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various Committees.

1.4 The Scheme of Delegation forms part of the Council's Constitution and will be reviewed at least annually or earlier if required.

1.5 Those with delegated responsibility are referred to by job title, therefore any changes in job title will trigger a review of this scheme.

1.6 Where consultation with others is a requirement of the ability to act, it is clearly set out with whom that consultation should take place.

1.7 Any deviation from this Scheme should be reported to the Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.

2. Overview

2.1 Members deal with all matters through their collective Council membership.

2.2 There are no circumstances where an individual Member can issue an instruction to the Clerk, staff member or contractor.

2.3 A Member must never act on behalf of the Council in the organisation of any function or service, without written delegated authority to do so.

2.4 The Officers are responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.

2.5 The Council's Terms of Reference for Committees determines which Committee deal with matters, and at which level decisions are taken.

2.6 Many matters are delegated to the Officers, who can make decisions on them working within established Council policies.

2.7 The day-to-day management of Council services and assets is the responsibility of the Clerk to the Council.

2.8 Both Members and Officers of the Council must work within the law.

2.9 Mutual respect between Members and Officers of the Council is essential for the Council to function effectively. Personal/professional/verbal/written attacks on Officers of the Council must be avoided and would be contrary to the Code of Conduct, as under the convention of Local Government, Officers of the Council are unable to defend themselves from such comments in public.

2.10 Any delegation to a Committee or to the Clerk to the Council shall be exercised in compliance with the Council's Standing Orders and this scheme, any other policies or conditions imposed by the Council and with the law.

2.11 In making any decision, regard shall be had to the Council's strategic goals and priorities.

2.12 To validate membership of a Committee each Member shall participate in appropriate training (if required) within twelve months of their appointment to that Committee.

2.13 The Clerk to the Council nominates the Assistant to the Clerk to carry out any powers and duties which have been delegated to her in the event of short-term absence.

2.14 In an emergency, the Clerk to the Council is empowered to carry out any function of the Council.

2.15 Where Officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Clerk to the Council before action is taken. A record of the decision taken pursuant to delegated powers must be published in accordance with the Openness of Local Government Bodies Regulation 2014 (appendix A).

3. Matters reserved for the Council

3.1 Membership: All Councillors

3.2 Quorum: 5 (as per Standing Orders).

Matters to be resolved by only the Council

- 3.3 To approve and adopt the budget.
- 3.4 To appoint the Chairman of the Council.
- 3.5 To appoint the Vice Chairman and Deputy Chairman of the Council.
- 3.6 To appoint Committee Chairmen.
- 3.7 To agree and/or amend the Terms of Reference for Committees deciding upon their composition and making appointments to them.
- 3.8 To adopt the schedule of meetings for the ensuring year for Full Council and Committees at the Annual Meeting of the Parish Council.
- 3.9 To make decisions which would be contrary to policy framework.
- 3.10 To determine matters involving expenditure for which budget provision is not made or is exceeded.
- 3.11 To consider matters which do not fall within the remit of any Committee.
- 3.12 To determine matters affecting or likely to affect a Committee or where consultation with or approval of that Committee is required.
- 3.13 To set approve and adopt the precept.
- 3.14 To agree to borrow money.
- 3.15 To receive statutory reports from the Clerk to the Council.
- 3.16 To approve the AGAR.
- 3.17 To consider any matters required by law to be considered by the Council.
- 3.18 To agree the asset register.
- 3.19 To approve the Council's Standing Orders, Financial Regulations, Financial Risk Assessment, and Risk Register.
- 3.20 To approve matters as set out in Standing Orders requiring the attention of the Council.

4. Safeguards

4.1 The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

5. Meetings

5.1 Meetings are scheduled according to the timetable approved at the Annual Meeting of the Parish Council with a recess in August and December.

6. Delegation to Committees

6.1 In agreement with the Clerk to the Council, the Committee Chairmen have authority to cancel or postpone a meeting owing to a lack of business or in an emergency.

