

# **BARROWBY PARISH COUNCIL**

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## **SCHEME OF DELEGATION**

**In the event that Barrowby Parish Council enters a temporary period of emergency, delegated authority is awarded to the Clerk to Council to make decisions on behalf of Council**

This may include any, or all of, the following actions under which the clerk has delegated authority to:

1. Make any decision on behalf of council where such decision cannot reasonably be deferred and must be made to comply with a commercial or statutory deadline.
2. Schedule or cancel face to face or remote meetings of council including the Annual Parish Meeting and the Annual Meeting of Parish Council.
3. Implement new or changed legislation.
4. Allow the chairman and vice-chairman of Parish Council to continue in office until such point as an Annual Meeting of Parish Council can be held.
5. Obtain electronic signatures for acceptance of minutes.
6. Submit comments on planning applications or other consultations on behalf of Council.
7. Suspend any standing order or financial regulation as necessary to ensure the smooth running and operation of the Parish Council unless expressly reserved to the council in legislation, Standing Orders or Financial Regulations.
8. Receive acceptance of office for new members of council by email.

Decisions made by the Clerk under delegated authority will be carried out wherever possible in consultation with the chairman and/or vice-chairman of the Council.

This emergency scheme of delegation will remain effective until such point as Barrowby Parish Council resolves that it is no longer needed.

Any decisions made under this delegation will be recorded in writing and published in accordance with the relevant regulations.

### **Version control and revision history**

This policy was reviewed and approved by the Council at the Annual Parish Council meeting held on 15th May 2023.

Review date May 2024.