



Cinderford Town Council

Scheme of Delegation

(To be reviewed annually)

Introduction

This Scheme delegates powers and duties of Cinderford Town Council to officers under Section 101 of the Local Government Act 1972 and all other powers enabling such delegation.

It is adopted with the intent that it should lead to a streamlining and simplification of the decision-making process of the Council and accordingly it should be interpreted widely rather than narrowly.

This scheme delegates to authorised Officers the powers and duties necessary for the discharge of the council's functions within the broad functional description set out, together with the specific delegations therein, and should be taken to include powers and duties within those descriptions under all present and future legislation and all powers incidental to that legislation including the application of the incidental powers under Section 111 of the Local Government Act 1972 or General Power of Competence.

An officer may decline to exercise delegated powers and instead report to the Council or appropriate committee.

Areas of Delegation - There are three specific areas of delegation:

Planning – Should an extension for a planning response cannot be secured in time from the District Council for the next Council and/or Planning meeting, the Proper Officer/Clerk in consultation with the Chairman and Vice-Chairman may submit a response on behalf of the Council.

Finance –In cases of extreme risk to the delivery of council services, the RFO may authorise revenue expenditure on behalf of the council which in the RFO's judgement it is necessary to carry out.

Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000.

The RFO shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

The Clerk has delegated authority to make payments between meetings as necessary

Staff Welfare – The Town Clerk/RFO may make decisions in the interests of staff welfare without reference to the Town Council.

This includes arrangements for leave, emergency cover and medical care.

Approved by Council: 13th June 2023. Reapproved 11.06.2024, 13.05.2025, 12.05.2026.

Review May 2027