6.2 Committee Chairmen have no other authority other than to chair a meeting of their Committee.

6.3 Each Committee has delegated authority to decide matters within their terms of reference.

6.4 Subject to urgent items, the following matters shall be referred to the relevant Committee or Full Council, where appropriate:

Any matter which -

- i) Requires a new policy
- ii) Requires an alteration to an existing policy (other than a minor amendment); or
- iii) Would be contrary to policy framework; or
- iv) Involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision; or
- v) In the opinion of the Clerk to the Council, cannot in law or in accordance with the Standing Orders be decided by an Officer; or
- vi) Upon which a Committee has requested a report; or
- vii) A member has requested an item to be put on an agenda or
- viii) In the opinion of the Officer concerned, should be determined by a Committee.

Sub-Committees

6.5 Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the parent Committee.

6.6 The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.

6.7 Members of Committees and Sub-Committees who are not members of the Council shall not have a vote.

6.8 The Council may appoint a standing Sub-Committee and other Committee's as may be necessary, and:

- Shall determine their terms of reference;
- Shall determine the number and time of the ordinary meetings of a standing Committee;
- Shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and times of the it's meetings;
- Shall subject to Standing Order 4, appoint and determine the terms of office of such a Committee;
- Shall determine the place, notice requirements and quorum for a meeting of the Sub-Committee which shall be no less than three;
- Shall determine if the public and press are permitted to attend the meeting of a Sub-Committee and also the advance public notice requirements, if any, required for the meeting of a Sub-Committee;
- Shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend;
- Shall permit delegated areas of responsibility to Sub-Committees including delegated financial powers within the approved budget, and
- May dissolve a Committee.

7. Urgent items

7.1 Matters of urgency, as determine by the Clerk to the Council (or in her absence another Officer) shall be delegated to the relevant officer in consultation with the Chairman and Vice-Chairman of the appropriate Committee subject to a report being made to the next meeting of the appropriate Committee (appendix A).

8. Emergency matters

8.1 Matters of emergency, as determined by the Clerk to the Council (or in her absence another Officer) shall be delegated to the Council Chairman and Chairmen of all Committees who may convene without public notice as an Emergency Management Committee. The Chairman is required to report to Council at the earliest opportunity.

8.2 An emergency is defined as:

- i) A matter with significant financial implications greater than £5,000

ii) A matter with significant legal implications

iii) A matter related to the conduct of a Councillor or an employee that would potentially amount to gross misconduct or bring the Council into disrepute.

9. Delegation to Officers

9.1 The Clerk to the Council 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 designation of a Proper Officer.

9.2 Subject to those matters that are reserved for Committee (see paragraph 1 above) all members of staff shall be responsible for the day to day operation and management of his/her team and of the services and land for which s/he is responsible.

9.3 Any matter not reserved for Committees (i.e. any matter falling outside the criteria contained in paragraph 1 above) shall be regarded as falling within the day to day operation and management of the relevant department and shall be delegated to the appropriate member of staff and shall be exercised in accordance with the principles of delegation.

9.4 The Clerk to the Council shall have authority to issue authorisation to individual officers as the Council's authorised officers in the performance of their statutory or other duties.

9.5 Delegations to the Clerk to the Council in respect of land and premises are set out in the Scheme of Delegation.

9.6 The Clerk to the Council shall have delegated management authority for the following services:

- Services
- Assets
- Resources
- Personnel

9.7 The Clerk to the Council shall be responsible for signing all the Council's Official Notices and for sealing Council documents and is authorised to sign on behalf of the Council any documents necessary to give effect to any decision of the Council.

9.8 The Clerk to the Council shall be the Proper Officer for any function of the Council in the absence of any other appointment specified within this Delegation Scheme.

10. Finance

10.1 The Clerk to the Council and Responsible Finance Officer has authorisation 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.

Officers have authority to:

10.2 Incur expenditure up to an approved maximum on any items for which provision is made in the appropriate budget provided that any action taken complies with legislative provisions.

