

Hockley Heath Parish Council

The logo consists of a solid black square. Inside the square, the letters 'HH' are stacked above the letters 'PC', both in a white, bold, sans-serif font.

**HH
PC**

Scheme of Delegation to the Clerk

For Hockley Heath Parish Council

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Document Information

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Document History

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3.0	15.01.2026	Clerk	Reviewed and Approved

SCHEME OF DELEGATION TO THE CLERK

Notes

1. Standing Orders were reviewed and adopted May 2025; this scheme is in addition to Standing Order no. 15 (Proper Officer, page 18).
2. Local Councils may delegate decisions to a committee, a paid officer or any other local authority. The Terms of Reference for each committee will state the extent of their delegated authority.
3. No parish councillor may act independently; all parish council actions must be by way of the full council, a committee or the Clerk.
4. Delegation for urgent business is a necessity in this fast-changing age and is included below.
5. The Parish Council's Standing Orders and Financial Regulations are based NALC models.
6. The Clerk, as the council's 'Proper Officer', is also the council's Responsible Financial Officer (RFO).
7. Due to the size of Hockley Heath Parish Council, the Clerk is the only paid officer; there is no other specifically identified individual who can be delegated to act on the Clerk's behalf in their absence or in the event that the Clerk is an interested party.
- 8. This scheme of delegation is not comprehensive and is subject to being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations.**

Service area	Function
Audit	To maintain a continuous internal audit that is to be available for members to review on a quarterly basis.
Communications	To deal with all press and public relations on behalf of the council (see also Information and Communications Technology below).
Consultations	To notify the Council of all planning application consultations received. In the event of the consultation end-date falling before the date of the next council meeting, and an extension not being available from Solihull Council, the Clerk will agree the Council's response by collating members' individual comments and send to the Planning Authority (unless the Chairman calls an extraordinary meeting).
Contractors	To liaise with, and be the first point of contact for, all contractors appointed by the Parish Council.
Decisions	To take all necessary action, including signing any document, necessary to give effect to any decision of the Council and its scheme of delegation.

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 them regarding any statutory notices, electoral arrangements and co-option.
Emergency planning	1. To lead the Council's response in the case of a local major emergency in consultation with and/or under the direction of the Emergency Planning Officers of the Local Authority. 2. To report to Council issues concerning emergency planning to facilitate and enable an appropriate response in the event of a local emergency
Finance	1. If required, and dependent on banking arrangements, to manage timely transfer of funds between the Parish Council's bank accounts in order to maintain adequate cash-flow. 2. To maintain adequate insurance cover for the Parish Council's activities and assets. 3. To act as Responsible Finance Officer for the purposes of the Accounts and Audit Regulations. 4. To present accounts for payment following the Council's approval. 5. To provide a draft budget to the council for the forthcoming year and forecast for future years. 6. Other delegations in accordance with Financial Regulations. Financial Regulation 5.5(c) permits the processing of payments to the Council's suppliers in situations where the Parish Council is unable to meet. 7. In relation to casual hire of the Pavilion Hall, where refundable deposits are transferred to the Parish Council's bank account, the refundable deposit may be returned to casual hall users outside of full Council meetings, by bank transfer, authorised by two Councillors, where a cheque deposit is not available to be made at the time of booking. Such transactions will be reported and included on the next Agenda for approval at the subsequent Parish Council meeting.
Data Protection and Freedom of Information	1. To have overall responsibility for the Council's publication scheme. 2. To be responsible for applying the requirements of the Freedom of Information Act, Data Protection Act and General Data Protection Regulation.
Health, Safety and wellbeing	1. To arrange for and keep the council's schedule of risk assessments up to date. 2. To take all necessary action to implement actions identified to mitigate risks in the workplace and on Council property. 3. To be the responsible officer for all safety purposes prescribed by law

Information and Communications Technology	1. To be responsible for the provision and management of information and communication technology provided throughout the Council. 2. To report on the need for replacement of out-dated equipment and the purchase of new equipment. 3. To be responsible for the Parish Council's website and any other online presence.
Land and property	1. To purchase necessary goods and supplies. 2. To maintain the Council's property. 3. To adjust grass cutting frequencies in relation to the maintenance of the various open areas for which the Council is responsible. 4. To consult on planting schemes for the various open areas for which the Council is responsible.
Meetings	To arrange and call meetings of the Parish Council, committees and working groups as and when expedient in consultation with the Council's Chairman.
Proper Officer	To act as Proper Officer for the purposes set out in Standing Orders and for all other purposes prescribed by law.
Staff	There are no other members of staff for whom the Clerk is responsible.
Standing Orders	1. To adhere to the Standing Orders of the Council. 2. Arrange for an annual review.
Urgent Business	1. Urgent decisions required between scheduled meetings are delegated to the Clerk in consultation with the Council's Chairman. 2. In the absence of the Clerk, or in the event that the Clerk is an interested party, s/he will be substituted by an appropriate substitute from outside the Parish Council, ideally a Clerk from within the Solihull district. 3. In the absence of the Council's Chairman, or in the event that the Council's Chairman is an interested party, s/he will be substituted by the Vice Chairman. 4. Decisions made under this delegation will be reported to and minuted at the next Parish Council meeting. 5. Under this delegation, where appropriate, the Clerk may conclude that an extraordinary meeting of the Parish Council be called to deal with the urgent matter.