

St Ender Parish Council – Scheme of Delegation.

1. COUNCIL FUNCTIONS

1.1 The matters listed below are the responsibility of the Full Council:

- Adopting and changing the Council’s Standing Orders, Financial Regulations, Committee Terms of Reference and Powers and Duties of Committees;
- Approving, adopting or making material changes to the Council’s policy framework;
- Approving the Council’s Budget and the level of its precept levied on the Cornwall Council;
- Authorising borrowings;
- Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council’s Financial Regulations;
- Appointing Council representatives to outside bodies;
- Confirming the appointment of the Clerk to the Council.
- Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation;
- All other matters which must, by law, be reserved to the Full Council.

2 DELEGATIONS TO COMMITTEES

2.1 The matters listed below are delegated to the Council’s committees, sub-committees, working groups or panels. They must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and approved policy framework and may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the Committee concerned.

2.2 Where a sub-committee, working group or panel in lieu of exercising its delegation refers a matter to its parent committee the delegation is exercisable by the committee. Nevertheless, the committee may decide not to exercise this delegated power and may instead make a recommendation to the Council.

Service Area	Function	Committee/Panel
Allotments	Management of the St Columb Road Allotments	General Purposes Committee
Audit	Responsibility for maintaining a continuous internal audit system.	Finance Committee
	Monitoring the implementation of recommendations/actions from the Audit Report	Finance Committee
Budgetary Control	Recommending the Annual Budget and resolutions for level of precept.	Finance Committee

	Recommending changes to Earmarked Reserves	Finance Committee
	Review fees and recommend to Full Council any changes.	Finance Committee
	Review of Employees' Salaries & Expenses and recommend to Full Council	Finance Committee
Cemeteries	Management of the two Cemeteries within St Ender Parish.	General Purposes Committee
Clerk's Appraisal	To annually appraise the Clerk.	Member from the Staffing Committee.
Complaints	Monitoring the complaints procedure	All Committees
Development Control	Commenting on planning applications referred to the Council for comment.	Planning Committee.
Financial Matters	Managing the Council's financial affairs	Finance Committee.
Grants	Award of grants to local organisations and groups and recommend to Full Council.	Finance Committee
Land Management	Managing and maintaining the Council's various buildings.	General Purposes Committee.
	Maintaining the Council's various areas of amenity land, play areas, recreation grounds and open spaces.	General Purposes Committee.
Planning Policy	Commenting on planning consultations.	Planning Committee
Pension Scheme	To approve employees' Pension scheme	Finance Committee
Policy Issues	Assisting in the development of new policies.	All committees
Public Footpaths	Making observations affecting public footpaths around the parish.	General Purposes Committee & Planning Committee.
Risk Management	Managing the Council's risk management practices and procedures.	Finance Committee
Staffing	Reviewing & monitoring	Staffing Committee

	the Council's employment arrangements.	
Street naming	To name new streets.	Planning Committee
Tree issues	Making observations on tree issues on Council Land.	General Purposes Committee.
	Making observations on proposals to introduce new tree preservation orders or to allow works to trees covered by an existing tree preservation order.	Planning Committee.

3 DELEGATIONS TO OFFICERS

3.1 The Council does not generally operate a formal scheme of delegations to officers but there are certain matters which might be regarded as routine managerial issues by some people whilst others might regard them in a different way.

3.2 The following table, whilst not comprehensive, seeks to clarify responsibility in respect of at least some of these matters. The delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with Financial Regulations.

Service Area	Function	Officer
Audit	To maintain a continuous internal audit	Parish Clerk and the Financial Service provider
Communications	To deal with all press and public relations on behalf of the Council	Parish Clerk
Documents	To sign documents on behalf of the Council	Parish Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her	Parish Clerk

	regarding the conduct of elections	
Finance	To administer the Council's bank balances	Parish Clerk
	To maintain adequate insurance cover for the Council's activities and property	Parish Clerk