10.3 Use repair/planned maintenance budget for the maintenance, replacement or repair of existing property or equipment.

10.4 Recommend to the relevant Council/Committee quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:

A) The cost not exceeding the amount approved in the budget

B) The tender being the lowest or the one showing best added value to the Council according to the criteria set out in the tender documentation

C) All the requirements of the Council's Financial Regulations being complied with.

10.5 To compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.

10.6 To recommend to the relevant Council/Committee on investing monies held by the Council with a view to obtaining the optimum financial return.

11. Staff

11.1 The Clerk to the Council is given delegated powers to recruit, appoint and manage the Council staff in accordance with the Council's policies, procedures and budget.

The Clerk to the Council has authority to:

11.2 Manage staff performance and discipline and performance, including the power of suspension, dismissal, and in accordance with the policies set by the Finance and General Purposes Committee and as approved by the Council.

11.3 Pay staff expenses and allowances.

11.4 Provide guidance to the Finance and General Purposes Committee on recommendations for employees' salary reviews, in accordance with the Council's policy for staff appraisals.

12. Property

12.1 The Clerk to the Council is given authority to manage the land and property of the Council including:

12.2 Agreeing the terms of lease, license, conveyance or transfer approved by the Council's Solicitors and/or Finance and General Purposes Committee.

12.3 Granting or refusal of the Council's consent under the terms of any lease.

12.4 Varying restrictive covenants of routine natures.

12.5 Recommending the Council on the granting of easements, wayleaves and licenses over Council land.

12.6 Initiating legal action or proceedings against unauthorised encampments on Council land.

13. Terms of reference for Committees

13.1 Finance and General Purposes Committee

13.2 Planning and Development Committee

13.3 Civic Centre Management Committee

13.4 Recreation and Amenities Committee

13.5 Staffing Committee

13.1 Finance and General Purposes Committee

KEY MATTERS

Finance, staffing (inc. appraisals, pay review, personnel policies, grievance and disciplinary), property, communications, devolution and resource management and monitoring.

TERMS OF REFERENCE

MEMBERSHIP	At least SIX Members of Wombourne Parish Council, plus ex-officio Members reviewed annually
QUORUM	THREE Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102
TERMS	The Council's Standing Orders apply to all meetings of the Committee
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chairman
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council
	The Committee will meet once a quarter (or at least 4 times per year)
	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items
	Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders
LIMITATIONS	Only Members of the Committee may vote on agenda items
	Non-Members of the Committee (i.e., in attendance) may attend in their capacity as a Councillor and will be allowed to speak on an agenda item, but only with the agreement of the Chairman
	Non-Members of the Committee are subject to the same rules as Members of the Public confidentiality
	Non-Members of the Committee have no more rights at Committee meetings than members of the public
	Non-Members of the Committee must leave the room whilst any items under Part 2 are discussed

RESPONSIBILITIES	DELEGATED POWERS
	The Committee has delegated authority to:
To provide guidance to Committees and Council on overall levels of income and expenditure	Review and monitor the income and expenditure of the Council as a whole
To consider the annual draft budget	The Committee will consider the draft budget in January each year. They may convene earlier to review a draft budget if it is deemed necessary
To recommend the draft precept to Full Council	The Committee will recommend a draft budget and precept to Full Council in January each year.
To receive financial reports and monitor and report to Full Council	To monitor income and expenditure on a quarterly basis upon receipt of the appropriate report from the RFO.
Management of investments	To review the Council's Investment Strategy (if applicable) and monitor compliance. To manage the arrangements for investments and to make recommendations to the Council where appropriate.
To consider and award contracts for work	To consider and award contracts for work up to the value of £24,999
To implement the procurement/tender procedures for contracts more than £25,000	To ensure that lawful procurement procedures are followed including the publication and results of tenders
To review all policies and procedures	To ensure all policies and procedures are compliant with statutory requirements
To review the Council's Asset Register	Delegated authority to oversee insurance of the Council's property.
To ensure the preservation of probity and good financial practices with the Council	To review the Financial practices of the Council
Debt monitoring and recovery	To recover debts on behalf of the Council
To consider the internal audit and external audit reports, and report findings and recommendations to the Council	To review the internal and external audit reports and implement any required actions
Delegated financial powers within the approved budget	To resolve the management of work set out within the budget to the Clerk
To be responsible for any events organised by the Parish Council (e.g., Christmas light switch on)	To agree and make the necessary arrangements in line with the budget

