



## **Delegated Powers Policy and Procedures (Reviewed LPC Meeting 19 June 2023 No amendments)**

**Under statutory regulations and in line with Standing Orders for the Loose Parish Council, it is within the powers of the LPC to delegate agreed responsibilities to its committees, or staff. The LPC Financial Regulations and LPC Standing Orders outline these in more detail.**

**This is a separate issue to the procedures followed in respect of 'Round Robin' arrangements which are matters of business agreed by the LPC/Committee/s and then subsequently ratified.**

**Delegated powers as reviewed & agreed by the LPC are as follows:**

### **1. Committees of the Loose Parish Council-**

- a) Terms of reference (TOR) for any committee outlines the powers delegated to it by the LPC, and are reviewed by the LPC at every annual meeting of the LPC in May. Any amendments made by the Committees themselves to these TOR have to be ratified by the full Council as acceptance of the changes.
- b) Anything outside of the committee's agreed budgets are to be ratified by the full LPC including contingency spends.
- c) (Fin Regs 5.8) In respect of grants, a duly authorised committee shall approve expenditure within any limits as set by the LPC. Any grant in excess of £50,000 to be dealt with by the LPC.
- d) TOR recommended by a sub committee are to be agreed by the 'Parent' committee and ratified by the full LPC.

### **2. Staff Powers given by the Loose Parish Council-In line with LPC Financial Regulations.**

These are reviewed by the F&A committee annually and circulated to members, the following powers are passed to (and/or)

The Office:

- a) (Fin Regs item 4.1.)- "The Office in conjunction with the Chairman of the LPC or Chairman of appropriate committee, for any items up to the value of £500 if they are of an urgent nature or health & safety matter, or if expenditure has previously been agreed by Round Robin Agreement". The Clerk shall report such action to the Chairman/Vice Chairman of the LPC asap, and as soon as is practical to the full LPC".
- b) (Fin Regs 4.5) "in cases of extreme risk to the delivery of Council services, the Clerk may authorise expenditure on behalf of the Council which in the Clerk's judgment it is necessary to carry out. Such as urgent repairs, replacement or

other work, whether or not there is a budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the Chairman/Vice Chairman of the LPC asap, and as soon as is practical to the full LPC”.

- c) (Fin Regs 5.5/5.6) The Office shall have delegated authority to submit the payment of the following:
- I. If a payment is necessary to avoid a charge of interest under the ‘Late payment of commercial debts Act 1998’.
  - II. An expenditure item of payments due which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (includes salaries/payroll expenses), provided that such a list is submitted to the next LPC meeting.
  - III. Fund transfers within the LPC banking arrangements up to the value of £20,000, provided that such a list is submitted to the next LPC meeting.

### **3. Staff authority Admin Budgets -**

Any spends less than and including up to £500 for a single transaction as listed below under ‘Admin Budgets’ can be authorised by the Office as required. Agreed budgets are not to be exceeded without authority of F&A committee or full LPC:

- a) Stationery/postages
- b) Essential office equipment inc furniture
- c) Expenses such as travel and out of pocket expenses. (to be agreed and signed by the line managers/RFO)
- d) Courses as put forward by staff and Councillors in line with training requirements.
- e) Database software as identified
- f) Chairman’s allowance (to be ratified by C/man)

### **4. Staff authority other Budget Lines-**

Equipment/supplies required by the Caretaker whilst doing his maintenance duties for the LPC, can be purchased by him for any amount less than and including up to £50 for a single transaction. Anything above this limit up to and including £500, to be agreed by the Clerks Office, and if above £500, by the relevant committee/LPC. Agreed spends to be included on relevant budget lines, depending on what type of work is being done. e.g. Environment (open green spaces), PCH (Parish Pavilion).

### **5. Quotes outside of the meeting-**

It is permitted that the Office can accept a quotation for a specified job up to the value of £500 as long as the matter has been agreed previously by the LPC/committee and minuted accordingly. Once the quote is accepted under these delegated powers then for details of the expenditure to be minuted at the next meeting of the LPC/Committee. Must be within the agreed limits of the designated budgets.

**6. Publications-**

Any publications of the business of the LPC (e.g. Life in Loose) can be authorised by the Office. This is to be in line with the GDPR and LPC Policies Press & Media, and Social Media.

**7. Website-**

Any items published on the website to go through the Office. This is to be in line with the GDPR and LPC Policies Press & Media, and Social Media.

*N.B. This Policy supersedes any previous Delegated Powers Policy and will be reviewed annually. This document can be amended, added to, deleted as appropriate by agreement of the the full LPC only, and in consideration of Standing Orders and Financial Regulations*