

PCC Delegated Authority

21.10.2020

1.0 Policy

- 1.1 The PCC recognises that the Council may delegate authority to its Clerk/RFO as an Officer of the Council.
- 1.2 The PCC recognises that the Council may not delegate authority to any other parties.
- 1.3 The purpose of this document is to outline the delegated authority that has been given to the Clerk/RFO.

2.0 Statutory Responsibilities

- 2.1 The roles of Clerk and of Responsible Financial Officer carry with them legal responsibilities which can and should be carried out without the direction of the Council.

3.0 Short-Term Authority

- 3.1 It is usual for the Clerk to be given instructions throughout a Council meeting to undertake specific actions in connection with decisions made. The Clerk has authority to follow through on those instructions without referring back to the Council unless some limitation has been set.

4.0 Ongoing Authority

- 4.1 The Clerk has authority to transfer sums between the Council's business account and its treasury account.
- 4.2 The Clerk has the authority to purchase routine goods and services for the running of the Council to the sum of £500.
- 4.3 The Clerk may authorise expenditure for emergency action where there is an existing risk of injury to any individual and the Council has responsibility. In these circumstances the Clerk may also authorise expenditure for repair or replacement of damaged equipment if this is not the main part of the expenditure but is secondary to the emergency action.
- 4.4 The Clerk has authority to answer requests for Council Information.
- 4.5 The Clerk has the authority to update the PCC Publication Scheme (what information is available and how it can be obtained).
- 4.6 The Clerk has authority to determine whether the Chair is to be considered absent if this becomes relevant to a specific task between meetings.

- 4.7 The Clerk has authority to make provision for any meeting including rescheduling or convening remotely if circumstances require.
- 4.8 The Clerk has authority to book routine training courses and seminars for herself and for Councillors when an opportunity arises which is best progressed between meetings.
- 4.9 The Clerk has the right to be heard within meetings to give advice on any relevant matter.