To investigate complaints about Council administration and procedures	To resolve the outcome of a formal complaint
To approve quotations and schedules of work at the Council's Bungalow	To approve quotations and schedules of work outside the budget
To monitor financial risk and ensure that adequate financial risk management is in place	To appoint an internal auditor, to approve the internal audit plan, to review the risk assessment related to finance, and to review internal systems of control to ensure adequate financial risk management managed by the Full Council. To monitor regular financial reports and bank reconciliations as present to the Full Council.
To monitor risk management and ensure that adequate risk management is in place	To review the Council's financial risk assessment annually managed by Full Council
To oversee the management of all the Council's property and assets	To ensure the Council's property is managed properly as delegated to the Clerk
To manage the Council's reserves	To annually review the reserves and ensure they stay in line with the NALC guidelines for the management of reserves
To delegate areas of responsibility to either a Sub-Committee, or an officer	Power to delegate

13.2 Planning and Development Committee

KEY MATTERS

Planning application, listed planning applications, advertisement applications and Neighbourhood Planning.

The Council delegates decisions arising under development control consultation to the Clerk (Proper Officer) in consultation with the Committee.

Consultation may be by correspondence including email, or in person. It may also take place at meetings of the Council.

The Clerk will arrange for relevant papers to be circulated to Members who should return their comments, to the Clerk for determination of the Council's response within the prescribed consultation period.

Delegated decisions will be reported to, and recorded in the minutes of the next Full Council meeting.

In respect of controversial or major development proposals, the Clerk in consultation with the Chairman, may decide that the Committee should meet. The Terms of Reference below will apply.

TERMS OF REFERENCE

MEMBERSHIP	At least SIX Members of Wombourne Parish Council plus ex-officio Members reviewed annually
QUORUM	THREE Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102
TERMS	The Council's Standing Orders apply to all meetings of the Committee
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chairman
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council
	The Committee will meet <u>at least</u> annually
	The Committee may make decisions on planning applications without meeting, delegating to the Clerk for the final comment after consulting with members

	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items
	Members of the Committee will receive an agenda and supporting papers in accordance with the Council’s Standing Orders
	Notice of meetings will be published in accordance with the Council’s Standing Orders
LIMITATIONS	Only Members of the Committee may vote on agenda items
	Non-Members of the Committee (I.e. in attendance) may attend in their capacity as a Councillor and will be allowed to speak on an agenda item, but only with the agreement of the Chairman
	Non-Members of the Committee are subject to the same rules as Members of the Public confidentiality
	Non-Members of the Committee have no more rights at Committee meetings than members of the public
	Non-Members of the Committee must leave the room whilst any items under Part 2 are discussed

RESPONSIBILITIES	DELEGATED POWERS
	The Committee has delegated authority to:
To consider and provide response to planning applications made to South Staffordshire District Council for planning permission	To respond to planning matters.
Consider and provide responses to any proposals by the Planning Authority to make Tree Preservation Orders	To respond
Consider consultation responses to the Government’s Planning Inspectorate and other appropriate bodies as required	To respond
Consider and provide responses with respect to the stopping up, diversion, maintenance or creation of public rights of way	To respond
Consider and provide responses with respect of footpath/bridleway creation orders, highway adoption orders and other highway notices	To respond
Consider and recommend responses to any proposals in respect of street naming	To respond
Consider and provide responses to proposals in respect of highway and traffic regulation issues and orders	To respond

To delegate areas of responsibility to either the Chairman of the Committee, Sub-Committees or to an Officer	To delegate
To prepare recommendations on S106 funding to present to the Parish Council	To prepare recommendations
To formulate budget recommendations for the next financial year for consideration by the Finance and General Purposes Committee in the event of a neighbourhood plan being adopted (if applicable)	To formulate budget recommendations (if applicable)
To develop Planning Policy (if applicable)	To design, develop and approve a Planning Policy in collaboration with any neighbourhood plan

13.3 Civic Centre Management Committee

KEY MATTERS

Management of the Civic Centre, conditions of hire and hire fees, approval of reservations.

TERMS OF REFERENCE

MEMBERSHIP	SIX Members of Wombourne Parish Council, plus ex-officio Members reviewed annually
QUORUM	THREE Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102
TERMS	The Council's Standing Orders apply to all meetings of the Committee
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chairman
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council
	The Committee will meet once a quarter (or at least 4 times per year)
	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items
	Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders
LIMITATIONS	Only Members of the Committee may vote on agenda items
	Non-Members of the Committee (i.e. in attendance) may attend in their capacity as a Councillor and will be allowed to speak on an agenda item, but only with the agreement of the Chairman
	Non-Members of the Committee are subject to the same rules as Members of the Public confidentiality
	Non-Members of the Committee have no more rights at Committee meetings than members of the public
	Non-Members of the Committee must leave the room whilst any items under Part 2 are discussed

RESPONSIBILITIES	DELEGATED POWERS
	The Committee has delegated authority to:
To ensure conditions of hire, regulations and fees are reviewed annually	To review the update as required
To review the terms and conditions of leases for tenants at the Civic Centre when required	To review and update as required
To approve bookings at the Civic Centre	To approve the bookings, this may sometimes be after they have taken place
To review the bar till receipts	To review the bar till receipts to flag up any inconsistencies or queries
To review the accident book and make any recommendations for changes in policies and procedures	To review the accident book and agree to implement any changes in policy and procedure to prevent future incidents
To review the lost and found book	To review
To produce and implement health and safety policies, risk assessments and fire safety precautions for the Civic Centre	To produce and implement the policies and risk assessments
To agree, in conjunction with the Clerk to the Council, a planned maintenance program for the Civic Centre	To agree a program of planned maintenance
To agree quotations of work for planned and unplanned repairs and maintenance in line with the approved budget	To resolve the management of work set out within the budget to the Clerk
To ensure the Civic Centre maintains a clean and tidy appearance and is in good decorative repair	To delegate any work required to maintain the appearance of the Civic Centre to the Clerk
To ensure the security of the premises	To ensure the security of the premises is not compromised
Deal with any complaints regarding the facilities	Deal with any complaints from hirers or visitors liaising with the Clerk to the Council as appropriate
To consider the medium/long term development of the premises and submit to the Full Council recommendations as necessary	To submit proposals to the Full Council
Monitor the income and expenditure in line with budgets approved by the Council	Monitor the income in conjunction with the Responsible Finance Officer at the

	appropriate meetings of Finance and General Purposes Committee
To delegate areas of responsibility to either the Chairman of the Committee, Sub-Committees or to an Officer	To delegate
Prepare a budget wish list for the next financial year to be drafted and given to the Finance and General Purposes Committee on a date agreed during the year	Prepare a budget wish list

13.4 Recreation and Amenities Committee

KEY MATTERS

Management of the recreational facilities across the village, promote health and wellbeing, provide statutory facilities for residents

TERMS OF REFERENCE

MEMBERSHIP	At least SIX Members of Wombourne Parish Council, plus ex-officio Members reviewed annually	
QUORUM	THREE Members of the Committee	
POWER	Local Government Act 1972, Sections 101 and 102	
TERMS	The Council's Standing Orders apply to all meetings of the Committee	
	The Committee shall be appointed on an annual basis at the Annual Meeting of the Parish Council	
	The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Vice-Chairman	
	Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council	
	The Committee will meet once a quarter (or at least 4 times per year)	
	Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items	
	Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders	
LIMITATIONS	Only Members of the Committee may vote on agenda items	
	Non-Members of the Committee (I.e., in attendance) may attend in their capacity as a Councillor and will be allowed to speak on an agenda item, but only with the agreement of the Chairman	
	Non-Members of the Committee are subject to the same rules as Members of the Public confidentiality	
	Non-Members of the Committee have no more rights at Committee meetings than members of the public	
	Non-Members of the Committee must leave the room whilst any items under Part 2 are discussed	
RESPONSIBILITIES	DELEGATED POWERS	
To review and monitor the management, control and maintenance of all recreational grounds and open spaces owned by the Parish Council	The Committee has delegated authority to:	Review, monitor and manage recreational grounds

To be responsible for agreeing the terms and conditions of hire at Brickbridge Playing Fields.	Agree terms and conditions
To be responsible for agreeing the hire rate at Brickbridge Playing Fields	Agree hire rates
To produce a schedule of implementation of play equipment across the Parish	Produce a schedule for the Parish
To place orders for works and services within the limitations of the approved budget	To resolve the management of work set out within the budget to the Clerk
To review the recommendations made within the annual ROSPA report	Approve recommendations made by ROSPA
Initiate new facilities within the Parish e.g., new play areas or allotments. All costs must be within the agreed budget or seek grants and funding for such works	Initiate new facilities
Initiate and approve tenders for all aspects of ground works and maintenance in accordance with the Parish Council's Financial Regulations	Initiate and approve tenders
Provide statutory facilities as required (e.g., bus shelters)	To provide the facilities
Promote health and wellbeing of Parishioners through clubs, promotion of facilities, adverts	To promote health and wellbeing
Deal with any complaints regarding the facilities	Deal with any complaints from hirers or visitors liaising with the Clerk to the Council as appropriate
To consider the medium/long term development of the recreational facilities and submit to the Full Council recommendations as necessary	To submit proposals to the Full Council
To prepare recommendations on S106 funding to present to the Parish Council	To prepare recommendations
Monitor the income and expenditure in line with budgets approved by the Council	Monitor the income in conjunction with the Responsible Finance Officer at the appropriate meetings of Finance and General Purposes Committee
To delegate areas of responsibility to either the Chairman of the Committee, Sub-Committees or to an Officer	To delegate
Prepare a budget wish list for the next financial year to be drafted and given to the	Prepare a budget wish list

Finance and General Purposes Committee on a date agreed during the year	
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13.5 Staffing Committee

KEY MATTERS

Staffing (inc. appraisals, pay review, personnel policies, grievance and disciplinary)

TERMS OF REFERENCE

MEMBERSHIP	FOUR Members of Wombourne Parish Council only (no ex-officio Members) Members reviewed each Council term
QUORUM	THREE Members of the Committee
POWER	Local Government Act 1972, Sections 101 and 102
TERMS	<p>The Council's Standing Orders apply to all meetings of the Committee</p> <p>The Committee Chairman shall be the Chairman of the Council's Finance and General Purposes Committee as appointed at the start of the Council term</p> <p>The Committee Vice-Chairman shall be the Vice-Chairman of the Council's Finance and General Purposes Committee as appointed at the start of the Council term</p> <p>Committee Members should be appointed based on their skills and experience (i.e. have previous experience of managing a team / HR experience). A CV should be submitted to the Clerk within a month of approval of this policy, setting out work history and why the Member wishes to be appointed to the Committee. The Chairman, Vice-Chairman and Clerk will then appoint two additional Members to the Committee. The four Committee Members will remain in post for the duration of the Council term</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council</p> <p>The Committee will meet as required to support its own remit</p> <p>The Public and Press may not be admitted to meetings as 'In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item'.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders</p>
LIMITATIONS	<p>Only Members of the Committee may participate and vote in the meeting. In the case of an equal vote, the Chairman of the Committee shall have a second or casting vote.</p> <p>Non-Members of the Committee may not attend.</p>

RESPONSIBILITIES	DELEGATED POWERS
	The Committee has delegated authority to:
To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid as required by law	To ensure the Council complies with the employment law requirements
To appoint staff as required	To resolve the recruitment of all staff to the Clerk to the Council, except for the role of Clerk to the Council, which, by recommendation of this Committee, and must be approved by Full Council
To review staffing structures and levels	To review staffing structures and levels and make any changes necessary to fulfil the requirements of the Council
To act as a disciplinary panel	To act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action
To oversee the Council's appraisal process	To monitor the Council's appraisal system which is delegated to the Clerk
To review and address staff training and development needs	To ensure that training and development needs are identified through appraisals and delegated to the Clerk to put into place
To investigate complaints about Council employees	To resolve the outcome of the complaint in accordance with the grievance and disciplinary policy
To arrange, develop, consider and approve the Clerk to the Council's appraisal	To carry out and approve the appraisal
To review and implement employment policies	To review and implement the policies
To review job descriptions	To approve, implement and amend job descriptions as required
To review salaries and pay scales	To approve and implement salaries and pay scales annually
In consultation with the Clerk to the Council in connection with all staffing matters	To approve and implement recommendations

14. Emergency Management Committee

14.1 The Committee will be summonsed to consider matters of emergency, as determined by the Clerk to the Council.

14.2 The Membership shall be the Council Chairman and Vice-Chairman and Chairmen of Committees.

14.3 Quorum is THREE.

14.4 The Committee may have to convene without public notices as an Emergency Management Committee, depending on the timing and nature of the emergency.

14.5 The meeting shall be minuted by the Clerk to the Council.

14.6 The Council Chairman is required to report to the Council at the earliest opportunity.

14.7 An emergency is defined as:

- A matter with significant financial implications greater than £10,000
- A matter with significant legal implications
- A matter related to the conduct of a Councillor or an employee that would potentially amount to mis conduct or bring the Council into disrepute.
- A matter which may cause the closing down of civic facilities (e.g., the outbreak of a virus)

15. Members Forum

15.1 The Council's Members can meet **informally**.

15.2 There will be no public notice of the meeting and no agenda.

15.3 These meetings are not open to the public.

15.4 The Forum has no powers to make conclusions or decisions on the events/items themselves nor can any preconceived policy line be determined.

PURPOSE

- To brief Members on forthcoming events
- To provide communication
- To provide an opportunity to voice idea, concerns and suggestions
- To provide an opportunity to develop skills and knowledge
- To enhance a greater understanding of how Parish Council's operate

RECORDS OF GROUP MEETINGS

The briefing is an informal meeting which does not require a public notice not agenda and the proceedings are not minuted formally.

APPENDIX A

WOMBOURNE PARISH COUNCIL

Record of decision taken pursuant to delegated powers and published in accordance with the Openness of Local Government Bodies Regulations 2014		
1.	Date of decision	
2.	Name of officer making decision	
3.	Details of decision	
4.	Scheme of Delegation reference ¹	
5.	Legal powers ²	
6.	Consultation undertaken (inc dates) ³	
7.	Matters considered ⁴	
8.	Alternative options considered and rejected	
9.	Reason for decision ⁵	
10.	Financial/budgetary implications	

I can confirm the power to make this decision has been delegated to me pursuant to the Council's Scheme of Delegation made under it, and that have taken all relevant matters into account in making this decision.

Signed:

1. Paragraph of the Council's Scheme of Delegation delegating decision to the Clerk or other officer
2. Specify what statutory power enables the Council to make this decision
3. Specify what consultation has been undertaken, for example, with service users, the public, representative groups and with Councillors
4. Where relevant you should include reference to matters the law requires the decision maker to have regard to.
5. Delegated decisions may be challenged by judicial review, and reasons should therefore be given as to why the decision was taken.